



BEACON ACADEMY

Attendance Policy

Updated	July 2017
Date Approved by Board:	16/2/2017
Date of Review:	Summer Term 2018
Responsible Department:	Safeguarding Lead

Introduction

The Governors have requested that a comprehensive policy to support and maintain high levels of attendance and punctuality of pupils within the Academy, be made available. This policy deals with the legal framework relevant to attendance and punctuality, the responsibilities of different groups and the procedures to follow with regard to the administration of attendance and punctuality strategies within the Academy.

In doing so, this provides good communication with Governors, in order for them to encourage and challenge attendance and punctuality levels.

Regular school attendance is of the utmost importance. **We will strive, at all times, to achieve a minimum of 95% school attendance.** Students need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and leads to educational disadvantage. It places children at risk and in some cases it can result in students being drawn into patterns of anti-social or criminal behaviour. If children do not arrive in school they cannot be educated - a good attendance is an essential component of school life. Furthermore, good attendance promotes reliability and punctuality, both attributes for a successful working life after school.

The Partnership between Parents and School

Parents are legally responsible for ensuring that children attend and stay at school. It is the responsibility of the school to support attendance and to take seriously problems which may lead to non-attendance. Parental responsibility extends beyond securing regular school attendance. **Parents should ensure that their children arrive at school on time, properly attired and in the correct condition to learn.** Parents of registered students of compulsory school age are under a legal duty to send their children to school regularly, and risk prosecution if they fail in this duty.

At Beacon Academy we expect parents to see themselves as partners with the school in the education of their child. Along with the pastoral staff, parents must ensure that their children maintain an excellent attendance record. They must make sure that they inform the school promptly if there is cause for an authorised absence. Please make medical and dental appointments outside Academy hours. If this is not possible parents are asked to provide evidence of appointments and ensure their child attends the Academy the rest of the day. Without evidence it may not be possible to authorise absence.

The links between attendance and achievement are strong. Three quarters of the students with over 95% attendance achieve five A* to C GCSEs including English and Mathematics. However, only one third of students who miss between 5 and 10% of their education manage to achieve five A* to C GCSEs including English and Mathematics.

Legal Framework

Under Section 7 of the education Act 1996, parent/carers are responsible for making sure that children of compulsory age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under section 444(1) of the Education Act 1996. Attendance registers are maintained in accordance with Education (Pupil Registration England) Regulations 2006. The register is backed up monthly and a printed version is available. There is provision for registers to be stored for at least 3 years.

The promotion of good attendance

Beacon Academy employs several strategies to create a hardworking and happy atmosphere in the school which encourages and positively promotes good attendance:

***Awards for Good Attendance**

Weekly awards are presented to the Tutor Group with the highest attendance.

*** Ethos of the School**

Beacon Academy places great importance on the right of each student to develop uniquely in an atmosphere of complete safety. The pastoral team strive to ensure that students enjoy their time at school and wish to attend regularly.

*** Anti-Bullying Programme**

An Awareness Week is run each year with new students signing an Anti-Bullying Code. Students discuss bullying and its effects in lessons. A confidential post box is placed at the main office and monitored throughout the day.

*** Good Communication with Parents**

Parents are made aware of the attendance requirements in the student school planner and on the Induction Evening. If there is any cause for concern regarding their child's attendance, parents will be aware that they can contact the Designated Lead for Safeguarding (DLS) or the Deputy Child Protection Co-ordinator at any time concerning the wellbeing of their child. Letters home reinforce this.

*** Form Tutor Checks**

Form Tutors are very diligent in checking the arrival or non-arrival of their students and if there is cause for concern they will inform the Academy DLS/Deputy Child Protection Co-ordinator.

*** Computerised Registration**

This provides the DLS with immediate access to each student's attendance record.

Processes and procedures

Registration

Support for attendance is achieved through our pastoral, academic and administration teams and systems.

AM registration takes place during period 1: 08:40 – 09:40 (Registers close at 08:55)
PM registration is a tutor group period between 13:40 – 14:10

If a student arrives late to registration after 08:40am but before 08:55 the class teacher will record the arrival as Late (code L).

Students arriving after 08:55 will report to the student support office to sign in and receive their mark.

School Procedure for Dealing with Absenteeism

Parents must inform the school by 9.10 am on the first day of a student absence. If no message is received, the school office will contact the parents by **telephone / text**. First day response

text message and phone calls are made by the Academy if no contact is made by parents/carers. Parents are informed of the requirement of a letter from home upon the return of their child.

