



**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

ATTENDANCE POLICY

July 2017

Review Date: July 2018





Policy Title:	Attendance Policy
Policy Reference:	Bulwell Academy / Staff
Description:	This document sets out the aims and methods towards promoting the highest standards of attendance and punctuality throughout the Academy.
Status:	Statutory
Category:	Academy
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Other relevant Bulwell Academy policies:	None
Adopted by the Governing Board on:	
Date for Review:	July 2018



Attendance Policy

This attendance policy will be reviewed annually by the Governing Body.

Date of last review: July 2016

Date of next review: July 2018

1. Introduction

Children and young people need to attend school regularly and be equipped to learn. The latter, including punctuality is a precondition of social inclusion and a prerequisite to effective learning. Irregular school attendance is a contributory factor in social exclusion and underachievement. Students who fail to attend school regularly are more likely to be the victim of crime themselves or to become exposed to offending behaviours by others. The Academy expects every child to attend school, on time, every day.

2. The Law

Under Section 7 of the Education Act 1996, the 'parent' is responsible for making sure that their child of compulsory the Academy age receives efficient full-time education that is suitable to the child's age, ability and aptitude.

Compulsory school age is defined as beginning from the age of five when a child should attend school from the start of the term commencing on or after their fifth birthday.

Section 444(1); if a child of compulsory age who is a registered at the school fails to attend regularly the parent is guilty of an offence. The parent may be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale: A MAXIMUM FINE OF £1000

Section 444(1A); if in the circumstances mentioned in subsection (1) the parent knows that their child is failing to attend regularly at school and fails without reasonable justification to cause him/her to do so; they are guilty of an offence. The parent may be liable, on summary conviction, to a fine not exceeding level 4 on the standard scale: A MAXIMUM FINE OF £2500 or IMPRISONMENT FOR A TERM NOT EXCEEDING THREE MONTHS or both.

3. Whole Academy Involvement/Partnerships

In order for this policy to be effective it is essential that 'Positive Attendance and Punctuality' become 'the focus of all stakeholders in the academy'. This includes;

teachers, the Academy administration staff, children, parent's/carers, governors, the SENCO and all staff in inclusion, the link community nurse, local authority admissions and exclusions, YOT, the Police, attendance improvement officers, public health and Nottingham City Council Education Welfare Service Inc. MARAC.

4. Roles and Responsibilities

4a. Governing Body

- To be aware of the Academy Attendance and Punctuality Policy.
- To be aware of the Academy target for attendance.
- To have a designated Governor responsible for monitoring and support the Academy with attendance.
- To perform their duties as critical friends within governors' meetings.



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4b. Principal/Senior Vice Principal/Attendance & Safeguarding Team

- To ensure legal requirements are being met with regard to attendance.
- To be responsible for the operational management of the attendance policy.
- To remind staff at the beginning of the academic year about the contents of this policy and correct procedures for completing registers.
- To discuss attendance at new intake events for parents and children who are admitted to the Academy part way through a term.
- To have systems in place to ensure that authorised and unauthorised absence is analysed, class by class, each half term.
- To send letters home to parents/carers including those who have missed more than 10% of their educational entitlement during the previous half term.
- To follow up individual students, classes or year groups and analyse attendance data to identify trends, which can then enable the Academy to target their efforts.
- To refer cases to the Attendance Improvement Officer or EWS as necessary.
- To discuss with class teachers any individuals who are not attending regularly.

4c. Attendance Officer

- Attendance is recorded electronically on the 'Sims Attendance module.'
- Every individual's attendance is monitored for irregular patterns and absences; refer to Attendance & Safeguarding Manager as necessary.
- Produce attendance reports as requested.
- Follow the World Health Organisation (WHO) guidelines when making decisions whether to authorise or unauthorise absences

4d. Parents/carers

- To send their child to the Academy every day and on time in full Academy uniform.
- To send their child to the Academy ready to learn and with necessary equipment e.g. PE kit.
- If their child is ill, to inform the Academy or to respond to the Academy's communications providing a reason for every day of absence.
- If it was not possible to provide a reason on the day of the child's absence, to send a note into the Academy explaining their child's absence as soon as possible.
- To work with the Academy to maintain good attendance/or to improve attendance.
- Please note only the Academy can authorise absences, not the parent, based on the evidence provided.



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4e. Vice Principals/Year Managers

- To monitor and support students whose attendance falls below the national average and who the Academy has concerns about.
- To liaise with parents/carers and the attendance team to resolve any possible issues as quickly as possible.
- To report concerns to the Attendance Team and Safeguarding Team as necessary

4f. Tutors and Class Teachers

- To ensure that students attend the Academy regularly it is important that class teachers monitor their register to detect any absence patterns that are emerging. Concerns should be raised with the Year Manager/Attendance Team.
- To communicate verbal messages from parent/carers to the attendance team.
- To work to raise the level of enjoyment and commitment to learning among children, making them want to come to the Academy.
- To contact the parents/carers of any students that they have concerns about regarding their attendance.

