



We believe that...

Success at school is crucially linked to attendance. Good attendance gives the best opportunity for each student to progress and achieve their full potential. Attendance and punctuality are also key life skills which are essential for success in the world beyond school.

Our Standards

The Government expects schools and local authorities to:

- Promote good attendance and reduce absence including persistent absence (attendance below 90%).
- Ensure every student has access to full time education to which they are entitled.
- Act early to address patterns of poor attendance, this may include seeking medical evidence relating to both planned and unplanned absence.

CWLC will follow the DFE and Government guidance in relation to school attendance (Working together to improve School Attendance approach).

The Government expects parents to:

- Perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law under Section 444 Education Act 1996 makes it an offence for a parent or carer to fail to secure the regular attendance of their child, at a school at which the child is a registered pupil, without good reason—or the agreement of the school. Regular attendance is in accordance with the rules prescribed by the school and school would expect pupils to attend every day the school is open for instruction. Parents and children will be supported by school to overcome barriers to regular attendance, through a range of intervention strategies. However, continued unauthorised absence from school may lead to prosecution of parents under Section 444 and 444a of the Education Act 1996.

Support for School Attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

Parents/carers should contact their child's learning mentor in the first instance. The LM will then disseminate information to relevant pastoral support and attendance officers in school.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will

use an individual health plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

Parents/carers should contact the attendance officers via email (attendance@cwlc.email) to discuss support further.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.

Our Target

We expect all students to attend school 100% of the time and arrive by 8.30am to register at 8.35am.

Absence from School

- If a student is absent from school, because of illness, the school must be informed before 8.30am by telephone – 01905 423906, option 1, via the school website, email attendance@cwlc.email or Edulink One.
- If school has not been contacted by parents/guardians the attendance office will make contact after 10.45am.
- After three days of absence with no contact from parents, the school will carry out an attendance home visit.
- If there are ten or more consecutive days of unauthorised absence or more than 15 days absence that has been authorised, a referral will be made to the Local Authority's Child Missing Education Team.
- If a student fails to attend school when they are expected to attend an exam, a telephone call will be made and any other intervention e.g. home visit will be carried out.
- If a student is absent from work experience, parents/guardians must inform school and the employer by 9.30am.
- If a student is going to be absent from school for a long period of time, due to ill health, school may liaise with the Medical Education Team (if appropriate) and support the student in providing work to complete.
- Persistent absence is recorded at 90% and below. This includes both authorised and unauthorised absence from school. These figures are reported annually to the Government.
- 90% equates to half a day's absence every week or four weeks missed in an academic year.
- Pastoral staff will intervene when a student's attendance falls to 97% or below with supportive measures to promote good attendance. An escalation policy will be followed by pastoral staff.
- If no reason is provided for absence, after 5 days, it will be classed as unauthorised.

Unauthorised Absence

The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered, for example.
- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the headteacher/deputy headteacher)
- If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised

Unauthorised absences may result in the use of penalty notices or prosecution.

Planned Absence from School

- No planned absence from school will be authorised, unless there are exceptional circumstances.
- Parents must notify school of any planned absence from school in writing.
- School will liaise with the Education Welfare Team at Worcestershire Children First in addressing unauthorised absence linked to planned absence from school. This is in line with Worcestershire's Penalty Notice Code of Conduct.

Punctuality

- Students are expected to be in school by 8.35 a.m. Any student arriving after this time is recorded as being late.
- Students arriving late must report to the Attendance Office (on Malvern Road) and sign in.
- Registers close at 9.05am. Any student arriving after this time and without a valid reason will be recorded as an unauthorised late.
- Valid reasons for lateness may be medical appointments (parents must notify school in advance by telephone or in writing) or by agreement with school.
- Traffic, car troubles, taking siblings to school etc. are not valid reasons for a student to arrive late.

Appointments

- We encourage parents/guardians and students to make appointments outside of school hours. Many GP surgeries, dentists and hospitals offer before and after school appointments.

