

Policies & Procedures

Attendance Policy

Date policy approved	Spring 2018
Approving body	Abbey MAT Board of Directors
Next review date	Spring 2021
Previous review date	



**Bishop
Young**
CHURCH OF ENGLAND
ACADEMY

Part of



Attendance Policy

At Bishop Young Church of England Academy, we strive to secure the very best outcomes for our students. We fully appreciate that regular attendance at school is vitally important in helping students reach their academic potential, develop socially and emotionally as well as developing a range of life skills which will support them as they leave our school and enter the world of work or higher education.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. Children who frequently miss school often fall behind and they are likely to have lower *and* fewer GCSEs which can impact on their ability to access further education and/or employment. Bishop Young Academy staff will work in partnership with students and their parents/carers to ensure that all students have full and equal access to the opportunities and experiences offered by the Academy. Bishop Young Academy will encourage and support parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Our attendance policy aims to:

- Ensure that students are safe; having parent/carer contact when they are absent so the academy know (to the best of their knowledge) where the student is when absent. Monitoring trends and patterns of absence of individual, vulnerable students.
- Support students and their parents/carers in establishing the highest possible levels of attendance and punctuality.
- Ensure that all students have full and equal access to the best education that we can offer in order to improve each student's academic outcomes.
- Enable students to progress smoothly, confidently and with continuity through the academy.
- Ensure parents/carers are aware of their legal responsibilities.

Expectations:

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- Act early to address patterns of absence;
- Expect parents/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly;
- Expect all pupils to be punctual to their lessons.

We expect that all students will:

- Attend the academy every day;
- Be on time for the start of the day *and* the start of each lesson;
- Not leave the academy site for any unauthorised reason.

We expect that all parents/carers will:

- Be aware of their legal responsibilities;
- Ensure their child(ren) regularly attend school;
- Ensure that their child arrives at the academy punctually at the start of the day;

- In the event of an absence, ensure that parents/carers contact the academy each day to explain the reason for their child's absence;
- Apply to the Principal in writing for a period of absence in term time, at least three weeks in advance, where there are exceptional circumstances;
- Notify the academy immediately of any changes to contact details;
- Where there are concerns about a pupil's attendance parents are expected to work with school staff to address these concerns;
- Parents should not ignore, agree with nor condone their child's truancy;
- Parents are expected to support school attendance by not taking family holidays during term-time;
- Parents will support the policy by respecting any sanctions given by the school.

We expect the academy will:

- Provide a safe learning environment;
- Provide a welcoming and supportive atmosphere which enhances student progress and development;
- Promote, recognise and reward outstanding and good attendance and punctuality through a strategic whole school initiative;
- Respond to any child or parent concerns that may impact the students' attendance or punctuality;
- Maintain regular and accurate records of AM and PM attendance and punctuality, ensuring registers are taken for every lesson within the first 10 minutes, and reporting missing students for safeguarding purposes;
- Follow the Student Absent Procedure – refer to appendix A;
- As a safeguarding priority, contact parents when a student fails to attend and where no message has been received to explain the absence by 9.30am;
- Monitor and report whole school, identified cohorts, individual students, tutor group and Cathedral attendance to inform planning;
- Follow up unexplained absences to obtain reasons for absence from parents. Although parents may offer a reason, only the academy can authorise the absence;
- In the case of long term or frequent absence due to medical conditions, a plan will be drawn up to maximise attendance;
- Monitor the attendance of students using the Tier System model and take appropriate actions at the identified Tier thresholds – refer appendix B;
- Meet with the attendance representatives from the Trust and where appropriate the Education Welfare Officer (EWO) to monitor and support academy attendance and punctuality;
- Notify the local authority after 10 days continuous unexplained absence, following the Children Missing in Education process of the local authority;
- Make a copy of the policy available on the academy website;
- Communicate with parents/carers regarding attendance through regular academy newsletters;
- Report a set of comprehensive attendance data to Governors and the Abbey Trust at points in the academic year.

Absences

Examples of absences. (Note this is not an exhaustive list):

Authorised absences:

- Genuine illness of the student;
- Urgent hospital/dental/doctor's appointment for the student;
- Religious observances;
- External exams, educational assessments and supervised educational activities.

