



Newton  
Abbot  
College

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## ATTENDANCE POLICY

This policy was adopted by the Governors of Newton Abbot College on 19/10/2023.

Review date: September 2024

The purpose of this policy is to guide and support our college in ensuring that all our students receive an appropriate full time education by ensuring the best possible attendance rates. Regular and punctual attendance underpins high achievement and progress and helps to improve a sense of belonging within our community. The links between poor attendance at school and low academic achievement are compelling and serve to remind us of the need to ensure a whole school approach exists around this important area.

This policy sets out how Newton Abbot College works to achieve the best attendance possible for every student working with parents/carers and outside agencies.

### **Why good attendance matters**

Newton Abbot College recognises that to be ambitious and make progress, maintaining regular attendance is crucial. Good (regular) attendance is essential. Newton Abbot College defines good attendance as 97% or above.

Working in partnership with the college will ensure that students will have the best chance to achieve their academic potential and have a real opportunity in further education, the world of work and future life opportunities. Absence from college can leave gaps in knowledge and understanding and also place the student at a disadvantage in both their educational development and potentially in their eventual examination success. Research suggests that 17 missed school days a year means a one GCSE grade DROP in achievement. (DfE)

### **Good attendance ensures students:**

- receive a coherent education programme.
- access the lessons needed to achieve their expected grades.
- are supported in the development of good social relationships.
- maintain friendships and develop new ones.
- are safe and their welfare is being monitored.
- are supported with their health and well-being.
- build their confidence.
- have access to social, sporting and enrichment opportunities offered by the college.
- have a sense of belonging as a member of a community.
- explore potential life skills.
- develop work habits such as good punctuality which are essential to thrive in the world of employment.
- are adhering to the law.

### **Our priorities**

- To encourage full attendance and punctuality.
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence, including persistent absence and pupils in vulnerable groups.
- To acknowledge and reward a successful record of punctuality.
- To ensure a consistent approach throughout the college.
- To have good levels of achievement and progress by students.
- To sanction poor punctuality (without good reason).
- To discuss with parents/carers when attendance is slipping/a concern.
- To work with the Local Authority and other appropriate agencies to support good attendance.
- To ensure that attendance is a priority in the college Improvement Plan.

### **Working with parents/carers**

Parents/carers have the responsibility for ensuring that their registered child of compulsory school age attends school regularly. College will encourage parents to perform their legal duty in ensuring their children of compulsory school age who are registered at Newton Abbot College attend both punctually and regularly.

Our college will prioritise communicating to parents and students the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be used whenever there is concern about attendance.

- Parents/carers must ensure their children attend college on the days that the college is open (unless too ill to do so), arrive on time, punctually, dressed in full uniform and have the correct equipment to learn.
- Parents/carers must be aware that any person who has the care of their child or who has parental responsibility is responsible for ensuring good attendance.
- Parents/carers must contact the college before 08:30 on the morning of each day of absence, by phoning 01626 367335 or emailing [attendance@nacollege.devon.sch.uk](mailto:attendance@nacollege.devon.sch.uk).
- We will encourage parents/carers to be actively involved in promoting their child's attendance.
- Information will be made available to parents/carers and students informing them of attendance rates and related issues through the reporting cycle.
- We will provide clear guidance on authorised and unauthorised absence.
- Parents/carers must book medical and dentist appointments outside of college hours or in the college holidays, wherever possible. If an appointment is needed in the college day, parents/carers must notify the college in advance by email to [attendance@nacollege.devon.sch.uk](mailto:attendance@nacollege.devon.sch.uk).
- Parents should avoid arranging holidays during term time.
- Parents/carers will be provided with, and should refer to, the '*Handbook for parents and carers; Attendance, punctuality and leave of absence information*'.
- Parents/carers can also access information regarding absence and attendance on the college website <https://www.nacollege.devon.sch.uk/parents/absence-and-attendance/>.

