



Ealing Independent College

Attendance Policy

This policy applies all pupils in Ealing Independent College

Date Reviewed
Annual review

August 2025
By August 2026

Attendance and Welfare Officer
Assistant Principal
Vice Principal
Principal

Maria Bavington
James Garside
Laura Bellerby
Zoe Jarvis

This policy outlines the shared responsibility between the school, students, parents, and the broader community in promoting regular attendance. The goal is to ensure that every student reaches their full potential through consistent and punctual attendance, fostering a supportive and collaborative approach to addressing attendance challenges. This policy should be read in line with the attendance section in the Safeguarding Policy. In developing and implementing this policy, the school has considered its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

The person with overall responsibility for this policy, including the monitoring and promotion of attendance is Allan Cairns in their role as Principal and can be contacted on 020 8579 6668.

Statement of Principle

Ealing Independent College firmly believes that it is the right of every student to receive a full-time education and that any student who fails to attend school and its lessons regularly and punctually cannot receive a coherent education programme.

Aims

We aim to:

- Maintain an attendance rate of a minimum of 95% in order that students make the most of the educational opportunities available to them. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, and leads to underachievement and low attainment.
- Continue to work with parents and students in encouraging students to attend college regularly and punctually
- Ensure that there is an efficient system, known to all, for ensuring that year 9-11 students who should be attending our college have registered twice daily, or a reason for non-attendance is known to the school. Students over compulsory school age require to be registered for afternoon only.

The Legal Position

Education Act 1996:

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise.

Registers will be marked in accordance with current DFE and LEA requirements. In accordance with DFE requirements, registers will be kept for a minimum of three years.

Attendance/absence figures will be reported to the LEA on a half termly basis. The Attendance Officer will ensure that figures are reported accurately and for the given deadlines.

The Importance of Good Attendance

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying

SLT lead for attendance

- | | |
|--------------------------|--|
| ● Years 9-11 | James Garside (Assistant Principal) |
| ● Years 12-13 | Laura Bellerby (Vice Principal) |
| ● Overall responsibility | Zoe Jarvis (Principal) |

Student Responsibilities

Students will:

- Attend school and lessons regularly and on time, unless they are ill or have an authorised reason for being absent.
- Arrive at school by the published start of the school day in order to register promptly on time and arrive at all lessons on time.
- Ensure they register with their tutor and/or reception if they arrive late.
- Not leave school without permission.
- For a planned absence from school or lessons, such as dental/medical appointments or other legitimate reasons, sign out at reception. This must only occur with parental explanation.
- Ask a teacher's permission to report to the school office if they feel ill or are injured.

Parental Responsibilities

Parents will:

- Ensure their child attends school regularly, punctually, and in a fit condition to learn.
- Inform the school as soon as possible of the reason for any absence by phone call, email or text on each day of absence.
- Not arrange family holidays during term time.
- Contact the school office in the first instance concerning any exceptional request for an unavoidable absence (e.g. the death of a close relative) during term time.
- Book any medical appointments around the school day where possible.

College Responsibilities

The Tutor will:

- Years 9-11 Record attendance on the iSAMs system at AM and PM registration during tutor time.
- Years 11 Intensive, 12 and 13 PM registration only.
- Send information from parents relating to absence to the attendance officer.
- Enquire about reasons for absence, discuss emerging patterns and encourage improvement where necessary
- Will bring to the attention of Attendance and welfare officer and Attendance and Punctuality Lead any patterns of absence or lateness.
- Pass information on to the Attendance and welfare officer and Attendance and Punctuality Lead concerning reasons for absence or lateness.
- Promote good attendance and punctuality in tutor times.
- Send communication home, re: low attendance (less than 90%) or poor punctuality, at the direction of Attendance policy. Via Months marks.

The Attendance and welfare officer will:

- Update registers daily.
- Record all reasons for lateness and absence on iSAMs system.
- Monitor that tutors complete registers accurately.
- Phone parents on the same day of absence requesting a reason for absence if none is received.

