



# RENDCOMB COLLEGE

NURSERY • JUNIOR • SENIOR

## Attendance Policy

**Monitoring:**

Deputy Head (Pastoral), Assistant Head (Pastoral) and Head of Juniors

**Reviewed:**

August 2024

**Next Review:**

August 2025

## **Attendance Policy**

At Rendcomb College, we see education as a partnership between the family and the College and have high expectations about excellent attendance and punctuality.

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures.

### Attendance expectations

Excellent attainment and wider life chances. Absence results in lost learning time and, although students may endeavour to catch up missed work, it cannot replace the teacher-led learning that has taken place. The DfE's research illustrates a link between attendance and attainment: pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks. Absentees also miss out on the rich programme of extra-curricular activities and events, and social interaction with their peers.

Ensuring a child's regular attendance at College is a parent's legal responsibility and permitting absence from College without a good reason is an offence in law and may result in prosecution. The DfE states that attendance of 95% or more is 'good', but below this is a cause for concern and will have an impact on a pupil's educational progress. At Rendcomb, we aim for 100% attendance and, while we accept that pupils may not be able to attend school due to illness or other reasons, we will track and discuss pupils who show persistent absence in order to prevent future educational complications. We expect our students to have at least 95% attendance and will implement steps to monitor and improve attendance should they fall below this level.

### School Day Timings

Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils.

All Senior School pupils are required to be in school before 8.15am Monday to Friday. The morning register closes at 8.35am and any students not in school by then will be marked as absent. The afternoon register opens at 1.45pm and closes at 2.05pm. The school day ends at 5.00pm Monday to Friday. Day pupils are normally expected to leave by 5.15pm unless parents have informed Housestaff. Day pupils should travel to and from the College in school uniform, unless given permission by staff to do otherwise.

All Junior School pupils are required to be in school before 8.25am Monday to Friday. The morning register opens at 8.10am and closes at 8.30am. Any students not in school by then will be marked as absent. Pupils may arrive from 7.45am onwards and attend the Early Morning Group. Tutors will be situated in their form rooms and ready to welcome pupils from 8.10am. The afternoon register opens at 1.15pm and closes at 1.45pm. The school day ends at 3.40pm for Reception-Yr2 and at 3.50pm for Yr3-Yr6.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit or sporting fixture, the dates of which will have been notified to you in advance.

### Requesting absence

Requests for absence must be made in writing/email and reach the College at least five days in advance (except in an emergency, when parents are asked to contact their child's tutor or Reception before 8.30am). Requests for **exceptional** absence (i.e. absence for whole days other than Religious Festivals, medical or dental appointments or for illness) should be sent **to the Headmaster or Head of Juniors** as appropriate with at least three school days' notice. Please try to make medical/dental appointments (where possible) outside of the school day.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term and such absences could be registered as unauthorised on your child's school record.

All boarders are expected to return on the evening prior to the commencement of term or half term and following Exeats.

At the beginning of the academic year, some new pupils and Prefects return earlier than the rest of the College to take part in various induction programmes before the start of term.

### Unexpected absences

If your child is ill (Senior School), please e-mail [absence@rendcombcollege.org.uk](mailto:absence@rendcombcollege.org.uk) or telephone the College before 8.30am on the first day of absence. We will always telephone the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

All Junior School parents are requested to telephone the Junior School Office on 01285 832310 between 08:30am and 9:15am or email [juniorschool@rendcombcollege.org.uk](mailto:juniorschool@rendcombcollege.org.uk) on the morning of their child's absence from school or necessary lateness. If the school is unaware of the reason for the child's absence we are required to mark it as an unauthorised absence in the register. All pupils who miss registration with their form teacher, for whatever reason, must report to the Junior School Office before attending lessons.

In the Senior School someone will contact home on the second day of absence and a member of SMT/SLT will be in contact if absence extends to a third day, to offer support and advice.

### Additional Requirements for Boarding Pupils

Boarding pupils are covered by Boarding Standards: National Minimum Standards. These standards places a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know where to find them), e.g. by operating a signing in and signing out system when boarders leave the College, and by registering attendance in the boarding house.

Boarders in Years 9 to 13 who board for at least five nights (Monday to Friday) are classed as full boarders and hence we will assume that your son/daughter will be staying at the College every weekend other than for exeats. If this is not the case then parents need to make this

clear to housestaff stating when they will be in school and when they will be at home for weekends. We expect your son or daughter to live with you or his/her guardian when he/she is away from College on exeats and half term during term time.

If your child is leaving the College at the weekend it is absolutely imperative that we receive information giving his/her whereabouts whilst away from the College. If your son/daughter intends to stay at a friend's house then the Houseparents will require communication from you and the host before agreeing the weekend arrangements.

If your son/daughter is a regular flexi boarder (1, 2 or 3 nights per week) we will assume he/she is going home unless we receive a letter/email informing us otherwise.

Please telephone the appropriate house if he/she is taken ill during an exeat. We will always telephone home if your son/daughter is late in returning from an exeat.

### Attendance Analysis

We will monitor and analyse weekly attendance levels, as well as running more comprehensive analysis on a half termly basis. This will look at individual pupils, cohorts and year groups (including their punctuality) across the school.

In the Senior School, each time grades are reported, an attendance percentage that is the sum of morning and afternoon registration will also be reported. In the Junior School, attendance will be checked on a half-termly basis and will be reported whenever progress reports are issued.