5. Recording attendance

Registers must be completed by the teacher or staff member supervising classes at the beginning of the morning and afternoon sessions (period 1 and period 3 respectively) and for all other lessons. Registers should be completed using the SIMS electronic system and the appropriate attendance codes entered within the first 10 minutes of the lesson. On occasions when this system is not in operation paper registers should be taken. After roll call the list of absentees, together with the class code, should be sent directly to the attendance officer.

Teachers and staff supervising classes need only use the following codes:

- / Present in lesson/form period
- N No reason yet provided for absence from lesson/registration
- L Late for lesson

If a teacher has marked a student absent and they arrive late, the teacher must ensure that they amend the N to L (entering how many minutes late).

6a. Unforeseen absence

Parents are asked to notify the academy on the first day of their child's absence. Systems are in place for this information to be dealt with by the attendance officer or via student support. Students bringing in an absence note on their return to the academy should give it to their tutor who should sign it and pass it to the Attendance Officer.

6b. Known absence

Attendance codes for any known absence from the academy will be entered by the attendance officer. Staff should not amend or overwrite any absence codes that have been entered.



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6c. Medical and dental appointments

Parents should, where possible, arrange medical and dental appointments for their child out of academy hours. On occasions when appointments must be kept during academy hours, an appointment card or letter from the parent must be brought into the academy by the student concerned and presented to the attendance office. Only half a day's absence will be authorised for a medical appointment. Therefore, students must make every effort to attend the academy on the morning of an afternoon appointment and return to the academy in the afternoon when their appointment is in the morning.

6d. Extended Leave of Absence

Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of the Academy days a child can be away from the Academy if the leave is granted. If a child needs to be absent for 'exceptional circumstances', parents/carers must write to the Principal in advance, requesting permission.

Any leave of absence request relating to a holiday will require copies of travel arrangements as standard and additional evidence may be required.

6e. Other authorised absences including trips and visits and approved educational activities

Codes for educational visits and approved sports activities will be entered in advance by the attendance officer. It is the responsibility of the trip/activity leader to;

- Obtain the necessary permission for the students to be out of the academy through the Academy's trips and visits procedures.
- Provide the attendance office with list of students involved in advance of the trip/activity.
- Share details of the trip, indicating which students are involved with all staff and areas in the academy.
- Confirm with the attendance office the names of absentees prior to departure.

Students attending interview should follow the procedure used for medical appointments providing the attendance office with a copy of the letter inviting them to interview.

The attendance office should also be informed about details relating to any other approved student absence by the member of staff responsible for organising that provision, for example work experience; education off site etc.

7. Lateness

The Academy day starts at 8.30am and registers close at 8.40am. It is the Academy policy to record a late mark, together with the number of minutes late for any students who arrive after 8.30am. Whilst we recognise that, in some instances, late arrival stems from unavoidable circumstances, staff are required to take action if there is no valid reason for lateness.

Late gates are in operation daily and any student arriving late for class will be issued with a detention on that day unless the member of staff investigates and the reason given by the student is valid. If the student is late between 8.30am and 9.00am they will receive a 30 minute detention on that day. If the lateness is after 9.00am the student will receive a 60 minute detention that day. Parents/carers will be notified in both cases.

Persistent offenders will be subject to further sanctions.



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During the Academy, if a colleague delays a student to the extent they are likely to be late for their next lesson; they must provide the student with a note. Staff may give permission for a student to leave class. Valid reasons include: to use the toilet or to report to another colleague. The teacher or member of staff responsible for supervising the group must give the student an “out of class pass” so that the student can demonstrate they have authorisation when challenged.

8. Investigating absence

Parents are expected to inform the Academy every day of their child’s absence from the academy. If the academy does not receive notification, a member of the attendance team will telephone or text to query the absence. A letter explaining the reason for the absence should be provided on the child’s return. Two days will be authorised for general illness using the World Health Organisation guidelines. On the 3rd day of an absence a message will be sent to parents advising that if absences are to be continued to be authorised medical evidence will be required.

Student attendance will be monitored and supported by a year group structure, where each student’s attendance is tracked on a day to day basis.

- Students with attendance of 92% + are monitored and supported by their form tutor.
- Students with attendance of 80% to 91.99% are monitored and supported by their Head of Year or Year Manager.
- Students with attendance below 80% are monitored by the Academy’s attendance team.

The above structure should ensure that the government target of less than 10% persistent absence should be contained and met.

