



## Beaumont College

### Attendance Policy and Procedure

#### Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Julia Park, September 2024
Delegated Reviewer	Julia Park 24 02 25
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#### Our Commitment to Implementing Robust Attendance Monitoring Procedures

Consistent college attendance is vital. Young people need to attend college regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance can place young people at risk of not achieving their outcomes and poor attendance undermines the educational process.

Students who are not attending are not learning.

Beaumont College is strongly committed to achieving high attendance levels, but we equally appreciate that the reasons for lower attendance can be challenging and complex and we take these reasons into consideration on a highly individualised basis.

College aims for attendance to be 90% or above for learners.

#### The Aims of Attendance Monitoring

- To demonstrate to students, families, stakeholders and staff that Beaumont College values good attendance

- To demonstrate to students, families, stakeholders and staff that good attendance is an achievement in its own right
- To create a culture in college whereby good attendance is the norm and attendance below the annually reviewed quality benchmark is a cause for concern that will be challenged in the aspect of attendance where the concern lies
- To create relationships of trust and transparency between families and stakeholders and for college to provide support where needed to improve attendance rates
- To have high expectation for every students' attendance at college and to communicate these clearly to students and their parents, guardians, carers and stakeholders and staff
- To involve students in maintaining good attendance and support them, where they can, to make their own decisions and choices that in turn inform and improve their own attendance levels
- To record attendance accurately and analyse for patterns and trends which then target actions for the individual, teacher/s, subject/s, pathway/s, college location/s or the whole college organisation

### **The Purpose of Attendance monitoring**

- To provide assurance to ourselves as a college that students are safe if they are not in attendance with us when they are planned to do so
- To ensure each young person can maximise every learning opportunity for them to succeed and become the best versions of themselves during the duration their planned learning programme
- To reinforce the value of education and that good, regular, and punctual attendance is a vital learning skill that can benefit learners throughout their lifetime

### **Definition of attendance**

Attendance is defined as the time that a learner spends accessing their college programme and this can be monitored in various contexts to capture data.

Good attendance is the primary indicator of a learner's engagement levels within their programme, pathway and sessions and it also serves as a first indicator for learner retention, wellbeing, or pathway/ subject progression.

Poor or sporadic attendance can be a sign that a student has become disengaged with their learning and college experience and is a signal that the reasons for this should be investigated further. This process takes place to ensure that a young person can remain in college and access a programme that they can then become fully engaged with and meets their assessed needs.

### **Attendance rates are monitored against:**

- authorised and unauthorised absence
- the total number of days included in a programme
- specific days

- overall timetable content
- the inclusion of specialist therapy strategies and its impact on attendance in sessions
- sessions
- teachers
- community work
- indoor sessions and outdoors sessions
- environments/locations/rooms within college
- work based learning
- impact of behaviours of concern on engagement

### **Safeguarding Concerns**

In some circumstances poor attendance may also be an indicator of safeguarding concerns and if this were to be the case the college would implement its safeguarding procedures.

### **Our legal duty to report attendance**

Attendance at the college is regularly monitored throughout each year and over the full duration of a young person's programme to ensure their attendance does not become a risk factor that potentially jeopardises their placement.

Attendance is monitored through a leave of absence request system for college absence and register system for session attendance. This information is stored on the college MIS system and the 'ILR' for each young person.

Attendance in college is a legal duty against which Beaumont College is required to report to the placing Local Authority, to the 'Education and Skills Funding Agency' (ESFA) and to each learner's 'Individual Learning Record' (ILR). It is imperative, therefore, that this data is captured, monitored and actions taken where attendance falls below what is expected for a young person. It is incumbent on the college to keep this data and maintain its' accuracy and currency at all times.

Reasons for non-attendance are different and will be treated individually. We appreciate that there are many reasons for absenteeism, and we will pursue the most appropriate course of action depending on each set of individual circumstances and will work closely with parents, guardians, carers, learners, staff members and other key stakeholders during this process.

Every learner is expected to attend all their timetabled days and sessions unless prior agreement has been made with college. This is classified as 'authorised absence'.

Clearly any absence will have an impact on a learners' programme and the college, parents, guardians, carers and other stakeholders are expected to work together to make sure young people are safeguarded, regularly attending college and absenteeism is accurately known, agreed and accounted for by all parties.

