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| <b>Local Procedure Title</b>              | <b>Attendance</b>                                  |
| <b>Service</b>                            | <b>Aspris College North Wales</b>                  |
| <b>ACS Policy number and title</b>        | <b>ACS 61 Attendance</b>                           |
| <b>Local Procedure template reference</b> | <b>ACS LP 61</b>                                   |
| <b>Local Procedure date</b>               | June 2025  |
| <b>Local Procedure review date</b>        | June 2026  |
| <b>Local Procedure Author(s)</b>          | Carla Owen   |
| <b>Local Procedure Ratification</b>       | Checked and Approved by: Daniele Kennaugh-Langford |

## 1. Principles

At Aspris College North Wales, safeguarding our learners is always our foremost priority and we ensure our procedures supporting and improving attendance reflect this. Aspris College North Wales is committed to improving attendance for all learners. Our learners are consistently those who have had a disrupted or unenjoyable educational experience. Staff understand the importance of good attendance in supporting re-engagement in learning and know that improving this is the responsibility of all professionals. At Aspris College North Wales, we commit ourselves to the continual monitoring of attendance and provide high levels of support to build and sustain improvement in attendance.

## 2. Aims

Achieving regular attendance at our college is key to improving life chances of our learners. A learner's readiness for reintegration or transition to their next educational setting is increased with improved attendance and re-engagement with learning. Our aim is to improve the attendance of each individual learner and therefore, the overall attendance of the college; therefore, increasing every learner's chance of success.

We will do this by:

All staff make attendance and punctuality a college improvement priority and understand they have a role to play in improving this.

- Providing a clear framework which defines agreed roles and responsibilities, ensuring consistency in carrying out tasks.
- Regular monitoring of attendance and punctuality.
- Encourage the use of data and other information to improve attendance.
- Enable early intervention when an individual learner's absence gives cause for concern.
- To have in place a systematic approach to gathering and analysing attendance related data.
- Learners with poor attendance and/or punctuality are supported with a personalised Attendance Plan.
- Learners and their parents/carers are made aware of the importance of good attendance and punctuality.
- Promoting effective partnerships with external agencies.
- Install clear support systems for vulnerable learners.
- Promote effective partnership working with support agencies and funding authorities or Welsh Government.
- To ensure accurate recording of attendance using MIS Engage

## 3. Punctuality

All learners should arrive promptly each day.

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Many of our learners are transported to college often by Aspris transport. Where this is the case learners should be ready in plenty of time for the vehicle to arrive at their home. Alternative transport cannot be arranged if it is missed.

The college doors open from 8.30am and learners are expected to arrive by 9.00 am. Designated staff are in the car park as the transport vehicles arrive to ensure safe movement into college.

The register will close at 10.00am as we appreciate that some learners have a set routine that they cannot break, learners arriving after the close of register will be recorded as late for that day. This will not be authorised and will count as an absence for that college session and statutory action may be taken where appropriate. Afternoon registration is at 12.30pm. Registers must be submitted no later than 1:30pm.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the learner has arrived late without justifiable cause.

Examples of unsatisfactory explanations include:

- A learner/family member's birthday
- Having their hair cut
- Closure of a sibling's college/college for INSET (or other) purposes.
- "Couldn't get up".

### 4. Attendance Registers

Registers are a legal document and must be taken clearly and accurately, using the correct codes. Registers are taken by the Administrator at the start of each morning and afternoon sessions. All attendance data to be recorded on MIS Engage.

### 5. Role of the Parent/Carer

We encourage an open dialogue with parents/carers about attendance as this helps to identify areas of concern.

Parents/carers must contact the college on the first day of absence by telephone before the start of the college day. If the college is not informed of the absence, the college will make contact by 10:00am.

Parents/carers should attempt to arrange appointments for their learner or young person outside normal college hours whenever possible. When the appointment is local, the learner will be expected to attend college before and/or after the appointment.

Parents/carers are notified of high expectations for good attendance at the initial placement meeting.