When attendance is below 95% at the point of grade reporting, the child will be placed on stage 1 monitoring. If attendance is less than 90% the child will be placed on stage 2 monitoring and the stage 2 email will be sent, unless there are exceptional circumstances that the school is already discussing with the family. The email will be sent by Head of Key Stage or Deputy Head Pastoral for Senior School pupils or sent by Assistant Head/KS1 Coordinator or Head of EYFS for Junior School pupils. If attendance does not improve in the following weeks, the child will be placed on stage 3 monitoring which will trigger a meeting request from a member of the Senior Management or Leadership Team as well as continued stage 1 monitoring.

We are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education 2024 we will investigate and report any suspected safeguarding cases to our local safeguarding partnership, following the procedures from Gloucestershire Children's Safeguarding Partnership.

College is also legally required to report absence figures to the local authority. We must report any student who has a continuous period of ten school days unauthorised absence and any student with 15 school days of continuous or cumulative absence due to sickness.

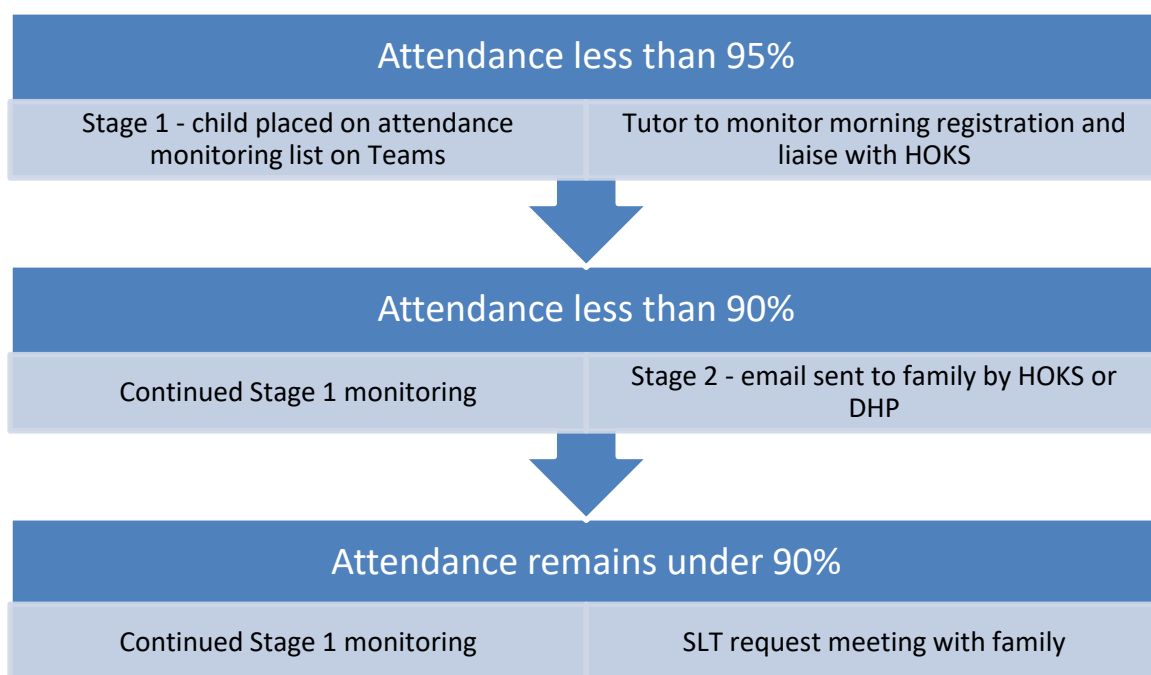
### Support

Some pupils find it harder than others to attend school and we will work together with parents/carers, pupils and relevant partner agencies to remove barriers that are preventing excellent attendance and punctuality.

Pupils will find health and well-being support in the Medical Centre, Learning Development department, through the School Listener or School Counsellor. We will also refer to wider support services where needed. Please speak to your child's form tutor, Head of Key Stage, Assistant Head (Pastoral) or Deputy Head (Pastoral) if you would like to explore support that is available.

The Senior Attendance Champion, with overall responsibility for attendance, is Jonnie Howorth who can be contacted on [dhp@rendcombcollege.org.uk](mailto:dhp@rendcombcollege.org.uk) or 01285 832333.

## Appendix 1 - 3 stages of monitoring



## Appendix 2 – email

Dear

You will be aware that we monitor and report attendance regularly. At the time of sending this email X's attendance has fallen below 90% to X.

Research tells us that an absence rate below 95% will have an impact on a pupil's educational progress. The table below shows the number of lessons impacted based on attendance:

If attendance over the school year is:	A pupil will miss this many days:	A pupil will miss this many lessons:
100%	0	0
95%	8	48
90%	17	102
85%	25	150
80%	34	204
75%	42	252

At this stage we are making you aware of our concerns. It would be helpful to have a meeting or a telephone conversation to discuss how we can support XXX in improving their attendance. Please let me know when would be convenient.

Best wishes

HoK/DHP/AHoJ

### Appendix 3 – attendance codes

Register Code	Description
<b>Attended/Present Codes</b>	
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
B	Approved education activity as pupil being educated off site e.g. transition day at another school
W	Approved educational activity as pupil is attending work experience
<b>Authorised absence codes (counts as absence)</b>	
C	Leave of absence for exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C3	Missing lesson for an agreed music lesson
C4	Missing lesson for an agreed LAMDA lesson
C5	Missing lesson for an agreed talk
E	Authorised absence as pupil is excluded, with no alternative provision made
A	Missing lesson for a public examination
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance

S	Authorised absence due to study leave for public examinations
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
H	Authorised holiday
MC	In the medical centre
<b>Unauthorised absence codes (counts as absence)</b>	
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
<b>Not able to attend (counts as not a possible attendance)</b>	
D	Dual registered (at another establishment - NOT counted in possible attendance)
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
<b>Administrative Codes (not collected for statistical purposes)</b>	



Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure – not counted in possible attendances

