



# Pupil Attendance Policy

ALOHA COLLEGE MARBELLA  
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**Policy Leader:**  
**Principal**  
**Elizabeth Batchelor**

Authorised by:  
**Board of Trustees**



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## Pupils Attendance Policy

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### ATTENDANCE POLICY

Aloha College actively promotes and encourages 100% attendance for all pupils.

Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

Parents have a legal duty to ensure that their child attends school regularly and arrives on time.

Outstanding – 98% and above

Good – 96%

Acceptable – 95%

Unsatisfactory – below 95%



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### **AIMS AND OBJECTIVES**

This attendance policy ensures that all parents, pupils, staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils and parents, so that all pupils realise their potential, unhindered by unnecessary absence.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Pupils are expected to attend school for the entire duration of the Academic Year, unless there is an exceptional reason for the absence.

### **There are two main categories of absence:**

#### **Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

#### **Unauthorised absence**

- An absence is unauthorised when the school has not received a reason for absence or has not approved a child's absence from school after a parent/carer's request.

### **PROCEDURES**

Aloha College will undertake to follow the following procedures to support good attendance:

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- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality

### **RESPONSIBILITIES**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Class teacher / Tutor**

Class teachers /tutor are responsible for:

- 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 children and their parents/ carers.
- Informing the Leadership Team where there are concerns and acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation which should be noted inside the child's file.
- Discussing attendance issues at consultation evenings where necessary.

#### **Headteacher**

The Headteacher is responsible for:

- Overall monitoring of school attendance of their section
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the Principal
- Providing reports and background information to inform discussion with the school's Principal
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.



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### Principal

The Principal is responsible for:

- Overall monitoring of whole school attendance
- Contacting families where major concerns have been raised
- Informing Board of Trustees of appropriate attendance data
- Making final decision whether a pupil repeats a year group or recommends that the pupil leaves the College.

### Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made
- Recording details of children who arrive late or go home
- 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 children and their parents/ carers and reporting concerns to the Headteacher

### Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### Pupils

Secondary pupils will be expected to take responsibility for their own attendance and punctuality and will be made fully aware of the school policy, procedure and expectations.

### REGISTRATION

The school opens for all pupils at 8:30 am. Primary pupils can attend "Breakfast Club" at 8:15 am. All pupils must be in school by 8:55 am.

All pupils are registered by their class teacher / tutors at 9:00 am using I-sams electronic system.



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- At 9:10 am registration is closed.
- Secondary pupils are registered at the start of every lesson.
- All pupils who are late must sign in at Reception.
- At 9:15 am any child who is not present and no reason provided is recorded as an unauthorised absence.
- The School will send an electronic message to all parents of pupils who have an unauthorised absence on the first day of absence.

### **PUNCTUALITY PROCEDURE**

Tutors/teachers will follow the following procedures:

#### **NUR-REC, KS1 and KS2**

**Step 1:** When a teacher notices that a child in their class is persistently late it is their duty to informally raise this with the child's parents.

**Step 2:** If the persistent lateness continues the teacher writes a not in the child's Homework Diary requesting a meeting and notifies their Head of Key Stage.

**Step 3:** If there continues to be a problem of continued lateness the Head of Key Stage meets with parents.

**Step 4:** If the above procedures have been followed and the persistent lateness continues the Head of Primary will meet with the parents to determine further action.

#### **KS3 and KS4**

**Step 1:** Tutors will write in the diary for the first occasion and state the date and time they arrived late.

**Step 2:** On the second occasion, tutors will write a note in diary about date and time they were late and details of a short (10 min) detention at break or lunch. This will be recorded in iSAMS.

**Step 3:** If there continues to be a problem with punctuality, tutors will write to parents.

**Step 4:** If the above procedures have been followed and the persistent lateness continues, the Head of Key Stage will meet with the parents to determine further action.

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### KS5

**Step 1:** Tutors will give students a verbal warning for the first occasion and record the time on iSAMS.

**Step 2:** On the second occasion of arriving late to registration, tutors to set a short detention at break or lunch and this will be recorded in iSAMS.

**Step 3:** If there continues to be a problem with punctuality, tutors will write to parents.

**Step 4:** If the above procedures have been followed and the persistent lateness continues, the Head of Key Stage 5 will meet with the parents to determine further action.

### **ABSENCES**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we send an automatic email requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence.

### **First Day Contact**

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent.



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### **Illness**

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the parents to discuss the pupil's welfare.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

### **Lateness**

Children should be delivered to and collected from School promptly. If a child is late for School, please ensure he/she or the parents sign the Late Book, which can be found on the Reception desk. Please remember lateness must be avoided at all times.

The main School gate will be closed at 09:05am.

