

Cherwell College Oxford

Pre-University Tutorial College

Attendance Policy

Introduction

Cherwell College Oxford believes that students should enjoy learning, experience success and realise their full potential.

Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of students. Any absence affects the pattern of a student's schooling and regular absence may seriously affect their learning.

The Department for Education (DfE) defines a student as a 'persistent absentee' when they miss 10% or more lessons across the school year, for whatever reason.

Aims

The College aims to meet its obligations by promoting good attendance: ensuring every student has access to education to which they are entitled; and acting to address patterns of absence.

This policy sets out the College's position on attendance.

Key documents which inform this policy include:

- Keeping Children Safe in Education (2024)
- Working Together to Improve School Attendance (2024)
- The Education (ISS) Regulations (2014)
- Summary table of responsibilities for school attendance Statutory guidance for maintained schools, academies, independent schools, and local authorities.

Attendance Monitors	
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Policy

Cherwell College is determined to provide an outstanding all-round education for our pupils. Absences should be restricted to the minimum possible. There will occasionally be legitimate reasons

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for absence and the school itself organises educational, cultural visits, or sporting activities which sometimes require pupils to miss all or part of the routine school day. However, these absences are closely monitored and take place within the context of the broad educational aims of the school. It is the responsibility of parents to ensure that permission is sought for all extraordinary absences from school using the following procedure.

Every school is required by law to maintain two separate registers, an Admissions Register, known as the "School Roll" and an Attendance Register. Cherwell College uses the iSAMS management information system to maintain both registers. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met. Every entry in the Attendance Register must be preserved for a minimum period of three years from the date the entry was made.

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. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

For pupils to fully benefit from the educational opportunities provided by Cherwell College it is vital that high levels of attendance and punctuality are sustained throughout the academic year. Cherwell College expects all pupils to be striving for a culture of 100% attendance and 100% punctuality. Poor levels of attendance will negatively impact the personal, social and academic development of the pupil. It may also be an indicator of abuse or neglect or may indicate that a child is at immediate risk of harm. Consequently, the attendance and registration arrangements set out in this document are hugely important. The school, however, appreciates the fact that some pupils have specific needs and there may be barriers to them achieving high levels of attendance and punctuality. Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), Cherwell College expects to work together with parents to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils. In doing so, staff will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

PROCEDURE

Planned Absence

Term dates are published over a year in advance on the website in order that parents can arrange holidays and/or travel arrangements to/from school without disrupting a pupil's education. Only exceptional circumstances warrant a leave of absence and, therefore, leave of absence will not normally be granted during term time.

If parents know that their son or daughter needs to be away from school, they should write to the Principal to ask for leave of absence at least two weeks in advance.

Leave of absence will normally only be granted on request to the Principal in the following circumstances:

- To allow a pupil to attend a unique and important family occasion;

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- In order that a pupil may join his/her family for the main family holiday of the year when the parental occupation dictates that this should take place wholly or in part during term-time;
- Or unavoidable travel circumstances, e.g. late notification of changed flight times.

Illness

If a pupil is ill, we ask parents to contact on the first morning of absence. Our Administrators will contact home during the morning if no notification has been received. When the pupil returns to school, a note is provided explaining the reason for the absence. This can be sent by email to the Attendance Monitors.

Remote Learning

Where a pupil cannot attend school for legitimate reasons which are outside of their control (such as enforced self-isolation under government guidance), but are well enough to attend lessons, arrangements can be made for them to attend lessons remotely using appropriate IT resources (Microsoft Teams).

Approval must be sought and received from the Attendance Monitors in advance of arrangements being required.

Responsibilities of the College

Attendance of less than 80% sustained over a term will prompt communication with the family and an assessment of support required to improve attendance. The College will also inform the relevant Local Education Authority (LEA) and/or Children's Social Care (CSC), as appropriate, immediately, if a single absence raises child protection concerns.

Schools are required to provide attendance returns to the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U).

The College will make a sickness return to the Local Authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

A pupil of compulsory school age will be deleted from the school roll when the next school is not known but we have been informed that the pupil is leaving Cherwell College. The school is required to report these circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and, in any event, before the pupil's name is deleted from the register.

The school will also inform the LEA if a pupil leaves or starts at the school at a 'non-standard transition point'.

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Registration Procedures and Protocols

Registration is carried out by the nominated member of staff between 09.00-10.00 and 12.30 - 14.00pm. Registers will be marked in accordance with the DfE Codes set out in Appendix 1. An 'Unauthorised Absence Code' will be followed up until a pupil has been accounted for.

Staff taking pupils out of Registration for an extra-curricular activity or trip will register pupils using the extra-curricular register provided by iSAMS – the management system used by the school.

Registration will be followed up by Attendance Monitors where pupils are shown as unauthorised. The process followed is as follows:

Attendance Monitors call the parent to explain to parents that the child has not registered in school. A voicemail is left if the parent does not answer to explain the absence. If the parent does not answer and leave a voicemail is not possible, then the member of staff will email the parent to inform them of the absence.

