



# Bales College

# Attendance Policy

## 2024-25



At Bales College, ensuring that students have a full attendance is fundamental to everyone's success. There is a strong link between poor attendance and under-achievement. Those students who regularly attend make better progress, both socially and academically, which is why we ask for a 100% attendance, but have a realistic target attendance of a minimum 95%.

It is also important that we maintain parents' and students' awareness of the importance of full-time attendance and make clear the correlations between attendance and learning.

**Parents/carer can help us by:**

- Ensuring your child/ward attends School regularly
- Telephone each day (in the morning before 9.30am) to confirm any absence, give us the reason and tell us when the student is likely to return to School
- Arranging all non-emergency medical appointments outside of School hours
- Providing medical verification where illness-absence is frequent or prolonged
- Ensuring that your child not only attends, but is also punctual to classes
- Ensuring that all sixth form students agree to sign in and out in reception when appropriate

**We shall:**

- Follow up unexplained absences by phone calls and emails as necessary
- Write to parents/guardians about poor attendance and ask them for a meeting to explain absences that are frequent or excessive.
- Inform you if your child has poor punctuality.
- Escalate consequences for students who have persistent absence for no valid or authorised reason.



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# 1 Rationale

This policy covers the principle elements of what the School considers necessary for good and punctual attendance by pupils. Its formulation is designed to enhance consistency in approach to attendance across the different year groups at Bales College (“the School”). The School is committed to offering opportunities for the development of all students in ways that meet individual needs. One aspect of this is a commitment to improving retention and achievement through raising standards of attendance and punctuality.

**In short, the School expects a 100% attendance by all students as it recognises the important correlation between students’ absence and academic progress. Naturally, students may be ill from time to time or have to visit universities etc. It is important that authorised absences are logged and understood.**

# 2 Aim

This policy aims to assist all students to take responsibility for their full and prompt attendance which will enhance their learning experience, develop their personal skills and promote retention, achievement and progression. In the case of Compulsory School Age (CSA) students, the policy is intended to ensure full compliance with the requirements of ISI.

# 3 Principles on which the policy is based

There are three principles underpinning the School's approach to student attendance:

- a. Student attendance should be managed across the School;
- b. Targets for student attendance rates should be set and monitored across all School year groups;
- c. Every effort should be made to maximise attendance.

# 4 Students’ Entitlements

Students are entitled to the best opportunities to be successful in their studies. If a student’s general attendance give the School cause for concern and there is a worry that the student may not complete his/her studies successfully, the student will be contacted by a member of the senior leadership team to discuss their progress. An attempt will be made to identify any problems or difficulties and arrangements may be made for special help from staff or for special tutorials and support. The School will listen to any problems raised and will try to give the support and guidance needed to help the learner to be successful. It is part of the student’s entitlement that lessons start and end promptly.



## 5 Students' Responsibilities

The School requires students to attend School every day, and arrive for morning registration at 8.45am. Any Student arriving after registration time must go directly to school reception and sign in. They will be marked as Late.

Students should not miss School for anything other than illness or exceptional circumstances. It is not usually permitted for students to take holidays in term-time. If a student needs to miss school, the parent or guardian should:

- a. Contact the School office to advise, in advance, of any planned absence (e.g. for a doctor's or dentist's appointment);
- b. Phone or email the School office, as soon as possible, to explain an unplanned absence due to illness. The parent or guardian will be asked for details of the illness and for how long the absence is expected to last;
- c. Explain by letter or email the reasons for absence due to illness lasting more than one week.
- d. The student must make arrangements to catch up on any work missed during absence.

Where a visa student is living in the UK without a parent or official guardian, the student should contact the School office in the situations outlined above. Parents will be contacted by the School office to follow up on consistent absences.

If a student is absent without authorisation (for visa students please refer to Appendix 2) and there has been no response from the parent or guardian, the student will normally be deemed to have withdrawn from the School after 10 days of absence. There may also be other remedial actions taken (including disciplinary action in some cases) before the end of the two-week absence period, if a student's pattern of attendance and/or punctuality is not of an acceptable standard. Unacceptable attendance and/or punctuality may affect examination entry.

Students are expected to be punctual and any Student who is persistently late can expect to be sanctioned in line with the sanctions stated in the School's Behaviour Policy. Students who fail to sign in will be reprimanded by the school office and official sanctions may well be issued. Persistent failure to sign in will result in a parental meeting.