The Attendance and Punctuality Lead will:

- Monitor punctuality both to school and to lessons.
- Ring home when there has been no response to emails sent home.
- Arrange meetings with parents or guardians when no response to earlier procedures.
- Will promote good attendance and punctuality at assemblies.
- Reward attendance and punctuality improvement with emails home.
- Develop and annually review the attendance and punctuality policy.
- Hold detentions for students who are late as per school detention system.
- Discuss with tutors all students with attendance below 90% at pastoral meetings.
- Action referral to relevant external agencies where necessary.
- Will inform the Head of GCSE current status.
- Support staff on attendance matters.
- Attend meetings with the attendance officer and Key Stage leader as required.
- Monitor and develop the rewards and sanctions system to reflect the importance of attendance and punctuality.
- Refer to the DSL any student considered to be at risk (including Children Missing Education CME).

Years 9-11 and 12-13 leaders will support the Attendance and Punctuality Lead in the following areas:

- Support staff on attendance matters
- Promote the importance and legal requirements of excellent attendance and punctuality to pupils and their parents/carers
- Measure impact of interventions and attendance policy as a whole
- Deal with requests regarding absences on behalf of the Principal in accordance with current DFE guidelines
- Feedback to the Principal ensures the school attendance policy is published on the school website.

Children Missing Education (CME)

Where the school is unable to contact a child/family over a 3-day period, they will contact the School Attendance Service to carry out enquiries to try to locate them. A door-step home welfare visit will also be undertaken by the Attendance and Punctuality Lead.

Where the school and the Attendance Service have failed to locate the child/family within 10 days, the child will be referred to the **LA Children Missing Education Officer** (CME officer) who will undertake additional checks with other agencies to locate them, including consultation with social care, the police, health and housing. Where these enquiries do not lead to confirmation of the child's whereabouts, the matter will remain open to that service who will widen their enquiries. In these circumstances, the school cannot guarantee to keep a school place open for your child.

Policy on Absence and Lateness

- The school will do its best to ensure that pupils and parents understand the circumstances in which the school will or will not authorise absence.
- Lateness and post-registration procedures will be understood by all stakeholders
- Students with repeated lateness or absences due to truancy will receive the sanctions stated in the attendance policy.
- Persistent absentees will be subjected to the whole range of interventions (as listed in this policy)
- Longer term medical absences (consistent or intermittent – chronic illnesses) will be discussed with parents and outside agencies (i.e. school nurse, family GP)
- Contact with parent/carer for all pupils absent without known reason will be contacted on first day of absence via email by the attendance officer
- Individual pupil's data will be analysed to identify patterns of absence which cause concern.

Sanctions and Interventions

Sanctions for Lateness

- Email sent home by the tutors.
- Detentions will run every day at break rolling from Monday to Friday. Three lates in a week will trigger all lates being counted and that is the amount of time they will have to pay back the following week at lunchtime detentions with me.
- Students without valid reasons for lateness will have to attend these detentions
- Students are able to clear their owed time twice. If they are late for a third week in a term
- then they and their parents/legal guardians will be asked to attend a meeting and increase detention minutes to double what they miss.
- School sanction policy applied for internal or external truancy.

Sanctions and support for absenteeism

Year 9 and 10

- 60% attendance and below - parental meeting which determines a choice of two outcomes - student repeats the year or leaves the College
- 60-75% attendance - students will only be supported for a maximum of 5 GCSEs - any more would be stretching their abilities to cope beyond their capacity.
- 75-90% attendance - students will only be supported for a maximum of 6 GCSEs - any more would be stretching their abilities to cope beyond their capacity.

Year 11

- 60% attendance and below - the College reserves the right not to enter the student for exams as this would likely amount to setting the student up for failure.
- 60-75% attendance - student will only be allowed to enter up to 5 GCSEs
- 75-90% attendance - student will only be allowed to enter up to 6 GCSEs

Year 12

- 70% attendance and below - parental meeting which determines a choice of two outcomes - student repeats the year or leaves the College
- 70-90% attendance - students will have a record of poor attendance applied to UCAS reference. Where a student sits 4 A Levels, they must reduce to 3.

Year 13

- 70% attendance and below - the College reserves the right not to enter the student for exams as this would likely amount to setting the student up for failure. UCAS Applications will not be supported by the College
- 70-90% attendance - students will have a record of poor attendance applied to UCAS application or sent to Universities offered.

