

Attendance and Engagement Policy

Part A: RQF Level 4 and below courses: applies to Pre Programme, GCSE, UFP, A Levels, Extended Diploma, Music Foundation, Foundation in Art and Design, Drama Foundation and any other courses at/below RQF level 4

Date of Policy	August 2024
Review Date	August 2025
Key Staff	Principal, Rector, Head(s) of Welfare, Senior Attendance Champions, Attendance staff, SeS

1. Aim

Enable all students to maintain 100% attendance in order to promote their achievement and success.

Good attendance is an integral part of academic success and progression, therefore monitoring student attendance and responding quickly to poor attendance is vital.

All students are expected to attend and arrive

CATS Cambridge Senior Attendance Champion	Rebecca Baker-Milne	Deputy Head - Wellbeing
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CSVPA

The College recognizes that as a multi-cultural and mixed faith community there are events that will fall in term time where a student may request to be absent. Authorisation for these absences will be subject to approval by senior staff. Unauthorised absences are absences from any timetabled class that have not been approved.

7b. Actions by Attendance Officer for students missing from lessons may include

CATS Cambridge only - Follows up the hourly absences report.

CSVPA only - Follows up the morning and afternoon absences report

Checks apparent errors in absences (e.g. if a student is known to have signed in to College or has been seen by Day Supervisor) teacher will be emailed to confirm absent mark.

Checks medical authorisations and exeats.

Students who appear on the absences reports and live independently or in unsupervised College accommodation, are phoned by the Attendance Officer. The conversation is logged on the College information management system.

For students living in supervised College accommodation, the Day Supervisor is alerted to look for student in the residence and Health Centre. If student is not found, the Day Supervisor is alerted to look for student and add a note to the system.

Where absent students cannot be reached by phone, contact is also made via email.

If student is under 16 or appears for a second time on the hourly absences report

- o Day Supervisor is alerted to look for student

7d. Procedures for Academic Tutors/Teachers

It is the **responsibility** to mark students as absent, present or late for every class using the register on Shackleton management information system.

Lessons normally run between 9.00am and 5.45pm but hours can vary depending on the programme of study.

All schools must now use National Codes for absence (as stated in School Attendance (Pupil Registration)(England)(Regulations) 2024.

Code		Type
/	Present morning session	Present
\	Present afternoon session	Present
L	Late arrival before the register is closed	Present
N	Absent	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence
K*	Attending education provision arranged by the local authority	Present (external)
V*	Attending an educational visit or trip	Present (external)
P*	Participating in a sporting activity	Present (external)
B*	Attending any other approved educational activity	Present (external)
D*	Dual registered at another school	Authorised absence
C*	Leave of absence for exceptional circumstance	Authorised absence
M*	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
J*	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
S*	Leave of absence for the purpose of studying for a public examination	Authorised absence
X*	Non-compulsory school age pupil not required to attend school	Authorised absence
R*	Religious observance	Authorised absence
I*	Illness (not medical or dental appointment)	Authorised absence
E*	Suspended or permanently excluded and no alternative provision made	Authorised absence
Q*	Unable to attend the school because of a lack of access arrangements	Authorised absence
O*	Absent in other or unknown circumstances	Unauthorised absence
G*	Holiday not granted by the school	Unauthorised absence
Z*	Prospective pupil not on admission register	Null
#*	Planned whole school closure	Null
T*	Parent travelling for occupational purposes	Authorised absence
Y*	Any unavoidable cause	Null

* Depicts marks only authorised attendance team members can

W	Attending work experience
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Pupil is absent from school for part of the week (on a part-time timetable) - then also use the code

84.9-80%
overall
attendance

3

Meeting with Pathway
Leader. Letter of concern
sent home.

The Dean will receive weekly attendance reports from the Attendance Officer.
The Dean will issue a Stage 3 discipline level and note on Shackleton made for any
students with current Stage 2, whose attendance has continued to drop since the Stage 2
warning