### 6. Understanding Types of Absence

Every half-day absence from college has to be classified by the college (not by the parents/carers), using the appropriate codes.

| CODE | DESCRIPTION                                    | MEANING                     |
|------|--|-----------------------------|
| /    | Present (AM)                                   | Present                     |
| /    | Present (PM)                                   | Present                     |
| B    | Educated off site (NOT Dual registration)      | Approved Education Activity |
| C    | Absent leave of absence granted by the college | Authorised absence          |

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|----------|--|-------------------------------------|
| <b>E</b> | Excluded (no alternative provision made)   | Authorised absence                  |
| <b>G</b> | Absent holiday not granted   | Unauthorised absence                |
| <b>H</b> | Holiday (agreed) – <u>no longer used</u>   | Authorised absence                  |
| <b>I</b> | Illness (NOT medical or dental etc. appointments)  | Authorised absence                  |
| <b>J</b> | Present at interview with prospective employers  | Approved Education Activity         |
| <b>L</b> | Late (before registers closed)   | Present                             |
| <b>M</b> | Medical/Dental appointments  | Authorised absence                  |
| <b>N</b> | Absent - No reason provided yet for absence  | Unauthorised absence                |
| <b>O</b> | Absent – Not authorised  | Unauthorised absence                |
| <b>P</b> | Present – participating in approved sporting activity  | Approved Education Activity         |
| <b>R</b> | Absent - Religious observance  | Authorised absence                  |
| <b>S</b> | Absent - Study leave   | Authorised absence                  |
| <b>T</b> | Absent - Traveller absence   | Authorised absence                  |
| <b>U</b> | Absent - Late (after registers closed)   | Unauthorised absence                |
| <b>V</b> | Present - Educational visit or trip  | Approved Education Activity         |
| <b>W</b> | Present - Work experience  | Approved Education Activity         |
| <b>D</b> | Present - Dual registration (i.e., learner attending another educational establishment)                                    | Not counted in possible attendances |
| <b>X</b> | Absent - Learner not required to be in college – this is also used for part time timetables when the learner is not due in | Not counted in possible attendances |
| <b>Y</b> | Authorised absence – Due to exceptional circumstances  | Authorised absence                  |
| <b>Z</b> | Learner not yet on roll  | Not counted in possible attendances |
| <b>#</b> | College closed to learners   | Not counted in possible attendances |

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### 7. Categorising Absence

Where learners are recorded as absent, MIS Engage must show whether the absence is authorised or unauthorised and there is a dialogue box that can be completed to state the reason why.

Absence can only be authorised by the vice principal and cannot be authorised by parent/carer. All absences will be treated as unauthorised unless a satisfactory explanation for the learner's absence has been received.

Parent/carers must advise the college by telephone, on the first day of absence and provide an expected date of return.

Absence will be categorised as follows:

#### Illness

A disease or period of sickness affecting the body or mind.

#### Medical/Dental appointments

Parent/carers are advised where possible to make medical and dental appointments outside of the college Day.

#### Other authorised circumstances

Parent/carers who need to take their learner out of college during term time due to exceptional circumstances, must notify the college of the reason.

If a learner fails to return and contact with the parent/carer has not been made or received, college may take the learner off the college's roll in compliance with the Education (Learner Registration) Regulations 2013 and with agreement from funding authorities or Welsh Government.

If the permission to take leave is not granted and the parent/carer takes their learner out of college the absence will be unauthorised.

#### Religious observance

Aspris College North Wales acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside college holiday periods or weekends, and this necessitates a consideration. Parent/carers must notify the college prior to the religious observance.

### 8. Deletions from the Register

Learners will only be deleted from the register when one of the following circumstances applies:

- The college Attendance Order is revoked by the funding authorities or Welsh Government.
- The learner has ceased to be of compulsory college age.
- Permanent exclusion has occurred, and procedures have been completed.
- Death of a learner
- Transfer between colleges
- Learner withdrawn to be educated outside the college system.
- Failure to return from an extended holiday after both the college and the funding authorities or Careers Wales have tried to locate the learner.

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### 9. Responsibilities

All members of college staff and parents/carers have a responsibility for attendance.

#### College Responsibilities

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by learners and their parents/ carers.
- Informing the SMT where there are concerns and acting upon them.
- Noticing trends in unauthorised absence.
- Following up absences with immediate requests for explanation which should be noted inside the register.
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Collating and recording registration and attendance information.
- Contacting parents of absent learners where no contact has been made.

#### Parents/Carers responsibilities

- Ensuring that their learner attends college regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the college on the first morning of absence.
- Informing the college in advance of any medical appointments in that are in college time.
- Talking to the college as soon as possible about any learner's reluctance to come to college so that problems can be quickly identified and dealt with.

### 10. Persistent Absenteeism

Persistent Absenteeism (PA) - A learner becomes a 'persistent absentee' when their attendance falls to 90% or below for whatever reason.

| Example 190 days in total for the academic year: |  |   |  |  |  |
|--|--|---|--|--|--|
| 190 days attended                                | 181 days attended                      | 171 days attended   | 161 days attended                        | 152 days attended                      | 134 days attended                      |
| 0 days of missed learning (0 Hours)              | 9 days of missed learning (58.5 hours) | 18 days of missed learning (117 Hours)                      | 29 days of missed learning (188.5 Hours) | 38 days of missed learning (247 Hours) | 56 days of missed learning (364 Hours) |
| 100%   | 95%                                    | 90%   | 85%                                      | 80%                                    | 75%                                    |
| Good attendance best chance of success           |  | Worrying. Less chance of success and making progress harder |  | Concerning                             | Serious                                |

We monitor attendance thoroughly.