After three days, if the note is not forthcoming administration staff will contact the parents.

If absence continues to give pastoral staff cause for concern, the academy will engage the Education Welfare Service to make a **home visit** and, if attendance problems persist (i.e. below 92.5% attendance), the DLS will convene a formal Academy Attendance Panel meeting, leading to the setting of agreed attendance targets and close monitoring of attendance over a 4 week period. The DLS will recommend to the Headteacher if court action is necessary.

Punctuality/Lateness

Poor punctuality is never acceptable. Failure to attend any period one at the start of the Academy day means that your child misses important learning and progress. Class registers are taken in every lesson throughout the Academy day. Arriving late for any lesson means that the student misses the introduction to the work of the lesson, disrupting their own and others' learning and the teacher's teaching. Afternoon registration is taken at the start of tutor period, so arriving late means that the student may have a late mark or an unauthorised absence.

How we manage punctuality/lateness

Period 1 starts at 08:40 this is when students should be in Academy and attending their lessons. After 08:40 any late arrival is registered as Late (code L), which counts as a present mark. If a student arrives after the register closes their absence is coded N. Afternoon registration is in a tutor period which starts at 13:40 and a student who arrives late to the registration is coded L, unless they arrive after 14:10 in which case they are coded N which means no reason yet provided for absence.

If a student has a persistent lateness record, parents will be asked to meet with the DLS to resolve the problem, but parents can approach us at any time if they are having problems getting their child to Academy on time.

Lesson Truancy

Registers are taken in every lesson and when it is established that a student is not in a lesson, the pastoral staff are alerted and attempts are made to locate and return the student to the lesson. Failure to locate a student will result in a telephone call/text message to parents/carers, in line with current safeguarding procedure.

Internal truancy

Senior and pastoral staff carry out 'learning walks' throughout lessons and will return a student to their lesson. Teaching staff follow the appropriate sanctions, including informing parents, ensuring missed work is made up and issuing an appropriate sanction. The teaching staff involved should investigate the reasons for internal truancy and address the matter appropriately.

Students leaving the premises

Students are not allowed to leave the premises without staff permission at any time between 08:40 and the end of the Academy day at 15:10. If a student has a hospital, medical or dental appointment during Academy hours, parents should ensure that student support and/or DLS are made aware in advance and that an appointment card or letter is shown to student support staff, prior to them leaving. For safeguarding reasons, the student must sign out and sign back in on their return.

NO student shall be sent home unless an adult with parental responsibility collects the student. If the adult is unable to collect the student, following prior agreement with parents/carers, designated academy staff will take the student to the home address and where the parent/carer is ready to receive the student into their care.

*On no account must a student be allowed to leave the school premises unless it is with authorisation from a parent or carer with PR. Parent/Carers are required to collect students from the academy and/or give permission for dedicated staff to transport students home. **Under no circumstances will students be allowed to leave the premises unaccompanied (in line with current safeguarding legislation/guidelines).***

Suspicious telephone calls can be checked by telephoning the student's home or emergency contact number. The DLS and/or Deputy Child Protector Co-ordinator should be consulted at all times.

If it is established that a student has left the site without permission the parent is informed by text or telephone. The Academy will notify the police. Parents are required to attempt to make contact with their child and return them to the Academy. Teaching staff follow the appropriate sanctions, ensuring missed work is made up and issuing an appropriate sanction. If there is repeated post registration truancy, parents and student will be invited to discuss the issues surrounding attendance and punctuality within the appropriate Pastoral Structure (i.e. form tutor, DLS/Deputy Child Protection Co-ordinator).

Leave of Absence

No parent/carer has a right to withdraw a student from the Academy during term time. Permission for Leave of Absence will only be granted by the Headteacher in exceptional circumstances. If parents wish to apply for leave of absence during term time, an appointment with the Headteacher must be sought. Leave of Absence (LOA) will **not** be granted during any period used for school examinations, nor during any year in which a student takes public examinations until after the examination commitments of the student are completed. Parents/carers should note that any LOA request within Academy term time, will be unauthorised. Further legal action is at the discretion of the Headteacher, subject to personal extenuating circumstances, however reference will be made to the overall attendance figure and no further action will be considered if attendance for the academic year stands at 95% or above.

A student with an LOA request should be aware that their Academy reference will be adversely affected and that they may be issued with a fixed penalty notice warning letter (PNWL). This may result in a £60 fixed penalty fine, per student, per parent/carer with parental responsibility (PR).

