

ATTENDANCE POLICY

This policy applies to the whole college, including boarding, and is publicly available at natmatci.ac.uk.

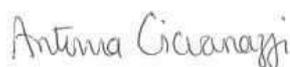
Hard copies and accessible formats are available on request from the College Office.

Legal Status: Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force.

Applies to: The whole college including boarding.

Monitoring and Review: This policy is subject to continuous monitoring, review and refinement by the Principal. The Proprietors will undertake a full annual audit of the policy, its procedures and the efficiency of the associated policy systems. This review will be documented in writing and any deficiencies identified by the Proprietors will be remedied immediately. The policy may be reviewed earlier than the date given below, if significant changes to the systems and arrangements of the College take place, or if legislation, regulatory requirements or best practice guidelines so require. All College Staff will be informed of any updates or amendments made to this policy.

Signed:



Antonia Giovanazzi
Principal



Dr Elizabeth McFarlane
Proprietor's Nominated Person

Policy Updated: January 2019

Date of next review: January 2020

INTRODUCTION

- We comply with the UKVI criteria regarding the admission to and attendance of students at the National Mathematics and Science College.
- We expect all students on roll to attend every day, when the college is in session, if they are fit and healthy enough to do so.
- We do all we can to encourage students to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards learning. To this end, we strive to make our college a happy and rewarding experience for all students.
- The Board of Directors is responsible for making sure the College keeps admission and attendance registers in accordance with the regulatory requirements. Our attendance register records which students are present at the start of both the morning and the afternoon sessions of the college day.
- This register will also indicate whether an absence was authorised or unauthorised.
- The term dates of the college can be accessed from the homepage of [our website](#). College emergency closures for such things as extreme weather will also be published on the homepage of our website.



THE ROLE OF THE COLLEGE

The college is required to maintain two registers:

- The Admission Register (known as the college roll)
- The Attendance Register.

The Admission Register

This gives information about students who are currently registered as attending NMSC. For the purposes of day-to-day management of the college, the admission register may be contained within the college database. The register will comprise information that is compliant with regulations set out in the education regulations (student registration) (England) currently in force. For each student, the Admission Register will contain:

- Full Name;
- Gender;
- Name and address of every person known to the school to be a parent or guardian of the student;
- Name and address of Homestay parents (Relevant for boarding students);
- At least one telephone number at which the parent/ guardian can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the college;
- Name and address of the school last attended (if any);
- Leaving date and ongoing placement.

THE ATTENDANCE REGISTER

The College is required to ensure that the attendance register for all students on the college roll is taken twice a day – once at the start of the morning session and once during the afternoon session. Students are required to register themselves by logging in on the digital system at reception.

Each student must be marked on the register in one of the following categories:

- present
- engaged in an approved educational activity away from the college site (approved by the Principal and supervised by a person approved by the Principal, including sporting activities, educational visits or residential trips)
- absent
- unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- taking authorised absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established)

If a student is absent, the attendance register must say whether the absence has been authorised by the college. Parents cannot authorise absence, it is the college that decides how to classify absences.



Authorised Absence

- An absence is classified as authorised when a student has been away from school for a legitimate reason and the school has received notification from a parent.

For example, if a student has been unwell, the parent writes a note or telephones the school to explain the absence.

- Only the College can make an absence authorised. Parents do not have this authority.
- Consequently, not all absences supported by parents will be classified as authorised.

For example, if a parent takes a student out of college to go shopping during college hours, this will not mean it is an authorised absence.

Authorised absence is where the College has either given approval in advance for a student of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised.

Authorised absences include: medical or dental appointments, days of religious observance, visits to future colleges/universities, exclusion, family bereavement and special occasions (e.g. weddings).

All requests for absence must be made in writing to the Principal, giving the college at least 2 weeks' notice, where possible, to consider the request.

Requests for Leave of Absence

- We believe that students need to be in college for all sessions so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a student.
- We expect parents to contact the College at least a week in advance but normally this request will be granted.

Long-Term Absence

- When students have an illness that means they will be away from College for over five days, the College will, as far as is reasonably possible, send material home so that students can keep up with the work.