Parents/carers will be informed immediately if a learner is seen to be at risk of moving towards the PA mark or is at the PA mark.

Aspris College North Wales has an Attendance Champion, Carla Owen. Carla has a clear vision for improving and the maintaining the student's good attendance. She regularly monitors and evaluates progress, including the efficacy of the college's strategies and processes. Attendance is not only monitored daily, but Carla heads weekly attendance meetings every Monday morning where each student's individual attendance is discussed, evaluated and protocols put in place if they are needed.

Commented [SP1]: Might be worth adding a rom to show hours of learning lost?

Commented [CC2R1]: Agreed

Commented [SP3R1]: Danny - can you add this line in please?

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#### 11. Raising Attendance Action Planning

Senior leaders use regular monitoring to identify learners who need additional support to improve or maintain rates of attendance and/or punctuality.

Staff will work with the family and learners to write and implement an Attendance Plan.

This plan identifies the role of the learner, parents/carers and college in supporting improvements in attendance.

It also identifies targets, times frames and any other additional services involved.

#### 12. Framework for implementing College absence procedure.

| Procedure            | Role                      | Responsibility  |
|----------------------|---------------------------|---|
| First day of absence | Admin                     | Contact parents/carers by 10.00am to obtain reason for absence.<br>Reason for absence to be logged on MIS Engage attendance module.<br>Parent/carer to be told to ring the following day if learners remain absent  |
| Third day of absence | SMT                       | Contact home to discuss home visit (eyes on) to share attendance information and plan for returning to college  |
| Daily                | Admin                     | Receive and check daily MIS engage reports for learner absences.<br>Review authorised and unauthorised absences   |
| Daily                | Safeguarding Lead/Officer | Inform relevant external agencies for any unauthorised absences known to them   |
| Weekly               | Admin                     | Produce a report for SMT of all learners that fall below 92% and actions taken  |
| Weekly               | SMT                       | Attendance meeting to include:<br>Review of overall attendance data<br>Review impact of home visits, additional support and attendance plans<br>Identify any parents/carers who need notifying of concerning learner attendance.<br>Identify learners needing an attendance plan. |

The College will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parent/carers and learners
- Personalised Attendance Plan (AP).
- Senior Management Team Attendance Meetings
- Parent/carer contracts
- Referrals to support agencies
- Learner voice activities
- PSHE
- Time limited part time timetables (PTTT)
- Additional learning support
- Behaviour support
- Reintegration support

Unlike the school system, college will not issue parents with fines if their child does not attend college. We work with the parent in collaboration to transition the students back into college.

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### 13. 'Eyes On' Protocol

The college has a legal obligation to ensure the welfare and safeguarding of learners on its role. As such if a learner is absent from college and we do not physically see that learner then the college reserves the right to contact parents/carers and arrange a home visit to see the learner. A phone call to discuss this will take place with the parents from day 3 of not seeing the learner. It will be case dependant e.g., as a learner may be off college with an illness that warrants 5 days absence.

### 14. Taking Learners Off Roll

This can only take place with agreement from the Principal and the Operations Director and only in specific circumstances.

- A medical condition prevents their attendance and return to the college before ending compulsory college-age.
- In custody for more than four months (in discussion with the Youth Offending Team)
- 20 days continuous unauthorised absence and both the funding authorities or Careers and college have tried to locate the learner.
- Left the college but not known where he/she has gone after both the college and the funding authorities or professions have tried to locate the learner.
- If the placement has been terminated and the termination date has been reached.

### 15. Learner's Missing from Education

The college will follow its Learner Missing Education Protocol when a learner's whereabouts is unknown.

### 16. Guidance on Part Time Timetables and Transition Timetables

All learners of compulsory college age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable or transition timetable to meet a learner's individual needs. For example, where a medical condition prevents a learner from attending full-time education and a part time timetable is considered as part of a re-integration package.

A part-time timetable must not be treated as a long-term solution.

Any pastoral support programme or other agreement must have a time limit by which point the learner is expected to attend full-time or be provided with alternative provision.

Any decision about a part time timetable needs to have due and full consideration of any safeguarding and welfare risks, plus steps to prevent these; any vulnerabilities and risks must be fully regarded as part of the colleges' duties to safeguard and promote the welfare of learner.