Unauthorised absences:

- Family term time holidays;
- Shopping, day trip, birthday treat;
- Oversleeping due to a late night for example late return from family event etc.;
- Looking after other children / other family member;
- Appointments for other family members;

Registers, Punctuality and Lateness

Good punctuality to the academy is crucial. Lateness into the academy causes disruption to that individual's learning and to that of the other students in the class. It is paramount, therefore, that all pupils arrive at school on time. The academy is open from 8.00am. Students may buy their breakfast from 8.00am.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. School starts with lesson 1 and registration at **8-25am**. If a student arrives after the start of school but before the register closes, they will be recorded as late (L on the register) and the minutes late recorded. After this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority. Afternoon registration is taken during lesson 4 at 12.10pm.

We expect all students to arrive punctually to all their lessons. Staff will report an absence from their lesson to a duty team and these staff will locate the student. If the student cannot be found on the academy site and there is evidence (possibly through CCTV) that the student has left the site without permission a **safeguarding call** will be made as a priority to the parents/carers to inform them of the absence (truancy). If parents/carers cannot be contacted staff will attempt to use SIMs emergency contact details for the student. If this is unsuccessful the police will be informed through the academy's link with Safer Schools or *where appropriate* Children's Social Care will be informed for particular vulnerable cases.

Students who are persistently late will be sanctioned through the detention system – refer to appendix C.

Students Leaving During the School Day

During school hours the academy staff are legally in a position of loco parentis and therefore must know where the pupils are during the school day.

- Students are only allowed to leave the site with an adult or with parental/carers knowledge and permission.
- Students are not allowed to leave the premises without prior permission from the academy.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time; only urgent appointments should be attended during the school day.
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Students must be signed out on leaving the academy using an approved absence pro forma and be signed back in on their return.
- Where a student is being collected from the academy, parents are to report to the academy reception before the student is permitted to leave the site.
- If a student leaves the academy site without permission a **safeguarding call** will be made as a priority to the parents/carers to inform them of the absence (truancy). If parents/carers cannot be contacted staff will attempt to use SIMs emergency contact details for the student. If this is unsuccessful the police will be informed through the academies link with Safer Schools or *where appropriate* Children's Social Care will be informed for particular vulnerable cases.

Leave of Absence

The academy term times and holiday dates are published a year in advance and are published on the academy website. Academy training days are published as soon as the academy have agreed these, but may be subject to change. However, the academy will ensure they communicate any changes to parents/carers through text, newsletter, website etc.

From 1 September 2013, a change to government legislation means that schools are no longer allowed to authorise requests for students to be taken out of school for a holiday during term time. In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

Only exceptional circumstances warrant an authorised leave of absence. Parents/carers should make any such request at least three weeks in advance and in writing (a form is available from the Academy). Requests for absence for reasons such as compassionate leave, special family events, sporting or musical competitions, etc., should be made in the same way.

All requests are considered individually, taking into account the circumstances of the request. Other factors will be taken into account, such as:

- the time of year the student will be absent
- the attendance record of the student
- the number of previous requests for leave of absence
- the student's ability to catch up

Parents will be notified of the Academy's decision either by telephone or in writing.

Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised. We reserve the right to apply to the Local Authority to issue a Penalty Notice under the Anti-Social Behaviour Act 2003.

Failure to ensure regular school attendance

Bishop Young Academy will attempt to support all students to achieve maximum possible attendance and will inform parents/carers when attendance starts to fall. Where attendance is falling to a level causing concern parents will be invited into school to discuss ways to improve. Where attendance continues to fall then a further meeting may be held with governors or Abbey Trust representatives. Refer to appendix B.

A **Penalty Notice** may be issued to parent/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the academy or other agencies including the local authority Education Welfare Service. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

Penalty Notices

Parents and pupils are supported by the Academy and by the LA to overcome issues that prevent regular school attendance through a wide range of intervention strategies. Where this intervention fails a penalty notice can be issued for unauthorised absence and if a parent/carer fails to ensure regular school attendance. This policy is in line with the Leeds City Council Code of Conduct on Penalty Notices and falls under Sections 444a and 444b of the Education Act 1996. The Education (Penalty Notices: England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme.

Circumstances in which a penalty notice may be issued are:

- Irregular school attendance
- 10 unauthorised sessions (AM and or PM sessions) over a 12-week period
- Overt truancy (including pupils found during truancy sweeps)
- Parentally condoned absences which are not authorised by school
- Unauthorised holidays in term time
- Persistent late arrival at school after the register has closed
- Being in a public place during the first five days of an exclusion

Payment of Penalty Notices

- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days
- The amount payable is per parent, per child
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to refer the case for prosecution under Section 444 of the Education Act 1996, for failing to ensure regular school attendance or withdraw the penalty notice

Changing Schools

It is important that if families decide to send their child to a different school/academy that they inform Bishop Young Academy as soon as possible.