- If a student is unable to make an appointment outside of school time they must have a signed note from their parent/guardian giving permission for them to leave school to attend their appointment.
- We will NOT allow a student to leave the school site without written or verbal permission from their parents/guardian.
- Students must sign in and out in the Attendance Office. These absences will be recorded as medical.
- We do not expect students to be absent all day for a medical appointment, unless there are exceptional circumstances.
- In some circumstances we may request that medical evidence is provided.

Rewards

- Half termly rewards will be distributed in house assemblies for attendance above 95% per half term.
- Certificates will be issued to students who have an attendance of 100% at the end of each term.
- Those students who have a 100% attendance record at the end of each term will be celebrated in their House assembly.
- An attendance board is updated half termly with House attendance % figures displayed.
- A weekly overall school attendance figure is displayed and published on the school bulletin.
- Students who have previously had poor attendance and make significant improvement following intervention will be issued with a praise postcard acknowledging improvement.
- Individual targets and cohort challenges will be set for students to improve their attendance, followed by small, tangible rewards.

Sanctions for Poor School Attendance

- Learning Mentors mentor students who have a poor attendance record.
- Subject teachers will be aware of student's attendance and will ensure that students do not fall behind their peers by providing catch-up work.
- Continuous poor attendance will be referred by LM to Director of Studies (DoS) or Assistant DoS. DoS will monitor students more closely and may use the attendance report, communicate with parents/guardians, invite parents into school, and meet regularly with students.
- DoS or Assistant DoS will liaise with Attendance Officers (AO) and Attendance Lead (AL) – Mr Daniel Thacker Smith if there is no immediate improvement. AO, AL and DoS may carry out home visits, meetings in school, attendance panels, and send letters home.
- AO will identify students for intervention work to raise school attendance and to liaise with DoS, Deputy Headteacher, Assistant headteacher, assistant DoS and parents.
- Continued unauthorised absence from school may lead to a Fixed Penalty Notice being issued or a prosecution of parents under Section 444 and 444a of the Education Act 1996.
- AO will monitor students whose attendance is less than 90% fortnightly and communicate with DoS and LM.

Consequences for Poor Punctuality

Persistent Lateness to School

- LMs will mentor students who have poor punctuality.
- LMs will liaise with DoS and Deputy Headteacher regarding persistent lateness.
- Three or more late (L) marks in a half term will result in LM intervention.
- A further three or more late marks in a half term will result in a DoS Punctuality Detention.
- If two Punctuality Detentions are issued and there has been no improvement, a student will be referred for a school detention by the Deputy Headteacher.
- Once a School Detention has been issued the student will automatically be referred to the next Attendance Panel, where the persistent lateness will be addressed formally.
- Unauthorised late marks may lead to prosecution of parents.

Persistent Lateness to Lessons

- Class teachers will challenge students if they arrive late to their lesson. Recording a late mark and time arrived on Edulink. This will be accompanied by a behaviour point on Edulink.
- Teachers will refer students' names to DoS.
- Departments will implement departmental report card if student continues to be persistently late.

Reintegration Following Significant Periods of Absence

- CWLC will work closely with families and students who have been absent for a long period of time, in reintegrating the student back in to school.
- A phased return to school will be offered if necessary.
- A Pastoral Support Plan (PSP) will be used if a reduced timetable is put in place.
- Timeout cards, safe spaces, "soft starts" will be used as a short term solution to periods of absence.
- We will liaise with outside agencies as appropriate.
- A referral to the Children who Cannot Attend School (CCAS) panel may be used if appropriate.
- All relevant staff will be fully involved and updated.
- Peer support and mentoring will be provided if appropriate.
- We will provide work and relevant school news to the student.
- A timescale to review the reintegration plan will be agreed.
- We will Include parent/guardian, student, LM, DoS, AO and/or SENCo and Medco (if relevant) in the reintegration plan.

This policy will be reviewed yearly.

Appendix 1

Request for Leave during Term Time

To: The Headteacher of:..... (School) Date.....

I request consideration of a grant of leave of absence from school during term time for:
my child (full name)

for the period from (date) to(date).....

The **exceptional** circumstances and reason for this request are:

.....
.....
.....

We / I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))

School(s) attended.....

.....

signature of 1st Parent/Carer(s).....

Print Name.....

(Signature of 2nd Parent/Carer(s).....

Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

".....

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time (this Academic Year)

Agreed/Not Agreed

Request for leave is agreed / is not agreed for the above student to take leave during term time between the above dates.

Signed

Date.....

Notification of decision:.....

Date letter sent to parent

Christopher Whitehead Language College

Application to the Governors for extended Planned Absence of School Children for a period longer than ten school days during Term Time.

When applying to the Governors for extended leave of absence from school, you must explain why you think it necessary for your child/children to be away for a period of more than 10 school days.

You will need to let the Governors have the following information:

- the nature and purpose of the absence;
- the duration of the absence and its impact on your child/children's education, particularly in terms of continuity of learning;
- the place or other country being visited and whether the absence is seen as a rare event in your child/children's school career.

You should also consider whether the timing of the proposed visit is at the most appropriate time of year and at the least disruptive point in your child's school career.

Please send your letter of application to The Chair of Governors, c/o Christopher Whitehead Language College, not less than six weeks before the planned absence is due to begin.

NOTE **If extended absence has been approved, you must notify the school immediately if for any reason your child (children) is (are) not able to return to school by the agreed date. In such cases, you should explain the circumstances and also indicate the revised date for return. Failure to keep the school fully informed can result in your child/children being removed from the school's register.**

Appendix 2

Absence Codes and categorising absence.

Code	Meaning
/	/ Present (am) Present
\	\ Present (pm) Present
B	(NOT dual registration) Attending any other Approved Education Activity
C	C Leave of absence for exceptional circumstances
C1	C1 Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	C2 Leave of absence for students subject to a part-time timetable
D	D Dual registration (i.e. pupil attending other establishment) Approved Education Activity
E	E Excluded (no alternative provision made) Authorised absence
F	
G	G Family holiday (NOT agreed or days in excess of agreement) Unauthorised absence
H	
I	I Illness (NOT medical or dental etc. appointments) Authorised absence
J1	J1 Interview for employment of admission to another educational institution
K	K Attending education provision arranged by the local authority
L	L Late (before registers closed) Present
M	M Medical/Dental appointments Authorised absence
N	N No reason yet provided for absence Unauthorised absence
O	O Unauthorised absence (not covered by any other code/description) Unauthorised absence
P	P Approved sporting activity Approved Education Activity
Q	Unable to attend school due to lack of access arrangements
R	R Religious observance Authorised absence
S	S Study leave Authorised absence
T	Parent travelling for occupational purposes
U	U Late (after registers closed) Unauthorised absence
V	V Education visit or trip Approved Education Activity
W	W Work experience
X	X Non-compulsory school age absence Not counted in possible attendance
Y1	Y1 Unable to attend due to transport normally provided not being available
Y2	Y2 Unable to attend due to widespread disruption to travel

Y3	Y3 Unable to attend due to part of the school premises being closed
Y4	Y4 Unable to attend due to the whole school site being unexpectedly closed
Y5	Y5 Unable to attend as pupil is in criminal justice detention
Y6	Y6 Unable to attend in accordance with public health guidance or law
Y7	Y7 Unable to attend because of any other unavoidable cause
Z	Z Prospective pupil not on admission register
#	# School closed to pupils Not counted in possible attendance

TIMINGS OF THE SCHOOL DAY September 2024

8.30	Registration warning bell
8.35-8.40	Registration
8.40-9.40	Lesson 1
9.45-9.45	Changeover
9.45-10.45	Lesson 2
10.45-11.15	Break 1 Social Time Years 12 and 13 in Sixth Form Centre Years 9, 10 and 11 on yard Years 7 and 8 have access to the canteen
11.15-12.15	Lesson 3
12.15-12.20	Changeover
12.20-1.20	Lesson 4
1.20-1.50	Break 2 Social Time Years 12 and 13 have lunch in Sixth Form Centre Years 9, 10 and 11 have access to the canteen Years 7 and 8 on yard
1.50-2.20	Guidance Time for Year 7-11
2.20-3.20	Lesson 5
3.20-4.20	Lesson 6 (Sixth Form)

Students should arrive no earlier than 8.00am

Departure

Students should leave school by the nearest exit.