Not being in college full time can put learner at significant risk, including risk of harm, neglect, abuse, exploitation and radicalisation, for example, as well as the risks of underachieving, poor outcomes, and becoming NEET.

Consultation with, and agreement of, the placing LA, parents/carers and social worker should be sought where the learner is CiN / has a Learner Protection Plan.

A reduced timetable is not considered an appropriate method of managing poor behaviour, or learners at risk of exclusion, in the longer term. This intervention should only be considered after other strategies have been exhausted and they should be for the benefit of the learner, such arrangements must be made with the agreement of parents/carers.

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Any learner on a part-time timetable is expected to have a transition plan in place to ensure needs are identified and SMART targets set in conjunction with parents; this will enable learners to work towards attending college full time with appropriate support in place.

A risk assessment should be also carried out addressing any actual or potential safeguarding, welfare, offending or harmful behaviour concerns that may result from a change in the pattern of college provision is essential.

Any part-time/reduced timetable arrangements must be regularly reviewed, considering any changes to the learner's circumstances and the initial review date to take place within the 2 weeks of the start date of the reduced timetable. If this time needs to be exceeded, we will engage with the nominated funding authorities' or careers Wales officer to discuss this and agree plans moving forward.

A part-time/reduced timetable should provide a means of achieving re integration to full-time education swiftly. It should never be used as a form of inadvertently excluding a learner from college for part of the college day or as permanent provision.

A parent/carer must consent (and not be 'coerced') to a part-time/reduced timetable by signing an agreement form (please see example in Appendix 1). The agreement form must make explicit that they are consenting to the arrangements; that they are taking responsibility for the learner when he/she is not in college; and that they are guaranteeing that the learner will be supervised off site.

### 18. Attendance Marks – Part-Time / Reduced Timetables

Where a part-time/reduced timetable has been formally agreed, the sessions the learner is not expected to attend must be marked with code X for 'not required to be in college' unless arrangements for attendance at a supervised alternative provider are made. In that instance code B can be used for session but only if they attend the alternative provision on that day. By using code B the College is stating that the education is supervised and that the learner is safe. Code B must not be used for work/online packages the learner is expected to do at home without supervision unless there is very clear evidence that the learner has actively engaged within an approved learning activity.

### 19. Governance

The Principal/Vice Principal is responsible implementation & practice compliance with this Local Procedure.

Attendance data will be shared with the College's Operations Director on a weekly basis.

Data analysis will be presented by the Principal/Vice Principal to the college's Governors within termly Governance Meetings.

Attendance data will be shared with funding authorities or Welsh Government as per their required reporting systems.

**Children’s Services: Local Procedure Template**

| <b>Contents Checklist</b> (Local Services may add additional items – this is a core list) |  |  |  |
|---|--|--|--|
| Aims of Local Procedure   |  | Reporting to Parents/Carers                            |  |
| Local Responsibilities  |  | Authorised and Unauthorised absence                    |  |
| Unplanned Absence   |  | Strategies for promoting attendance                    |  |
| Following up Unexplained Absence  |  | Attendance Monitoring                                  |  |
| Persistent and Severe Absence   |  | Revised DfE attendance codes and explanatory notes box |  |
| Penalty fines   |  | Commissioning an Education Welfare Officer             |  |
| Nominated Attendance Champions  |  | Part- time timetables (C2)                             |  |

**Local Procedure Review History:**

| <b>Date Reviewed</b> | <b>Reviewer</b> | <b>Summary of revisions</b> |
|----------------------|-----------------|-----------------------------|
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**Children's Services: Local Procedure Template**

**Appendix 1**

**College/Parent Part-time/Reduced Timetable Agreement**

**Parent/Carer**

I understand my learner has been placed on a part-time/reduced timetable for a limited period. I have discussed the matter fully with the college and agree, during the period of the part time timetable to:

- Take full responsibility for my learner during the hours when not attending college
- Work with the college on the reintegration of my learner back into college full time education
- Ensure there is supervision of college work
- Ensure there is a flow of work between college and home for marking and guidance
- Take full responsibility for the health and safety of my learner when they are not in college

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College**

During the period of the part-time/reduced timetable the college will:

- Monitor the effectiveness of the part-time/reduced timetable
- Listen to the voice of the learner
- Arrange and hold regular reviews on the agreed dates
- Provide work for the learner to do whilst at home and mark all work completed
- Work with the parent to ensure the swift reintegration of the learner back into full time education
- Seek the advice of agencies as necessary with the consent of the parents/carers

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Learner's Signature (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_