

# Impington International College Attendance Strategy 2021/2022

## Key Principles

- Students at Impington International College (IIC) have the right to the best possible education.
- For students to access the best possible education, a high level of attendance is essential.
- To ensure students understand the importance of attendance and take individual responsibility as future life choices may be jeopardised by poor attendance. This includes application to Further and Higher Educational Establishments and future employment opportunities.

## Context

IIC endeavours to provide a safe learning environment in which students can enjoy and achieve. We acknowledge the proven correlation between a high level of attendance and student academic outcomes. IIC attendance strategy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal College procedures do not result in good attendance and student's reengagement with their chosen course, a range of further measures, including the student's place at College being at risk, will be considered.

## Impington International College aims to

- Emphasise the importance, to all students, of maximum attendance at college as an essential pre-requisite for making full use of all educational opportunities.
- Make explicit to all relevant parties (students, teachers and parents/carers) the College's expectations on attendance levels.
- Promote a consistent approach across the College towards all matters relating to attendance.
- Clarify the roles and responsibilities of all parties with respect to attendance.
- Communicate to all relevant parties the categories of absence that can be "authorised".
- Stress the need for a collaborative approach between the student / home and college to work in close partnership to achieve high attendance with the aim to solve barriers, which may be preventing the expected attendance and to offer a high level of pastoral and academic support.

## What is an acceptable attendance rate?

National data clearly shows a correlation between high attendance rates and high achievement and examination performance. It is a key indicator of an effective school and, as such, will be scrutinised by OFSTED.

IIC expects attendance at college to be **100%**, unless there are exceptional or unavoidable reasons for absence, which can be authorised.



## Authorised Absences

IIC cannot authorise **any** leave of absence unless there are **exceptional circumstances**. The Department for Education (DFE) has issued guidelines to all education establishments detailing valid reasons for **authorised** or **justified** absences:

- A student is ill or receiving medical attention.
- Days of religious observance, notified in advance.
- Absence due to family circumstances (e.g. bereavement, serious illness).
- Interview with future educational establishment and employers

There are other absences, such as **approved sporting activities** that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from College; professional discretion will need to be used in these cases as to whether the absence can be authorised.

We expect absences to be kept to a minimum; **routine medical and dental appointments should be arranged out of College hours if possible.**

## Unauthorised Absences

These are absences where:

- No letter or acceptable explanation is provided by student or parents/carers.
- The reason for the absence does not fall into one of the categories of **authorised** absence above.

DFE guidelines state that the following activities would be classified as **unauthorised**:

- minding the house
- caring for relatives
- awaiting repair people
- shopping
- a birthday or family celebration
- driving lessons
- paid work

There are clearly some grey areas. The DFE guidelines look at the area of Special Occasions and make clear that only truly exceptional occasions should be classified as authorised; for example, absence resulting from a student attending the wedding of a parent could be counted as authorised; a birthday treat to a theme park would not.

## Fitness to Study

At IIC we pride ourselves on being an inclusive, international and inspirational college. Our staff provide a supportive and caring environment for all students to enable them to be successful learners and achieve their full potential. Being a small post-16 provider allows our Leadership team to know each student on an individual basis.



When a physical or mental health condition has been identified and there are concerns that the student may not be able to make sufficient progress, a fitness to study discussion will be scheduled. The student, staff or parent/carers, may raise concerns around absence due to physical or mental health. To enable absences to be correctly recorded, medical evidence and/or details of external support received will be required for these to be authorised. As educational professionals, we offer internal support where available and routinely work with external agencies to form a supportive team around the student.

## Persistent Lateness to College

It is the duty of the student to ensure that they attend College regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

## Student / Home/ IIC Partnership

Securing a high level of attendance requires the College, student and home to work closely together. To this end, we ask students to:

- Arrive on time for every timetabled lesson
- If the student is ill, the student or parent/carer notify the College **on each day** of absence by **8am**.
- Recognise if there is an attendance issue and seek the appropriate support either pastoral or academic.