#### **Working with students**

- We will work towards ensuring that all students feel supported and valued.
- Students must be punctual to all lessons/tutor time.
- Students must answer the teachers' register every lesson/tutor time.
- Students who arrive after 08:35 are required to sign in at college at reception, before going to their lesson.
- Students will hear messages about good attendance through assemblies and tutor time.
- Tutors will reward students for their excellent punctuality.
- We will send a clear message that if a student is absent, she/he will be missed by the college community.
- We will ensure that students know where to access work for absent students on the virtual learning platform.

#### **Working with students with medical needs**

- We will have a named person responsible for dealing with students who are unable to attend college because of medical needs.
- Ensure that students who are unable to attend college because of medical needs are kept informed about college social events, are able to participate, for example, in homework clubs, study support and other activities.
- Encourage and facilitate liaison with peers, for example, through visits and video calls.
- Provide work for students who are unable to attend but are well enough to work. (Work is available immediately on the College VLE).
- Supply the appropriate education provider with information about a student's capabilities, educational progress and programmes of work.
- Be active in the monitoring of progress and in the reintegration into college, liaising with other agencies, as necessary.

#### **The college will:**

- Operate an electronic system of registration, which enables trends in attendance and absence to be monitored. The data collected is shared with designated Attendance Improvement Officers.
- Include attendance information in the college documentation e.g. the prospectus, reports and our home/school agreement.

#### **The college will ensure that all staff:**

- Are aware of the requirements of the registration process and that they receive regular reminders about Registration Regulations and the law relating to attendance. Regular attendance updates are shared with all staff.
- Provide guidance to staff on the accurate completion of registers.
- Refer to the '*Handbook for members of staff; Attendance, registers, N codes, red alerts and troubleshooting*'.

- Have positive attitudes to students returning after absence and promote the importance of full attendance.
- Involved in promoting attendance are clear about the important role that must be carried out in order to maintain high standards and that the responsibility to promote attendance is the responsibility of the whole college community.

#### **The pastoral team and staff will:**

- Provide consistent reward/celebration schemes to acknowledge excellent punctuality through weekly tutor awards, assemblies, headteacher commendations.
- Stress the importance of punctuality and our response to lateness.

#### **The attendance team (see Appendix B) and pastoral team will:**

- Send an annual warning letter to all parents from the Local Authority regarding the legal implications if holidays in term time are taken.
- Record absence figures according to DfE regulations and submit an annual return indicating the number of half days missed due to authorised and unauthorised absence.
- Set annual targets for student attendance which are monitored in partnership with the Attendance Improvement Service and governors.
- Develop referral routes with roles and responsibilities for students with emerging attendance problems.

#### **Working with the Governors, the college will:**

- Ensure there are regular reviews of the attendance policy and absence procedures by senior leaders and the governors.
- Provide governors with information relating to specific pieces of work e.g. truancy sweeps, prosecutions and related legal action.

#### **Working with the Local Authority & the Attendance Improvement Officer (AIO), the college will:**

- Share attendance data with the Attendance Improvement Officer.
- Inform parents if their child is in danger of becoming Persistently Absent or is Persistently Absent and report these figures to the Attendance Improvement Officer as required.
- Work with other agencies i.e. alert the AIO and Careers Advisor when a student's attendance causes concern.
- Notify the AIO if a student is, or is likely to be, away from college due to medical needs for more than 10 working days.
- Monitor progress towards attendance targets.
- Consult with the Local Authority in developing and maintaining the attendance policy.

#### **The law and attendance**

The 1996 Education Act (s7) places a legal responsibility upon parents/carers to ensure that their child fully attends the school at which they are registered. This means that a child must attend school every day and on time (unless parents/carers can prove that the absence was with the authorisation of the school or that it was unavoidable).