The Academy has a responsibility to reduce the number of children whose attendance is below 90% over the course of the academic year. This amounts to a student missing almost half a term of schooling over the course of this period. Students with this level of absence are known as “Persistent Absentees”, regardless of the reason for their absence. Special procedures may be applied to children at risk of falling into this category. The Education Welfare Officer (EWO) ordinarily becomes involved with these cases and statutory intervention will be considered. (Please see Appendix 1).

9. Making referrals to the Education Welfare Service

The academy will refer to the Education Welfare Service when all support strategies have been exhausted and there has been no significant improvement in the student’s attendance:

- A phone call or discussion has been had with the parent alerting them to our concerns.
- A first warning letter has been sent with little or no impact on improving the attendance of the student
- Second warning letter has been sent with little or no impact on improving the attendance of the student
- A final warning letter has been sent with little or no impact on improving the attendance of the student
- A student meeting has been arranged with the student’s Head of Year or Year Manager to discuss any issues or concerns the student may have with their lessons or with the Academy. Bespoke packages of support can also be arranged to support the student.



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- A parent meeting has been arranged with the student's Head of Year or Year Manager has taken place to discuss any issues or concerns the student may have with their lessons or with the Academy.

If there is no improvement after the above action has taken place the academy will review the case and, where appropriate, refer to the Education Welfare Service for statutory intervention.

10. Supporting the successful return of absent students

Any child who has been absent due to short term illness will be expected to return to class and make up the work missed.

A child who is absent for a longer period of time due to illness or exclusion will be given appropriate learning materials by their class teachers and also receive direction on how to access other relevant learning resources through the Academy website and internet. Further support for students during and after long term absence may include:

- Arranging for the student to work within our reintegration centre alongside our inclusion support team until such time that they are up to date with their studies.
- Developing personalised strategies in discussion with parents. These may include modified timetables and alternative curriculum opportunities.

11. Elective home education

Parents may elect to home educate at any stage up to the end of compulsory school age. Parents who choose to educate their children at home must be prepared to assume full financial responsibility, including bearing the cost of any public examinations. Parents must also ensure that their children receive suitable full-time education for as long as they are being educated at home.

When a parent is thinking of deregistering their child from the Academy to home educate, the Academy's attendance officer, in liaison with the relevant member of senior staff, should explore fully with the parents the full implications of taking their child off roll. This will also include a 3 way meeting with the Local Authority.

The Academy will delete the child's name from our admission register upon receipt of written notification from the parents/carers that the student is receiving education other than at the Academy. However, the Academy should not wait for parents to give written notification that they are withdrawing their child from the Academy before advising the local authority. The Bulwell Academy will make a return to the local authority as soon as the ground for deletion is met and no later than deleting the student's name from the register. Parents/Carers will also be copied into the notice to the local authority.

12. Analysis of attendance data

The SIMS attendance system enables easy access to the attendance data of the whole Academy. This information is used:

- To track individual and year group attendance.
- To highlight underachieving students who are also poor attendees.
- For strategic planning.
- To manage attendance issues effectively.



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13. Attendance in the sixth form

As with students of compulsory school age, attendance procedures apply to the sixth form students. Commensurate with their age, sixth form students are expected to take greater responsibility for their own attendance and punctuality.

In particular, sixth form students should:

- Register for all timetabled lessons/tutor periods.
- Sign out at sixth form reception when leaving the Academy and then, if necessary sign back in.

Support strategies will be implemented with those students whose attendance levels fall below the expectations of the Academy. If these support strategies are not successful, then the students place in the sixth form is likely to be terminated.



APPENDIX 1

Bulwell Academy Persistent Absentee (PA) Attendance

Tier 1 – Early Intervention

Tutors - Monitor Students 100% - 92%

First Day Contact – Attendance Improvement Officer

Truancy Call – Attendance Officer by 11am daily



Tier 2 – Attendance Pathway

Student hits **92%** with unauthorised absences - Attendance Officer will issue a 1st Warning letter & review over a period of 10 school days.

Student fails to improve - Attendance Officer will issue a 2nd Warning letter & review over a period of 10 school days.



Tier 3 – Persistent Absentee (PA) 90% & below with Unauthorised absences

Attendance Team allocate the case Vice Principal (**VP**) or Year Manger (**YM**)

Allocated case worker (**ACW**) would be expected to carry out as mandatory:

- **Student Interview / RAG Timetable / Parent Meeting**

Failure to improve: Year team **CASE REVIEW** – RDE/SAL/CEC/ACW

- **Medical request / Final Warning letter / Attendance Team Court parent meeting / Review**



Failure to show any improvement

- Attendance manager to hold **CASE Review** with Education Welfare Specialist for consideration of prosecution

Attendance Improves

Monitoring to continue weekly until they have removed themselves from the PA Database & are back with the tutor lists



Referral Education Welfare Service

Attendance manager to refer to Education Welfare Service for consideration of:

- **Deferred Notice / Interview under Caution / Education Supervision Order / Court**