

Policy	Attendance and Punctuality
Reviewer	Mr Anthony Griffin, Assistant Head Student Progress
Last Reviewed Changes	Autumn Term 2024

Relevant Government of Jersey Children, Young People, Education and Skills Education department documentation:

[School Attendance Policy](#)

1. Introduction

Victoria College recognises that the relationship between attendance and achievement for our pupils is inextricably linked.

We believe that all pupils benefit from the education we provide and therefore from regular school attendance. In order to achieve this, we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems which may impact on attendance are acted upon as quickly as possible.

2. Aims

Victoria College aims to ensure that:

- All pupils receive a full-time education which maximises opportunities for achieving their full potential.
- We provide a welcoming, caring environment, so that each member of our community feels safe, valued, and included.
- All pupils have access to an education.
- Action is taken where necessary to secure improvement in attendance.

It is recognised that:

- The majority of pupils want to attend College to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Pupils and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Pupils who have excellent attendance, or make significant improvements need to be rewarded and recognised.
- It is the responsibility of parents to ensure their child/ren’s attendance at school as required by law.

3. Expectations

Victoria College expects that all pupils will:

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- Attend every day that that College is open unless a reason acceptable to the College is given and we are able to authorise the absence.
- Arrive on time. Pupils are expected to be on site by 08:20 in preparation for Morning Registration at 08:25. The College register will close at 09:00, and any pupils arriving after this will require a reason for their lateness and it will be the College's decision as to whether the absence is authorised or unauthorised. Pupils who persistently arrive late will serve a one-hour detention on the next Friday. Pupils are also expected to arrive promptly to afternoon registration.
- Arrive to College appropriate prepared for the day, as indicated in our Home College Agreement.
- Take responsibility for their own attendance and making necessary improvements.
- Report to Reception to sign in if they arrive late.
- Sign out at Reception if they leave the site during the school day.

Victoria College expects that parents will:

- Fulfil their legal responsibilities and ensure their child/ren attends school.
- Notify the College on the first day of absence and regularly throughout any period of absence.
- Provide evidence of illness if requested.
- Contact the College at an early stage regarding any concerns they have about their child/ren's attendance.
- Work with the College in resolving issues that are having an impact on attendance.
- Endeavour to keep health appointments out of school hours where possible.
- Recognise that the College will be concerned when a child fails to meet attendance targets, and work with us to improve attendance.

Parents and children can expect that the College will:

- Monitor attendance closely.
- Make contact on the first day of absence when a pupil is away without explanation.
- Monitor lateness and take action for repeated issues.
- Refer specific attendance issues to designated staff and supporting agencies where appropriate.
- Support parents and pupils in achieving attendance targets.

4. Actions to manage attendance

The College encourages full attendance by:

- Communicating clearly with pupils and parents about the importance of regular, prompt, attendance.
- Setting targets for attendance at individual, year and whole school level.
- Rewarding excellent attendance or significant improvements.
- Holding regular attendance competitions, to encourage attendance.

The College responds to non-attendance by:

- Contacting parents on the first day of absence and subsequent days.
- Identifying patterns of absence and investigating these.
- Inviting parents and pupils in for attendance improvement meetings.
- Using Attendance Plans to support pupils.

Escalating Attendance concerns

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Stage 1 – 90-95% attendance. The tutor meets with the student to discuss absence. Details of discussion is recorded on SIMS. Head of Year informed.

Stage 2 – 85-90% attendance. Head of Year contacts parents to discuss attendance, and discourage further absences.

Stage 3 – below 85% attendance. Attendance meeting with Head of Year, pupil and parents to discuss support needed to improve attendance. Targets are set, and an attendance plan implemented, with a clear review date.

Stage 4 – Targets set in Stage 3 meeting not reached. Education Welfare Officer consulted and a meeting held with parents and pupil to discuss. Notification given to parents that further absence due to sickness without medical evidence will be recorded as unauthorised.

Stage 5 – Attendance Improvement Meeting. Representatives from the College and the Education Welfare Team meet to consider referring to a States Attendance Panel Meeting.

Depending on the level of concern, a pupil can be placed on any stage of the process at any time.

5. The Staff Roles

The Tutor will:

- Inform pupils of the importance of attendance, and the consequences of non-attendance.
- Set individual targets with pupils.
- Record conversations about attendance on SIMS
- Work closely with the Head of Year to monitor attendance.

The Head of Year will:

- Monitor attendance of the year group.
- Respond to concerns raised by the Attendance Officer or tutor.
- Lead parent meetings to discuss attendance.
- Organise celebrations for excellent attendance or significant improvement.
- Highlight and update attendance at assemblies, briefings and in staff meetings.

The Attendance Officer will:

- Check all absences daily.
- Provide the Assistant Head Student Progress with a daily update.
- Provide up to date information to Heads of Year for their year group each week.
- Provide tutor group attendance to tutors each week.
- Monitor lates and share patterns with Heads of Year.
- Work with families and pupils to improve attendance.

The Assistant Head Student Progress will:

- Keep the Headteacher informed of attendance patterns
- Meet regularly with the Education Welfare Officer
- Chair meetings with external agencies
- Work with Heads of Year and tutors to support the lowest attenders.
- Provide reports for governors and external agencies.

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6. Authorised and Unauthorised Absences

Authorised absence means Victoria College accepts that there is a good reason for absence. Authorised absence requires communication from the parents. Any pupil whose parent does not provide a reason for absence will be deemed to have truanted and be sanctioned accordingly, and the absence recorded as unauthorised.

Unauthorised absence is any absence which does not fall into the following categories:

- Illness
- Unavoidable absence (eg travel disruption)
- Absence for religious observance
- Other College authorised absence (university visits etc)

Only the Headteacher of Victoria College can authorise a pupil's absence, and the College is not obliged to accept the explanation offered as a valid reason.

7. Holiday absence

Parents should avoid holidays during term time as these will NOT be authorised, unless the Headteacher is satisfied that there are exceptional circumstances.

A parent wishing to take a child out of school for a holiday must complete an Absence Request form. The Headteacher will only authorise absences during term time in exceptional circumstances.

If a parent takes a child on an unauthorised holiday in term time, this will be referred to the Education Welfare Team for review.

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