## In return, Impington International College will:

- Follow up promptly any concerns raised by the student or passed on by teacher or parents / carers.
- Involve the IIC Leadership Team to support students to re-integrate into College after illness or other individual circumstances.
- Regularly and consistently, remind students of the importance of good attendance and punctuality.
- Acknowledge improving attendance.

## A Final Word

IIC takes attendance seriously and put a lot of time and energy into getting our procedures as efficient and effective as possible. We urge you to give this matter the priority it deserves.



## IIC Attendance Procedures for Students and Parent/Carers

Improving attendance is a whole college initiative. Helping to create a pattern of regular attendance is everybody's responsibility including students, parents and all members of college staff. The levels below highlight the college approach to attendance monitoring and intervention which are led by the college Attendance Officer and IIC Leadership Team.

**Level 1** - No action required  
Unauthorised Attendance: **under 4%**

**Level 2** - Some concerns for progress/attainment  
Unauthorised Attendance: **over 4% up to 7%**

Brought to the attention of the Tutor by the Attendance Officer. Email sent to student highlighting concern.

**Level 3** - Risk of under achievement  
Unauthorised attendance: **over 7% up to 10%**

Letter sent to student and parents/carers informing current level of attendance by the Attendance Officer. Monitoring period (6 weeks) and expected level of attendance outlined in letter. One to one pastoral meeting with Director of Pastoral Care offered where needed. Further absence may not be authorised without medical evidence from GP / Hospital / Dentist (student / parent/ carers are informed of this in the letter)

**Level 4** - Persistent Absence - Severe risk of under achievement  
Unauthorised attendance: **Over 10 % up to 20%**

Letter sent to student and parents/carers highlighting level of attendance.  
Meeting with Head of Programme scheduled to discuss attendance, progress and any necessary interventions. Student must attend; parents/ carers may attend if they wish.  
Monitoring period and level of expected attendance agreed at meeting.

**Level 5** - Persistent Absence - Extreme concern  
Continued Unauthorised Attendance: **above 20%**

Letter sent by Attendance Officer Informing student and parent/carers of attendance level and latest progress data. Meeting held with Director of Student Progress/ Head of Programme.

Suitability of course to be reviewed. Formal warning issued to student that College place is at risk. Targets set for attendance, behaviour and progress. Monitoring period set. Weekly review meeting arranged.

**Level 6** - Withdrawal from College

Formal letter will be issued from Vice Principal confirming that student has not engaged with the support the college has offered therefore the student cannot continue at College.



**Key staff 2020-2021**

|                  |                                                                                                   |
|------------------|---------------------------------------------------------------------------------------------------|
| Kate Graves      | Attendance Officer <a href="mailto:kgraves@ivc.tela.org.uk">kgraves@ivc.tela.org.uk</a>           |
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## Absence Codes – Recorded on registers

|     |                                                                                      |
|-----|--------------------------------------------------------------------------------------|
| Λ   | Present at registration                                                              |
| B   | Educated Off Site (Not dual registered)                                              |
| C   | Other authorised circumstances (not covered by another appropriate code/description) |
| D   | Dual registered (i.e. present at another school or at a PRU)                         |
| E   | Excluded but no alternative provision made                                           |
| G   | Family holiday (not agreed or sessions in excess of agreement)                       |
| I   | Illness                                                                              |
| J   | Interview                                                                            |
| L   | Late but arrived before the register closed                                          |
| M   | Medical or dental appointment                                                        |
| N   | No reason for the absence provided yet                                               |
| O   | Other unauthorised (not covered by other codes or descriptions)                      |
| P   | Approved sporting activity                                                           |
| R   | Day set aside exclusively for religious observance                                   |
| S   | Study Leave                                                                          |
| T   | Traveller absence                                                                    |
| U   | Late and arrived after the register closed                                           |
| V   | Educational visit or trip                                                            |
| W   | Work experience (not based working)                                                  |
| X   | Covid related absence                                                                |
| Y   | Partial and forced closure                                                           |
| Z   | Pupil not on roll yet                                                                |
| #   | School closed to pupils                                                              |
| AEA | Authorised Educational Activity - counted as present.                                |

The Absence Codes have been updated by Capita and are now identical for all schools nationally