## 6 Teaching Staff's Responsibilities

All Teaching Staff are required to:

- a. Help to support students' return to School, as appropriate;
- b. Start and finish classes on time.

Form Tutors are required to:

- a. Mark attendance, absence and lateness in the Engage register and keep entries up-to-date and accurate;
- b. Ensure Engage entries regarding student attendance is up-to-date.

## 7 School Management's Responsibilities

- a. Advise students of the School Attendance Policy during induction;

The Head of School is responsible for ensuring that staff are aware of this policy and that students have been inducted into it. In addition, the Head of School will be responsible for setting annual targets for attendance rates across all School programmes. In conjunction with management information from the Engage register system, the Head of School is responsible for facilitating the production of regular timely and accurate attendance data and reports, to allow prompt action to be taken for the benefit of students. Senior staff are also responsible for monitoring those whose attendance falls persistently below 95% and initiate actions to improve attendance for individual students.

The School will inform the LEA in the following situations:

- Every time a student's names is to be added to, or deleted from, the school admission register outside of standard transition times (including the statutory reason for deletion). For deletions this must take place before the deletion, and for additions it must be no later than 5 working days after the addition.
- The name and address of any student who fails to attend school regularly or has missed school for 10 days or more without the absence being recorded as authorised. Local authorities should agree the frequency this must be shared with all schools in their area. This should be no less frequently than once per calendar month.

The designated senior leader with overall responsibility for championing and improving attendance in school is Mr Gkazis, DSL ([cgkazis@balescollege.co.uk](mailto:cgkazis@balescollege.co.uk), T: 020 8960 5899, M: 07751 319 917)



## 8 Standards by which the success of this policy can be evaluated

- a. Annual targets for attendance are met; to try and keep attendance at no less than 95%
- b. Continually improving attendance and punctuality;
- c. High levels of attendance and punctuality when measured against relevant benchmarks;
- d. Swift action to support students with below acceptable benchmarks for attendance and punctuality;
- e. Improved student success;
- f. Staff compliance with the policy during quality audits;

## 9 Registration codes

Code	Description (per DfE)
/	Present
L	Late (unauthorised)
I	Late (authorised)
M	Medical
ML	Medical late
S	Study leave
E	Excluded
R	Religious observance
H	Family holiday agreed in advance

## 10 Responsibility for implementing this policy

- a. The Head of School has overall responsibility for the implementation of this policy across the School;
- b. The Head of School is responsible for overseeing the operation of this policy in the School;
- c. The School staff, which includes Personal Tutors and subject specialists, together with appropriate support staff, are responsible for meeting student entitlement.



All staff understand the importance of good attendance and recognise that poor attendance can be an indicator of safeguarding issues. We aim to build relationships with families, to listen and understand barriers to attendance, and to work with families to remove them. Our vision is for a consistent attendance rate of over 95% excluding study leave. The senior leadership team to monitor attendance. Where a pattern of absence is at risk of becoming problematic, i.e. starting to drop below 85% with no good reason, we will support students and parents by working together to address any in-school barriers to attendance. Where absence intensifies, so will the support provided, which will require the School to work in tandem with the local authority and other relevant partners. Where voluntary support has not been effective or has not been engaged with, then the School will work with the local authority to put formal support in place such as a parenting contract or an education supervision order. Children's social care will be involved where there are safeguarding concerns especially where absence becomes severe (below 50% attendance). The school shares attendance data with the proprietor and the Attendance Champion liaises with the proprietor on attendance concerns.

## 11 Review of this Policy

- a. The Head of School is responsible for the periodic review of this policy;
- b. The next review is due to take place in August 2025





## 12 Appendix 1

For advice on the appropriate ways in which to record attendance see:-

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

For the regulations affecting migrants who wish to study in the

UK, see:- [https://www.gov.uk/browse/visas-immigration/student-](https://www.gov.uk/browse/visas-immigration/student-visas)

[visas](https://www.gov.uk/browse/visas-immigration/student-visas)