Persistent absence

The Department for Education currently defines a persistent absentee as a student who has missed 10% of the possible sessions, whether absence is authorised or unauthorised. This level of absence is detrimental to progress and Beacon Academy expects that every parent will

fully support staff and co-operate to address their child's persistent absence. All students' attendance is closely monitored.

If a student is in these categories for genuine, legal reasons, staff will provide academic and pastoral support to enable them to maintain progress as much as is possible. Medical extenuating circumstances will be required to be evidenced by the parent and/or relevant medical practitioner before absences are authorised. For this reason it is important that parents keep us informed of anything that may impact on their child's attendance.

Monitoring the attendance of students in Alternative Provision

For those students who are placed in alternative education provision, attendance information is received from the alternative provider on a daily basis and followed up with a weekly report. This information is sent to the DLS. Attendance of students placed on BAC trials is monitored by the trial Academy and if there are any attendance issues, this is shared with HFCA through the weekly BAC meetings or direct to the DLS. Students placed with alternative providers and those of BAC trials are recorded as 'D' on the register to show that they are Dual registered with HFCA and the receiving placement.

Roles and Responsibilities

Role and responsibilities of the form tutor:

- For maintaining and completing an accurate register and ensuring that any absences are covered with a note
- Assist the DLS in investigating any unexplained non-attendance when the student returns and inform the DLS/Deputy Child Protection Co-ordinator of any concerns
- Be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible. This is the responsibility of the form tutor and should be communicated to the DLS via the attendance and punctuality referral procedure.

Role of the class teacher

The class teacher is responsible for the accurate and punctual completion of registers in **each lesson**. They are also responsible for the completion of the afternoon registration process. Class amendments are to be implemented with appropriate SLT approval, and/or DLS's knowledge. Any changes to class lists need to be communicated with the Data Manager as soon as possible.

Role of the Designated Safeguarding Lead (DLS)

To facilitate and intervene as required, ensuring that all students attend school regularly and receive appropriate education to meet their needs within the Academy. The DLS will also undertake a comprehensive assessment of the student and family's social, emotional and educational needs within legislation and government guidelines. The DLS is also involved in raising the profile of attendance and punctuality within the Academy and community, by working to develop procedures and initiatives aimed at raising attendance and punctuality. The DLS will undertake a comprehensive assessment of all students who are engaged in alternative provision, liaising daily with providers to ensure that attendance and safeguarding measures are in line with statutory requirements.

Definition of the parent

Throughout this policy the term parent is used as defined as in section 576 of the Education Act 1996

- All natural parents, whether they are married or not; and
- Any person who, although not a natural parent, has parental responsibility for a child or young person; and
- Any person who, although not a natural parent, has care of a child or young person.

OPERATIONAL AND STRATEGIC ATTENDANCE RESPONSE OVERVIEW

<u>Stage</u>	<u>Issue</u>	<u>Action</u>	<u>By Whom</u>	<u>Monitored by</u>
	First day absence	Text/telephone contact	Admin attendance support	DLS
	No response to first day absence	Home Visit from Education Welfare Service on the second day of absence	Admin attendance support	DLS
S1	Attendance between 92.5% and under	Formal letter to parent advising of 4 week monitoring period	DLS	DLS
S2*	Continued attendance under 90% or no significant improvement. <i>*Students who meet all attendance targets during the monitoring period but whose attendance returns to unacceptable levels following the close of formal monitoring – will return to the process at stage 2.</i>	Academy Attendance Panel Meeting – targets set. In event of an improvement in attention but not yet to acceptable levels – an extension of targets up to 2-4 weeks.	DLS	DLS
S3	Attendance under 90% or no significant improvement during period.	Local Authority Attendance Panel Meeting – targets set In event of an improvement in attention but not yet to acceptable levels – an extension of targets up to 2-4 weeks.	DLS working with the Education Welfare Service	DLS
S4	Attendance under 90% or no significant improvement during period.	Notice of intention to prosecute letter issued. Prosecution notice	DLS working with the Education Welfare Service	DLS

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Attendance Codes:

/ & \	Present	N	No reason yet provided
B	Educated off site	O	Unauthorised absence
C	Other authorised circumstances	P	Approved sporting activity
D	Dual Registration	R	Religious observance
E	Excluded	S	Study Leave
G	Holiday (not agreed)	T	Traveller absence
H	Holiday (agreed)	U	Late after registers closed
I	Illness	V	Educational Trip or Visit
J	Interview	W	Work experience
L	Late before registers closed	X	Non-compulsory school absence
M	Medical/Dental appointment	-	All should attend/no mark