### **Parental Request for Absence from School for Holiday**

No additional holidays will be granted during term time except in exceptional circumstances authorised by the Head teacher only.

It is not obligatory for staff to set work for pupils taking additional holidays.

### **Addressing Attendance Concerns**

Parents of poor attendees or persistent latecomers will be contacted by class teachers/tutors, and invited to discuss how the situation may be avoided.

- Within the first 5 days of unauthorized absence the tutor must communicate with parents enquiring the reasons for the absence
- After 5 days of absence parents will receive a letter inviting them to discuss the issues with the tutor/class teacher
- After 10 days of absence parents will receive a second letter expressing concern and inviting them to a meeting by the Head of Key Stage
- After 15 days of absence parents will receive a letter from the Head of Section inviting them to a meeting.



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- If further absence is taken parents will be required to meet with the Principal
- Aloha College reserves the right to not allow a pupil to progress to the next year group or indeed invite a pupil to leave the school if no improvement in attendance is noted.

### **Request for Leave of Absence**

Aloha College strongly disapproves of students being removed from school in session (e.g. for vacation purposes) Leave of absence is given at the discretion of the school. If holidays are taken during term time they will be marked as unauthorised absences.

All parents requesting leave of absence for exceptional circumstances must complete a request form available at the main reception (appendix 1)

The School will not authorise an absence during the following times:

- When a student is just starting the school; this is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods, school examinations and public examinations
- When a student's attendance record already includes a high level of absence.

If a student takes holiday leave or has absences for greater than 15 consecutive/non-consecutive days within one academic year, then this student may be retained within his/her current year level at the end of the academic year. All absences shall be recorded as such on the student report.

### **Authorised absences**

Authorised absence is where the School has either given approval in advance for a pupil to be away or accepted an explanation offered afterwards as satisfactory reason for absence.

- Authorising absences for National /International Sporting representation.

A pupil may be granted authorized leave of absence for certain sports events such as representing their country in National or International competitions. Official documentation of selection must be provided.

Time will not be authorized for regular training for these events.

- Other authorized absences may include:
  - Family bereavements
  - Medical appointment

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### APPENDIX 1: Attendance Code

CODE	DEFINITION	SCENARIO
<b>N</b>	No reason provided for absence	Pupil is absent for an unknown reason
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late after the register has closed
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>C</b>	Other Authorised Circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>M</b>	Medical appointment	Pupil is at a medical appointment
<b>V</b>	Educational Visit or Trip	Pupil is on an educational visit/trip organized, or approved, by the school
<b>P</b>	Approved Sporting Activity	Pupil is participating in a supervised sporting activity approved by the school
<b>S</b>	Study Leave	Year 11 /13 pupil is on study leave during their public examinations
<b>E</b>	Excluded	Pupil has been excluded
<b>Q</b>	Pupil withdrawn	Pupil is withdrawn from normal lessons
<b>H</b>	Family Holiday (Agreed)	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>W</b>	Work Experience	Pupil is on a work experience placement
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>G</b>	Family Holiday (Not Agreed)	Pupil is on holiday that was not approved by the school
<b>7</b>	Internal Exams	Pupil is in school doing an internal exam
<b>Z</b>	Pupil Not Yet on Roll	Register set up but pupil has not yet joined the school
<b>9</b>	Attendance Not Required	Pupil not required to attend school due to certain circumstances (after EOY exams)
<b>X</b>	Non-Compulsory School Age Absence	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Enforced Closure	School site is closed, there is disruption to travel as a result of local/national emergency.
<b>#</b>	School Closed to Pupils	Whole or partial school closure due to half-term/ bank holiday/INSET day

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APPENDIX 2:

<b>Aloha College</b> <b>Leave of Absence Request Form</b>		
<b><u>Pupil Leave of Absence Request Form</u></b>		
<p>Parents have a legal responsibility to ensure that their children receive a full, uninterrupted education and the school has a statutory duty to check for reasons of absence. A parent can request a leave of absence for an exceptional circumstance. It is up to the School to decide whether this will be authorized by examining the child's academic progress and previous attendance history.</p> <p>The norms of attendance by Aloha College remain of utmost importance, which require a minimum of 95% attendance in an academic year.</p>		
Pupil Name:	Year Group:	
Reason for Request:		
No. of days request:	Start date:	End date:
Name of parent:	Signature:	
Date:		
<b>FOR SCHOOL OFFICE USE ONLY</b>		
Pupil attendance record for this Academic Year so far:		
Authorised absence until date: _____ Unauthorised absences until date: _____		
This request:	Approved	Reason for disapproval:
	Not approved	Date:
Head of Section: _____ School Principal: _____		