### **There are two types of absence used in college:**

- Planned and Unplanned

### **There are two categories of absenteeism used in college:**

- **Authorised** by college after prior request and agreement

- **Unauthorised** by college as prior request has not been made for a planned absence or reason is not known for a daily unplanned absence

### **Requesting Holiday Leave**

Whilst the college does not encourage learners taking time to go on holiday during term time, we do understand that this might be necessary in exceptional circumstances so would not preclude learners from taking this time if negotiated with the college in advance.

Requests for absence for holidays will be considered by the college but may only be granted in exceptional circumstances.

This is classified as 'authorised absence.'

Where holiday leave has not been negotiated with the college in advance this would become an 'unauthorised absence.'

Leave requested for holiday must be placed in writing using the holiday request form included in the college welcome pack. **College normally requires at least one months' notice for request for holiday leave.**

College encourages parents, guardians, carers, and other stakeholders to check with college prior to booking holiday to avoid conflict with key activity, e.g. Duke of Edinburgh expeditions etc

### **Planned long term absence due to medical, mental health and wellbeing reasons or specific personal reasons**

Staff play a vital role in ensuring that learners who are absent from college for a long period of time due to medical, mental health and wellbeing or welfare grounds continue to receive the educational support they need as appropriate to circumstances.

When students are known/ planned to be absent from college for an extended period, appropriate staff members will make every effort to ensure that young people are able to continue with their work. The type of support is nuanced to the individual, their reason for absence, the level at which they learn and the method/s through which they learn.

#### **Support includes:**

- Regular telephone calls with key staff
- Keeping touch days
- Home learning
- College staff working with the young person within their home
- College staff working with the young person within their residential areas
- Phased returns to college  
Completing work over evenings and weekends

### **Planned short term absences**

Requests for leave of absence from college for appointments or a daily planned absence must be made in writing and in advance of the date of absence. This leave can be requested through the students Pathway Coordinator or their Care Manager.

### **Unplanned daily absence**

Parents, guardian, and carers are required to report unplanned daily absences, e.g. student sickness on a day they are expected to come into college, to the relevant personnel at each college location promptly on the morning of the absence.

**All daily unplanned student absences should be reported through to each relevant college location before 9am.**

**Lancaster** – Reception, college Duty Room, residential support managers, day teams managers via telephone switchboard system

**Blackpool 2 locations, Carlisle, South Lakes and Sussex** – Lead tutor, college staff or administrator using the college number

In the event of college not being contacted regarding an unplanned daily absence, parents, guardians, carers or other stakeholders will be contacted by telephone to establish the reason.

### **Concerns around absenteeism**

It is the responsibility of the college to challenge absences where we know that attendance is, or may become, an issue.

Where a young person's attendance is causing concern parents, guardians, carers or other stakeholders will be invited to come into the college to discuss any issues and agree to how college can support parents, guardian, carers, stakeholders and the young person to improve attendance and an '**Attendance Improvement Plan**' will be agreed between all parties.

Where attendance continues to be of concern and attendance against the agreed measures included in the 'Attendance Improvement Plan' do not lead to improvement, the college will then notify the young persons' placing Local Authority.

### **College senior leadership team and staff will support this process by:**

- Providing appropriate strategies and support to students and parents, guardians, and carers to help young people come to college willingly and with a positive attitude
- Encourage parents, guardians, and carers to discuss any attendance related problems with the relevant staff teams supporting their young person/s
- Aiming to ensure that the college provides a 'capable environment' for each young person
- Ensuring college has a welcoming environment that supports young people to come into and leave college safely, happily and in a routine that suits their assessed needs
- Expediently informing changes to the relevant people using written and verbal communication

### **Absence from sessions**

Attendance in sessions is closely monitored by the Assistant Principal, Quality and IT Manager, Head of Learning, Pathway Co-ordinators and Lead Tutors using the college's education quality assurance cycles.

Positive Behaviour Support Practitioners work alongside this process by analysing behaviour data to establish patterns of behaviours of concern that may impact on attendance and learning in sessions. From this teams discuss and implement strategies that can then provide

increasingly capable environments for young people who may require more bespoke learning environments that support their attendance and engagement in college/ sessions.

**Version Control:**

Version Number	Date	Status	Changes
V1.0	24 02 25	Final	New policy