Pupils marked as present in the morning registration who are not registered as present in the afternoon registration are a serious concern. Every effort will be made to locate a pupil in these circumstances. The Senior Contact, in addition to the Principal and/or the Vice-Principal will be informed immediately. Subsequent actions would include:

- Checking timetabled lesson attendance
- Checking with friends to establish if they know of whereabouts
- Calling parents
- Informing the police

It is the teacher's responsibility to confirm that lesson registration is accurate and complete. Registers must be completed within 15 minutes of the start of the lesson.

Author: Bursar
Approved: Principal
Date: May 2025
Review date: May 2026

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APPENDIX 1 DfE Codes

Present Codes

/\	Present - / - AM, \ - PM
AO – Attended Online	
CH – Cherwell House	
B – Off-site activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. Use code V in most instances
D – Dual Registered	Only used in exceptional circumstances, advised by SMT
L – Late Arrival	Late arrival in school before the registration period is closed
P – Approved Sporting Activity	This code should only be used for sporting activities run by the school off-site. Private/personal arrangements for off-site activities must be recorded as authorised absence.
V – Educational Visit or Trip	Used for school trips and off-site activities when the pupils are supervised
W – Work Experience	Provided under arrangements made by the school as part of the pupil's education
K – Local Authority	Attending education provision arranged by the local authority. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority

Authorised Absence Codes – these codes are used when the school has given approval for the absence in advance or has accepted an explanation.

I - Illness	Illness (not medical or dental appointment)
J1 – Interview/Open Day	Interviews with employers or a visit to another educational establishment
M - Medical/Dental appointments	Leave of absence for the purpose of attending a medical or dental appointment
C - Leave of absence authorised	A leave of absence request should be made in advance to the Principal and will only be granted under exceptional circumstances
C1 - Leave of absence authorised	For the purpose of participating in a regulated performance or undertaking regulated employment abroad

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C2 – Leave of absence part-time timetable	All pupils of compulsory school age are entitled to a full- time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable
E – Excluded	Excluded/suspended
H – Holiday (agreed)	Holidays requested in term-time. A request in writing to the Principal
R – Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
S – Study Leave	Only to be used for study leave prior to the Summer Public exams – not for mock exams
T – Parent travelling	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them

Unauthorised Absence Codes

G – Family holiday (not agreed)	If a previous request has not been made to the Principal and agreed
N – No reason for absence provided	If this code is used for any reason, this must be followed up and a reason for the absence established.
O – Unauthorised absence	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised
U – Arrived in school after registration closed	Use for late arrivals where no valid reason to use the above codes is found.

Other Admin Codes – little reason to use the codes below

Q – Access arrangements	Only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so
X - not required to be in school	Schools can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time

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Y1 - Unable to attend due to transport 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 criminaljustice detention Y6 - Unable to attend in accordance withpublic health guidance or law Y7 - Unable to attend because of any other unavoidable cause	Please refer to Working together to improve school attendance August 2024 .
Z – prospective pupil not on admissions register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens
# - planned or partial closure	Whole school closures that are known and planned in advance such as: days between terms; half-terms, etc.

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School Registration Codes

 Reason For Absence Not Yet Provided [N]
 Attended Online [AO]
 Illness [I]
 Study Leave [S]
 Educational Visit Or Trip [V]
 Session at Cherwell House [CH]
 Off-Site Educational Activity [B]
 Leave Of Absence Granted By The School [C]
 Regulated Performance [C1]
 Temporary Reduced Timetable [C2]
 Dual Registered At Another School [D]
 Excluded But No Alternative Provision Made [E]
 Holiday Not Granted Or In Excess [G]
 Family Holiday (Agreed) [H]
 Employment/Educational Interview [J1]
 Educational Provision Arranged by LA [K]
 Medical Or Dental Appointment [M]
 Absent Without Authorisation [O]
 Participating In A Supervised Sporting Activity [P]
 Lack of Access Arrangements by LA [Q]
 Religious Observance [R]
 Interview [J]
 Traveller Absence [T]
 Arrived In School After Registration Closed [U]
 Work Experience [W]
 Non-Compulsory School Age [X]
 Normal Transport Unavailable [Y1]
 Widespread Travel Disruption [Y2]
 Part of School Out of Use [Y3]
 Exceptional Circumstances [Y]
 Session Cancelled - School Closed [Y4]
 Subject to Sentence of Detention [Y5]
 Infection or Disease [Y6]
 Other Unavoidable Cause [Y7]
 Prospective Pupil Not On Admission Register [Z]
 Planned Whole Or Partial School Closure [#]

COLOUR KEY

- (Almost) never (been) used
- Has been used on a couple of occasions, but not used often
- Used almost every day or very often
- Our own generated codes used most days.