If a child has unauthorised absences then the college can make a request to the Local Education Authority (through the Local Authority) to instigate Parental Responsibility measures. If you have Parental Responsibility, this could mean receiving any of the following:

- A Penalty Notice. Should a Penalty Notice be issued, one notice will be issued to each parent/carer for each child involved. Currently, each Penalty Notice is for £60 if paid within the first 21 days. This increases to £120 if paid between the 22nd and 28th day. If a Penalty Notice goes unpaid after 28 days, then a Magistrates Summons will be issued. Also, if a Penalty Notice has already been issued within the previous two years then the Local Authority will proceed straight to a Magistrates Summons.
- A Magistrates Summons could lead to a criminal record, a fine of up to £2,500 and/or a term of imprisonment for up to three months.
- An Education Supervision Order (ESO). The Children Act 1989 allows the Local Education Authority to apply to the Family Proceedings Court for an ESO for any child of compulsory school age whom it is felt is not being properly educated. The intention behind the ESO is to support parents in fulfilling their legal responsibilities.

The ESO is only suitable where the child and the parents/carers are willing to co-operate with the process. If the application for an order is successful, the ESO will last for one year but may be extended for up to three years. A Supervising Officer will be appointed by the Court. The role of the Supervising officer is to work with the child and family to ensure that an appropriate education is received.

### **The law and requests for term time absence**

As of September 2013, an amendment to the Education (Pupil Registration) (England) Regulations 2006 came into force and greater clarity was introduced around the issue of schools authorising absence requests. These changes reinforced the government's view that every minute of every school day is vital and that students should only be granted authorised absences by the college in 'exceptional circumstances'.

A family holiday is not considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised by the college. If you would like to request 'leave' to be considered for authorisation due to exceptional circumstances, please request, complete and return an S2 form from the college office or via the college website: <https://www.nacollege.devon.sch.uk/>.

Should you choose to take your child out of college without the authorisation of the college, then Parental Responsibility measures could be instigated. For more information see above and the DfE website.

### **What is an authorised or unauthorised absence?**

Authorised absence is absence with permission from the Headteacher, the attendance officer or senior leader overseeing attendance. This includes instances of absences for which a satisfactory explanation has been provided (e.g. illness).

Unauthorised absence is absence without permission from the Headteacher, the attendance officer or senior leader overseeing attendance. This includes unexplained or unjustified absences. The categories of authorised and unauthorised absence are as follows:

#### **Authorised absence**

- Genuine illness.
- Unavoidable medical/dental appointments (that can't be made after college).
- Three days of religious observance.
- Exceptional circumstances, such as bereavement.
- Seeing a parent who is on leave from the armed forces.
- External examinations.
- When traveller children go on the road with their parents.

#### **Unauthorised absence**

- Any type of shopping.
- Looking after siblings or unwell parents.
- Minding the house.
- Birthdays.
- Resting after a late night.
- Relatives visiting or visiting relatives.
- Truancy.
- Attending concerts/events.
- Any absence where the college is not informed about it and has therefore not approved it.
- Holidays (without the agreement of the Headteacher, the attendance officer or designated senior leader responsible for attendance).

### **What happens when absences are unauthorised?**

Schools are required to notify the Local Education Authority if a student has unauthorised absences. If the Local Education Authority believes the absences to be avoidable then it can initiate Parental Responsibility Measures against the child's parents/carers. Unauthorised absences can be acquired when:

- Leave has been requested, but the circumstances are such that the college is unable to authorise the leave (and the leave is still taken anyway).

- Leave is not requested and/or the college has grounds to believe that the child has been taken out of college for an avoidable reason (example – a family holiday, buying uniform, looking after a sibling).
- Sometimes, there have been occasions when schools have been notified that the student is sick, but the school discovers or reasonably believes that the reason given for the absence is not genuine.
- A child continually arrives late after the registration period has closed.
- The Headteacher has the authority to unauthorise any absence that they feel is avoidable.

If the absence is unauthorised and still taken, the College may request the local authority to consider issuing a penalty notice. Only one penalty notice will normally be issued per parent/carer per child within a two-year period. This means that if you paid a penalty notice and then committed a further offence contrary to s444(1) Education Act 1996 within the next two years, could result in being summonsed to Court for the most recent offence.