## 13 Appendix 2: Student Attendance Policy Procedure

### The School Rules:

- All students should attend School every day (school runs from 8.45am to 4.00pm).
- Students must be punctual for lessons.
- If a student is in the UK on a student or child student visa, then they are under strict obligations to respect the right that they have been given through the visa and not to abuse its privilege.
- If students are absent, their absence must be authorised and backed with a good reason.
- Students who show a pattern of absence will be warned in writing and if the pattern or further unacceptable absences keep occurring they may be asked to leave the School. Patterns of absence include but are not limited to: regularly missing a particular day of school or attendance falling below 85%.
- Warning letters will be sent to students and parents/guardians, but the School takes a strict view of absence and will intervene quickly to prevent further absences.
- If any visa student has a pattern of absence or simply too many small absences they will be warned (e.g. regularly missing a particular day of school or attendance falling below 85%), and the warning also sent to the parent/guardian; if they persist (e.g. no improvement following a warning), they will be reported to UKVI.
- If a visa student misses 10 consecutive expected contacts and fails to provide a reason that is acceptable or evidence-based, then they are very likely to be reported to UKVI.
- Although each student will be considered on a case-by-case basis, the aforementioned rules will be generally enforced for the purposes of discipline and adherence to the law.

### Procedure for Recording Attendance

- a. The Form Tutor records attendance at each morning (8.45am) and afternoon (1.40pm) registration.
- b. Registers recorded into the School's information management system (Engage).
- c. The Form Tutor records the appropriate code against the name of each student on the register.
- d. Students who arrive after registration should sign in to School at the School Office. Engage will then be updated by the end of the day to record their attendance.
- e. A member of the School Office will call and/or email the parent/guardian of any student not attending registration after 9.30am on the day of absence. The visa student themselves will be called if they are in the UK without a parent or official guardian, and their parent/guardian in the home country will be informed of the absence by the School Office.

### Definition of an "expected contact"

Bales College defines (in terms of UKVI) an expected contact as a day present at the School. If a student misses 10 consecutive expected contacts without any communication from parents/guardians or the student, then the School is very likely to report the student to UKVI (in the absence of exceptional circumstances).



## **Procedure for Authorised Absence**

If a student is unable to attend a class, their parent (or the student if they are in the UK without a parent or official guardian) must do the following:

- a. In case of planned leave, make a written request well in time.
- b. In case of unplanned absence, inform the Office as soon as possible to explain the reasons.
- c. The Head of School, or Head of Sixth Form, will be responsible for the sanctioning of any leave.

## **Monitoring and Evaluation of the Policy**

The Head of School is responsible for ensuring continuous and effective implementation of this attendance policy. The School Leadership team monitors the operation of this policy on a weekly basis by receiving regular reports on student attendance from the School Office. All instances of absence are reviewed by the Head of School. The policy itself is regularly reviewed in order to make sure that it is in full compliance at all times with the relevant laws and regulations of the UKVI. The following is the procedure for monitoring the attendance policy:

- a. Once all attendance has been entered into Engage on the same day, the School Office generates a Daily Attendance Record.
- b. The School Office reviews the daily report and necessary action taken. The parent/guardian (or visa student) is telephoned and/or emailed as necessary.
- c. If the student exhibits a pattern of missing expected contacts they are contacted by letter as are their parents and Guardians and warnings issued.
- d. If there is no improvement in the student's pattern or attendance then UKVI are informed of the school's concerns.
- e. Once a student has missed 10 expected contacts for no good reason, UKVI is informed.
- f. The School Leadership team reviews attendance each week and discusses any student who has received a warning letter or who has been reported to UKVI.
- g. UKVI will be informed using the appropriate and prescribed systems about the following occurrences, whichever occurs first:
  - i. A student has missed 10 expected contacts – defined as a day in school. If a student who has already been reported to the UKVI reports back to the School with a valid reason for their absence and the School is satisfied with the response from the student to warnings and his/her efforts to improve the attendance, UKVI will be informed.
  - ii. If a student has had a significance change of circumstance.
- h. Students who have been issued a final warning and reported to UKVI, and who have failed



to provide a satisfactory explanation to the School for their missed expected contacts, may have their sponsorship withdrawn.

- i. A Register of those students reported to UKVI is maintained by the School Office and reviewed by the Head of School.
- j. An interview conducted with a student about attendance/absence or any warning sent to the student must be recorded in the student file. The reasons and evidence for any authorised absences being granted will also be recorded and kept in the student's file.
- k. The School will take all possible actions in its power to track the whereabouts of any students who have continuously failed to attend or have had their places withdrawn. The School will provide all relevant information that will help the UKVI to identify and locate such students.
- l. The School will also report a student if a pattern of absence is established without valid reasons.



Signed:

Ben Moore  
Head of School  
August 2024

William Moore  
Proprietor

Policy review: August 2025