Unauthorised Absence

- An absence is classified as unauthorised when a student is away from the College without the permission of both the College and a parent.
- Therefore, the absence is unauthorised if a student is away from College without good reason, even with the support of a parent.

If a student is absent

- When a student is absent unexpectedly, the class teacher will record the absence in the attendance register, which immediately informs the appropriate divisional office.
- When the student returns to College, a note, email or telephone call to the college office from a parent or guardian should explain the absence. Notes are placed in the family file in the college office.
- A note, email or telephone call may be sent/made to the college office prior to the day of absence e.g. if a student has a medical appointment.
- If there is any doubt about the whereabouts of a student, the class teacher should take immediate action by notifying the appropriate divisional office. The National Mathematics and Science College will then immediately contact the parent or guardian, to ensure the safety of the student.



If a student is absent without explanation when the register is called, College staff will normally contact the parents the same day whenever possible. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence.

Due to the international nature of the school and the festivals fundamental to the home nations (such as the Russian Orthodox Church, Diwali, Chinese New Year) permission may be granted for students to take part in celebrations on site.

Repeated Unauthorised Absences

- The College will contact the parent of any student who has an unauthorised absence.
- If a student has a repeated number of unauthorised absences, the parent(s) will be asked to visit the college and discuss the problem.
- If there is concern about a student's absence, the teacher will contact the college office who may contact parent(s) to arrange a meeting to discuss the absences.
- Where a student does not return to college on the set date or where there is any unauthorised absence then UKVI, in accordance with their criteria, is immediately informed.

Failure to Attend College

If a student regularly fails to attend college, we will work closely with the parents, student and school to resolve issues and develop strategies to improve attendance.

The College is required to inform Coventry City Council if a student fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to their local authority: 3.5 days within a 6-week block (other than for reasons of sickness or leave of absence), failure to attend regularly, additions to the attendance register within 5 days and deletion from the school register under the 15 grounds identified by Students Missing from Education September 2016 Annex A (Appendix 1). In this last case, independent schools are required to report the circumstances as soon as possible to the local authority in which the student lives.



Appendix 1 Grounds for Notification to Local Authority for Additions/Deletions from NMSC Admission Register (Annex A: taken from Students Missing Form Education 2016)

1. Where the student is registered at the college in accordance with the requirements of a college attendance order, that another college is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the student to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at college.
2. Except where it has been agreed by the proprietor that the student should be registered at more than one college, in a case not falling within sub-paragraph (a) or regulation 9, that they have been registered as a student at another college.
3. Where a student is registered at more than one college, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that they have ceased to attend the college and the proprietor of any other college at which they are registered has given consent to the deletion.
4. In a case not falling within sub-paragraph (a) of this paragraph, that they have ceased to attend the college and the proprietor has received written notification from the parent that the student is receiving education otherwise than at college.
5. Except in the case of a boarder that they have ceased to attend the college and no longer ordinarily reside at a place, which is a reasonable distance from the college at which the student is registered.
6. In the case of a student granted leave of absence in accordance with regulation 7(1A), that — (i) the student has failed to attend the college within the ten college days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the college by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
7. That the student is certified by the college medical officer as unlikely to be in a fit state of health to attend college before ceasing to be of compulsory school age, and neither they nor their parent has indicated to the college the intention to continue to attend the college after ceasing to be of compulsory school age.
8. That the student has been continuously absent from the college for a period of not less than twenty college days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the college by reason of sickness or any unavoidable cause; and (iii) the proprietor of the college and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is
9. That the student is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the student will return to the college at the end of that period.
10. That the student has died.
11. That the student will cease to be of compulsory school age before the college next meets and— (i) the relevant person has indicated that the student will cease to attend the college; or (ii) the student does not meet the academic entry requirements for admission to the college's sixth form.
12. In the case of a student at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a student of the college.
13. That he has been permanently excluded from the college.
14. Where the student has been admitted to the college to receive nursery education, that they have not on completing such education transferred to a reception, or higher, class at the college.
15. Where— (i) the student is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the student; and (iii) those charges remain unpaid by the student's parent at the end of the college term to which they relate.