## College procedures

### The college day

- The college will publish clear start and finishing times of registration, using the college bells.
- College term dates are published on the website <https://www.nacollege.devon.sch.uk/about-us/term-dates/>
- Students are expected to be on the college site at 08.25. A two-minute warning bell will sound for students to be in lesson 1 by 08.35.

Lesson 1 08.35 - 09.35

Lesson 2 09.35 - 10.35

Tutorial 10.35 - 11:05

Break 1 11.05 - 11.35 (a two-minute warning bell sounds for students to go to lesson 3)

Lesson 3 11.35 - 12.35

Lesson 4 12.35 - 13.35

Break 2 13.35 - 14.05 (a two-minute warning bell sounds for students to go to lesson 5)

Lesson 5 14.05 - 15.05

- Registers are taken within the first 10 minutes of each lesson/tutorial.
- Automated text messages are sent to the parents of any students marked as absent in lesson 1 (am register) and lesson 5 (pm register).

### Student registration

- The college is required to maintain two registers:
  - an admission register (known as the school roll and containing a list of all students at the college).
  - an attendance register.
- The Headteacher is required to ensure that an 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.
- For each student, the register must be marked either as present, engaged in an approved educational activity away from the college site or absent. If the student is absent, the register must say whether the absence has been authorised by the college. The college uses attendance and absence codes agreed with the Local Authority.

### Safeguarding students

- Teachers must always complete their registers fully and accurately. This should be done within the first 10 minutes of the lesson. Registers should be immediately updated if a student arrives late, for example from a medical appointment.
- Staff who have a student with them, who has been extracted from their timetabled lesson, should report their whereabouts immediately to [attendance@nacollege.devon.sch.uk](mailto:attendance@nacollege.devon.sch.uk). E.g. in Inclusion.
- The attendance officer runs missing registers and 'N' code reports 20 minutes into each lesson.
- Staff must respond accurately to any requests of information sent with the 'student helper' to attendance.
- Staff must complete the missing students' spreadsheet sent out daily by the attendance team on the same day to confirm where students were.

- Our college also has safeguarding duties under section 175 of the Education Act 2002 in respect to our students and this policy should be read in conjunction with our Safeguarding Policy.

### Students out of lessons

Students should not miss lessons. When it is absolutely necessary to leave the classroom, teachers should issue a pink 'pass out of class' and lanyard and indicate a student is leaving staff supervision on ClassCharts.

If a student has a specific intervention (that has been agreed by SLT), it is the staff member's responsibility to ensure the attendance team are notified to confirm the location of the student and to amend the registers.

### Reporting absences

- Parents can inform the college of absence in two ways. It is the responsibility of parents/carers to inform the college of the reason for a student's absence by 8:30 a.m. on the day of absence and each and every subsequent day, even if consecutive days. Parents/carers can:
  - Call the college on 01626 367335 selecting option 1 to report an absence for students in years 7-11 or option 4 to report an absence for a student in years 12-13.
  - Send an email to [attendance@nacollege.devon.sch.uk](mailto:attendance@nacollege.devon.sch.uk).
- In both cases, they should provide the student's **full name, year and registration group, and reason for absence**.
- The college operates a First Day Communication System (FDCS) so parents/carers of every absent student will be contacted by the Attendance Officer should a message not be received explaining their absence.
- Any absence where a reason is NOT provided in response to our FDCS, will result in a follow up phone call from an Attendance Officer. If there is still no reason given for the absence, then in some instances the Safeguarding Team will do a Home Welfare check.
- Any message left by a parent/carer must give an expected date of return. If one isn't given we will presume the student will be back in college the next day.
- In the case of five or more days of illness, the college should be notified so that teachers can set work. Medical evidence will need to be provided to the college for the college to authorise the absence. The AIO will be notified if the absence is unauthorised.
- Where there has been an absence of more than three consecutive days and parents/carers have not made contact or cannot be contacted by college, the Safeguarding Team may do a Home Welfare check and if unable to make contact will consider informing the police.
- The Attendance Improvement Officer (AIO) will be informed after five consecutive days of unexplained absence.

