



The National Mathematics and Science College places great emphasis upon high levels of attendance and punctuality, believing this to be a vital component in ensuring students gain maximum benefit from their college experience, as well as preparing them for later life in the workplace. Additionally monitoring attendance is an important factor in terms of safeguarding since a drop in school attendance or a child going missing from education could be indicators of potential abuse. This policy and procedure should be read in conjunction with the College's Safeguarding & Child Protection Policy.

Due to having far more boarders than day students, it is likely that much of what follows will usually apply to day students from the local area. Attendance data for all students is reviewed at regular SLT meetings, and appropriate action taken to concerns raised.

Procedure – Concerns about levels of Attendance

The current threshold for concern about attendance is set at 90%. When attendance drops below 90% the following steps would be taken:

1. The Form Tutor or Assistant Principal would write a first letter, or e-mail, seeking to: share with parents the College's concern about a drop in attendance; seek to discover the reasons for it; find solutions to enable improvement in attendance and/or enable academic progress (perhaps by sending work home to the sick student for completion).
2. If there was no improvement in attendance after the first e-mail, a second e-mail will be sent.
3. If concerns continue, parents should be invited into College to discuss the reasons for poor attendance. During this discussion, parental consent for sharing concerns with external agencies might be sought. This could result in: information sharing leading to a multi-agency response; involvement of and assessment by social workers; Early Help support.

In the case of long-term absence for medical reasons (or for extended absences of longer than 1 week of lessons), the College will normally ask parents to provide a letter from the GP (or other medical professional in charge of treating the student – such as a consultant) declaring that the student is medically unfit for school.

In exceptional cases where concerns about attendance continue and parents are not compliant with the College, then consideration will be given to: contacting professionals directly for information; contacting concerned professionals to hold a meeting about the student; contacting the Local Authority Designated Officer (LADO); College staff seek to arrange a visit to the home of the student to discuss attendance with the parents and visit.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation.

Coventry City Council require schools to complete a form when a school age pupil is to be removed from the register, without moving to another school. This can be found at:

[Children Missing from Education \(CME\) – Coventry City Council](#)

Procedure – Following up on Absences

Absence from lessons – Teaching staff should record any absences on iSAMS, for all lessons, using the appropriate code with a flagged comment if no good reason for a student's absence is known. Monday to Friday, the Nurse on duty in conjunction with the boarding staff will visit missing boarders' rooms, investigate any absences, update iSAMS accordingly (with changed codes and additional red flag information). Internal e-mails will be used to share information with relevant staff (such as boarding staff & Tutors, Members of SMT).

Parents of absent day students should phone the College or e-mail attendance@natmatsci.ac.uk or will be contacted by staff to check on the health and whereabouts of day students. At weekends, students missing the first registration of the day should be followed up by weekend duty staff (as per the procedures for Mon-Fri absences above).

Absence from lessons – Teachers are to consider the presence of previous codes and patterns on iSAMS earlier in the day. These might provide the reason for a student's absence – along with red flag comments. The possibility of unreported illness should be considered and reception should be e-mailed as a matter of urgency to make certain of the wellbeing and whereabouts of the missing student.

Unauthorised absence at bedtime – Boarding staff should check with a student's close friends in order to ascertain a reason for absence, then use their discretion whether to inform the House Parent, or in their absence, the Assistant Principal - Pastoral immediately or wait until next morning

Overnight absence – If a student cannot be located quickly, then the House Parent will undertake a risk assessment and this might well result in them:

- notifying the Assistant Principal - Pastoral
- notifying parents
- informing local Police and Social Services as necessary

Arranging exeats

Boarding staff should consider the age of the student when approving exeats as follows:

The College's concern for the welfare of its students and duty of care means that *the permission of parents/ guardian is essential for each specific occasion when a student is to leave the campus overnight*. It is important that the College knows as much as possible about where they are going/ what they are doing/who they are staying with. This information should be contained in the request completed on Orah.

Exeat requests require the student to undertake some careful planning prior to their trip and to discuss the potential risks involved with the member of staff giving permission. If the student does not return from the overnight absence at the expected time, this written record could have very real practical and legal implications for finding the student and confirming that the College has taken "the actions of responsible parents".

Arranging holiday absences from College

Boarding staff should consider the age and quality of information provided/ safety arrangements in place for the student when collecting holiday slips and also when considering end-of-year arrangements for departure. Please see the procedures for arranging exeats.

Holiday details should be collected using the forms on Orah.

Students Returning to College after a Prolonged Absence

The college is aware of the specific needs of students returning to college after a prolonged absence. The needs are likely to be, but are not limited to: emotional / physical, social and academic/organisational.

Each student is an individual case. The Assistant Principal and relevant staff will examine the social context of the student's return e.g. re-establishing friendships. The Assistant Principal will also check that the student is able to cope with a full day at college and the extent to which support is required.

All subject teachers will be informed of the student's return.

Subject teachers will be asked to stagger the load for such students and to arrange for missing work to be provided via the easiest possible method, e.g. photocopying another student's work.

Tutors, teaching staff and SLT will monitor closely the student's progress during the term following his/her return. Any perceived difficulty will be dealt with by the most appropriate teacher under the aegis of the Assistant Principal. Parents may be contacted at this stage.

Visa Sponsorship

If a student has been sponsored by the College for a Tier 4 visa and has accrued fifteen unauthorised absences within one half-term, the student will be deemed to be potentially in breach of the UKVI's guidelines. If following further investigation they are found to be in breach of the guidelines, they will be asked to leave the college, and Migrant Reporting will be informed.

The College supports any student who has been asked to leave in finding an alternative College. In these cases, the College usually provides a personal reference and a report of all relevant academic information (e.g. Exam Board and specification details and achievement history).

Charlie Turner - Assistant Principal (Pastoral & Boarding)

Date of Review: January 2023

Date of Next Review: June 2024