### Requesting a leave of absence

- All absences other than those for illness or medical appointments MUST be requested by completing an S2 Absence Request form in advance and can only be authorised in EXCEPTIONAL circumstances.
- Holidays in term time cannot be authorised.
- Parents/carers should notify us in advance of known absences via the S2 Absence Request form found on the college website – this should be submitted three weeks prior to a planned absence.

### Reasons for absence

#### Illness

Medical evidence may be requested where a student has been absent for three consecutive days or more due to illness OR where a student's attendance is below 95% and/or the student is regularly away from college due to illness. Failure to provide evidence when requested may result in the absences being recorded as unauthorised.

Medical evidence can be in the form of a copy of a prescription, medication or appointment card showing the name of the child and the date they visited. If a child is diagnosed with a medical condition, evidence should be provided. Referral to the School Nurse/Family Support may be made to offer advice and support to the family.

### Medical/dental appointments

All routine (non-emergency) appointments should be made, wherever possible, outside school hours. Should a child need to have an in-college hours or all-day appointment during school hours, evidence of this appointment will need to be provided. Failure to provide evidence may result in the college unauthorising the absence.

### **Truancy**

It is the legal responsibility of parents/carer to ensure their child attends all lessons as required. Parents/carers will be informed by the Attendance Officer/Head of Learning team if their child has been identified as truanting from the school. Persistent cases of truancy may be referred to the AIO who may consider Legal Action.

Students out of lessons without authorisation will be considered as truanting. Parents/carers will receive a telephone call to notify them if we believe their child is truanting. It is the legal responsibility of parents to ensure that their children attend full time education and therefore attend all lessons. A sanction in line with the college Behaviour Policy will be issued for all instances of truancy.

### **Attendance and absence codes**

Attendance and absence is recorded and monitored using national codes which are also used to collect statistics through the School Census system. The data is used to help us gain a greater understanding of the level of, and the reason for, absence and the delivery of education. Codes used are found in the DfE Working Together to Improve School Attendance guidance.

#### **Present**

- Code / \: Present in school / = am \ = pm
- Code L: Late arrival before the register is closed.

#### **Authorised**

- Code C: Leave of absence granted by the school.
- Code H: leave of absence for the purpose of a family holiday granted by the school.
- Code E: Excluded but no alternative provision made.
- Code I: Illness (not medical or dental appointment).
- Code M: Medical or dental appointment.
- Code R: Religious observance.
- Code S: Study leave.
- Code T: Traveller absence.

#### **Unauthorised Absence from School**

- Code G: Holiday not granted by the school or in excess of the period determined by the school.
- Code N: Reason for absence not yet provided.
- Code O: Absent without authorisation.
- Code U: Arrived in school after registration closed.

#### **Attending an approved educational activity**

- Code D: Dual registered at another school.
- Code B: Off-site educational Activity.
- Code J: At an interview with prospective employers, or another educational establishment.
- Code P: Participating in a supervised sporting activity.
- Code V: Educational visit or trip.
- Code W: Work experience.

#### **Unable to attend due to exceptional circumstances**

- Code Y: Unable to attend due to exceptional circumstances.

#### **Administrative codes**

- Code X: Non-compulsory school age pupil not required to be in school.
- Code Z: Prospective pupil not on admission register.
- Code #: Planned whole or partial school closure.

### **Punctuality - encouraging student punctuality**

Students who are always on time are the students who earn the best grades, win scholarships, and get into the top universities. In the working world, employees who are consistently on time are more likely to be considered for



promotions. Encouraging good punctuality gets students into the habit of doing things on time. Students are rewarded on a weekly basis by their tutor for excellent punctuality.

### **Am registration (Lesson 1)**

- Students are expected to be on site at 8.25 and in lesson 1 by 08.35 to be registered
- Students are marked late (L) if signing into reception after 08.35 and a note with the time they signed in and the minutes late are recorded in SIMS. If they arrive after 8.35 without a valid reason, students are marked late. Three lates to any lessons will receive a break 1 detention. For more details, please see the college Behaviour Policy. It is vital that students sign in at the front reception office on Exeter Road to ensure that appropriate health and safety regulations are followed and that all students are accounted for.
- Students are marked U at 09:05 onwards. This is recorded as an unauthorised absence.
- If a child persistently arrives after the registers close, cases will be referred to the Attendance Improvement Officer.

### **Lesson punctuality**

Poor punctuality to lessons impacts all learners and disrupts teaching and learning. We expect all students to take responsibility for being on time to their lessons.

If a student is marked late to lesson on three occasions over a two week cycle, they are issued with a break 1 detention. Failure to attend this detention, will see a student placed in an after-college detention. For more details, please see the college Behaviour Policy.

A register is also taken at the start of all subject lessons by the subject teacher, and any unexplained absences reported back to the college office. If a student is late to the lesson this will be recorded on the register.

### **Where there are concerns regarding attendance**

If a student's absence falls below 97% the college will be seeking ways to support an improvement. The Attendance Officer meets with Heads of Learning on a weekly basis to discuss attendance issues and any requests for absence.

### **Key personnel and responsibilities:**

#### **The Headteacher will:**

- Oversee the whole college attendance policy.
- Be responsible for reporting on attendance issues to the Governing body.
- Have oversight of absence requests for exceptional circumstances.

#### **The designated senior leader responsible for attendance will:**

- Be responsible for the operation of the attendance system/the collation of attendance data.
- Provide the strategic direction for improving attendance levels across the college.
- Liaise with the Heads of Learning through regular line management.
- Liaise with the college attendance team and the Attendance Improvement Officer.
- Set college and internal targets for attendance in conjunction with the AIO (all students should strive for an attendance level of at least 95% or over during an academic year).
- Have oversight of absence requests for exceptional circumstances.
- Provide regular reports on attendance to the Governing body.

#### **The Heads of Learning will:**

- Ensure the college escalation process is being consistently followed (see Appendix A).
- Promote the importance of regular attendance to students and parents.
- Organise attendance panel meetings with the AIO for parents/carers of students with high absence.
- Track year group attendance using SIMs attendance data provided by the attendance officer.
- Monitor the registration process of tutors in conjunction with the attendance administrator.
- Reinforce good practice at tutor meetings.
- Attend meetings with the AIO as necessary.
- Oversee and be fully aware of all matters concerning attendance and ensure the escalation process is being consistently applied (see Appendix A).
- Ensure the Attendance tracking sheet is completed for individual students with actions.
- Refer students to the AIO as necessary.
- Organise the phased reintegration of long-term absentees.

- Organise action plans for students whose attendance is beginning to cause concern.
- Liaise with other support staff to discuss specific students.
- Support the phased reintegration of long-term absentees.
- Ensure students with extended periods of absence have work if they are able to.
- Work with tutors to help absent students stay in touch with college.
- Identify where academic issues are impacting attendance and implement support to mitigate.

**The Attendance Officer will:**

- Meet with the AIO to discuss action to be taken for students with high persistent absence in each year group.
- Monitor the completion of all registers.
- Complete first day phoning for students who have not arrived at college by 10.00.
- Manage incomplete registers to the appropriate teachers and line managers.
- Maintain all records of attendance as required by law and for the DFE as required.
- Provide specific attendance data, as and when required.
- Keep staff registers up to date with letters sent to persistent absence students in accordance with the attendance escalation process (see Appendix A)
- Oversee reintegration of long-term absentees with other staff.
- Monitor punctuality and organise punctuality reports for students persistently late to college.
- Manage alternative provision registers/tracking.
- Ensure the Attendance Intervention Tracking sheet is completed for students.
- Work effectively and closely with the Heads of Learning
- Keep staff registers up to date with letters sent to persistent absence students in accordance with the attendance escalation process (see Appendix A).
- Liaise with outside agencies and arrange meetings.
- Produce reports for Governors on the attendance and absence rates of students.

**The Tutor will:**

- Complete all registers promptly on SIMS and ensure all registers are accurate, raising any attendance concerns swiftly with the Head of Learning if appropriate and necessary.
- Promote the importance of full attendance.
- Consistently apply the Attendance Escalation process (see Appendix A).
- Impose appropriate sanctions on students arriving late to registrations without good reason.

**Teaching staff will:**

- Complete all registers promptly at the start of each lesson on SIMS and ensure class registers are accurate, raising any attendance concerns with the Attendance Officer.
- Log lates in SIMS and ClassCharts.
- Provide work where requested for students with medical absence.
- Actively promote good attendance and ensure students are supported in catching up on work should they have been absent for authorised reasons.

**The Governors will:**

- Identify an Attendance governor.
- Be given a specific role/interest in monitoring attendance and/ or policies.
- Have a role to play through representation on college attendance panels and at parents' evenings etc.
- Request regular attendance progress reports for Governors' meetings.

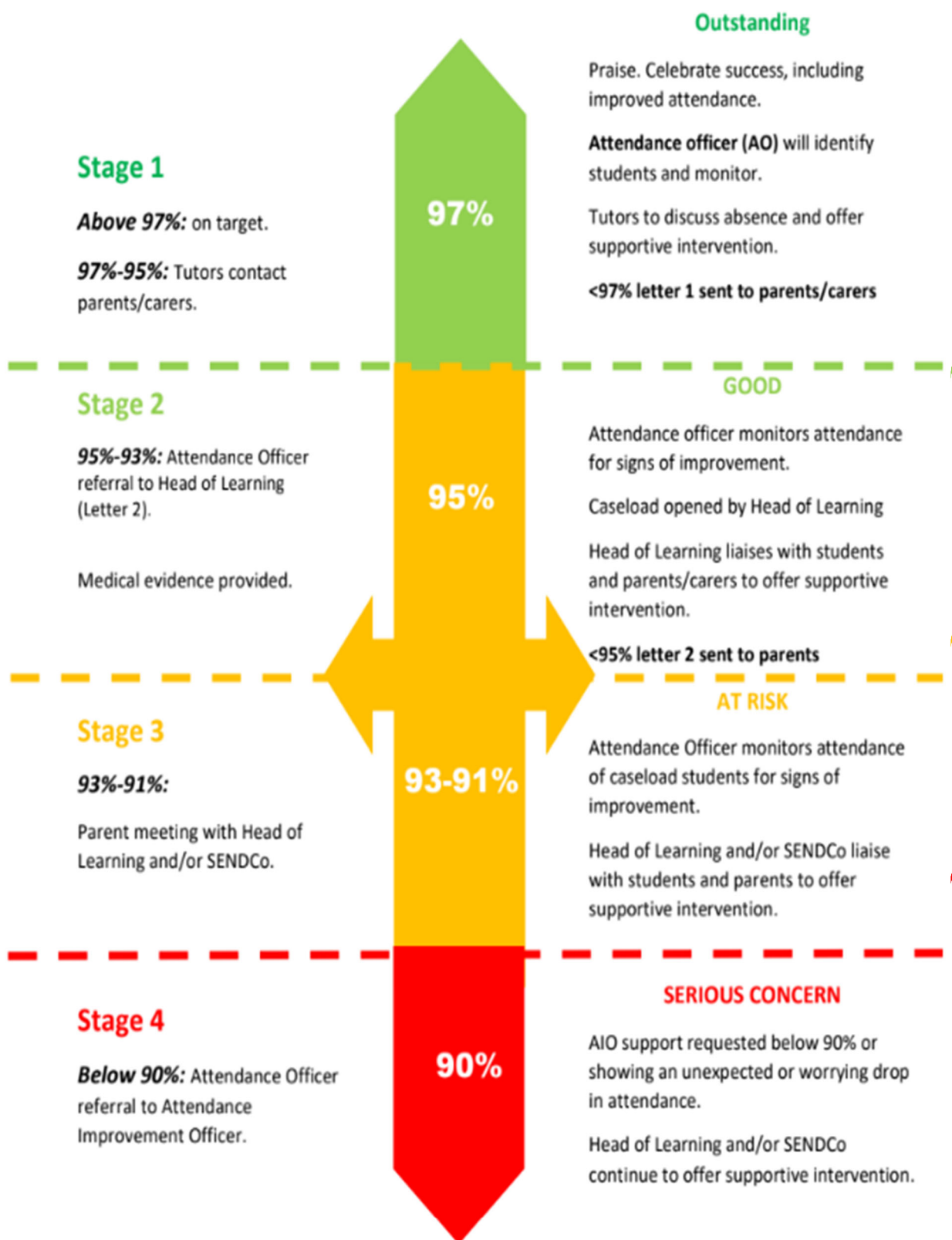
**Other agencies:**

In addition to the Local Authority, the following agencies may be asked to work with the college to overcome attendance problems:

- Education Behaviour and Support Services
- Educational Psychologist
- SEND Services
- Social Services or Early Help
- Careers and Guidance Service (Careers SouthWest)
- Youth Service

- School Nurse (Medical Services)
- Counselling Services
- Police Community Support Officer
- Action for young carers
- Transport Service Group
- Youth Offending Services

## Appendix A: the college's escalation process for responding to absence



Supportive interventions are offered at every stage and may include: tutor's help to improve attendance, celebrating success, support around any transport issues, Early Help assessment and referral, Educational Psychologist intervention, CAMHS referral, referral to additional external services (Young Devon, WAVE, counselling), 1:1 family Support Worker, Education Supervision Order.

## Appendix B: the college's attendance team

### Meet the Head of Learning, SEND, Safeguarding and Attendance Team



Mrs Grashoff  
Headteacher



Miss Blackshaw  
Deputy Headteacher



Mrs Chapman  
SENDCo



Mrs Rose  
Inclusion Manager



Mrs Pearl  
Head of Safeguarding  
& Wellbeing



Mrs Vine  
Deputy Designated  
Safeguarding Lead &  
FSW



Miss Summerhayes  
Early Help & FSW



Miss Strudwick  
Year 7  
Head of Learning



Ms Shewan  
Year 8  
Head of Learning



Mrs Beer  
Year 9  
Head of Learning



Mrs Keen  
Year 10  
Head of Learning



Mrs Monnington  
Year 11  
Head of Learning



Mrs Preece  
First Aid and Welfare

#### Other staff involved in attendance at the college

Mrs Y Burgoyne Attendance Officer  
Mrs L Strickland Data Analysis and Attendance Officer  
Mrs A Down Attendance Improvement Officer  
Mr A Williams Head of Learning Year 7  
Mr D Oliver Head of Learning Year 8  
Ms C Cowan Head of Learning Year 9  
Mr S Groves Head of Learning Year 10  
Mrs B Calderwood Head of Learning Year 11  
Mrs N Martin Head of Sixth Form  
Miss C Tonge Deputy Head of Sixth Form  
TBA Head of Learning Team Administrator

The team can be reached using: [attendance@nacollege.devon.sch.uk](mailto:attendance@nacollege.devon.sch.uk)

Dealing with college avoidance early and working in partnership with parents and carers can make a huge difference by helping students to stay in college.

The college can offer Early Help support, online resources, referrals and signposting to other help and support such as the college nursing team.

## POLICY HISTORY

<b>Policy Date</b>	<b>Summary of change</b>	<b>Contact</b>	<b>Version/ Implementation Date</b>	<b>Review Date</b>
March 2022	Policy rewritten	AGA/JCA	March 2022	As required
May 2022	Updates to 'year leaders'	JCA	May 2022	
October 2023	Policy rewritten	RBL	October 2023	September 2024