A student will not be removed from the academy roll until the following information has been received and investigated:

- The date the student will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

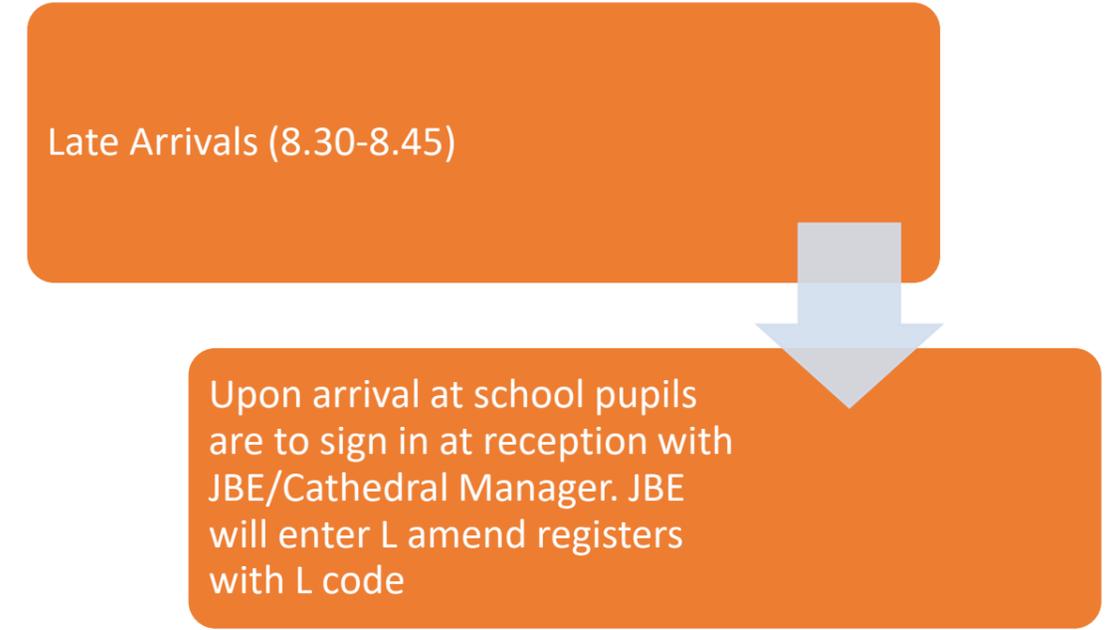
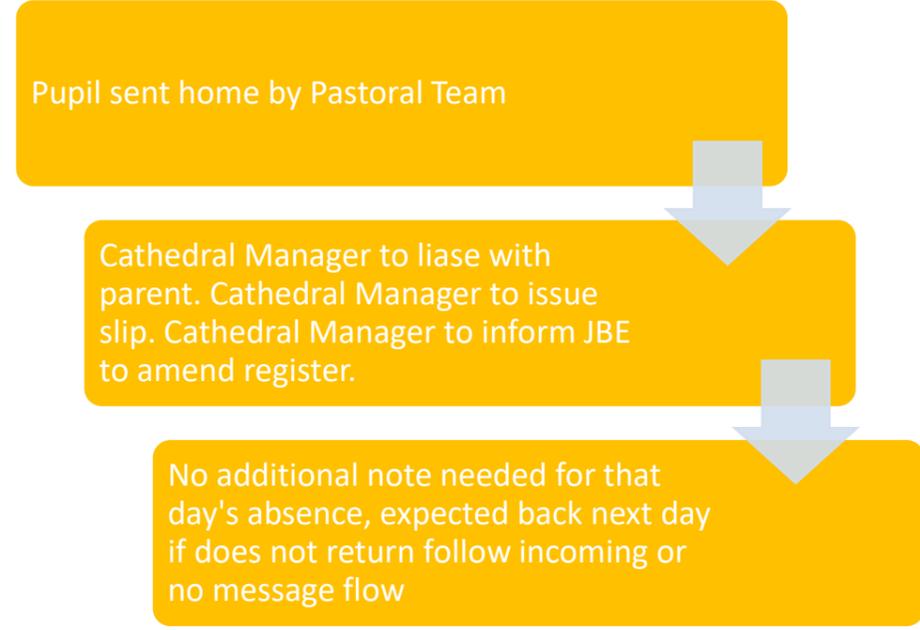
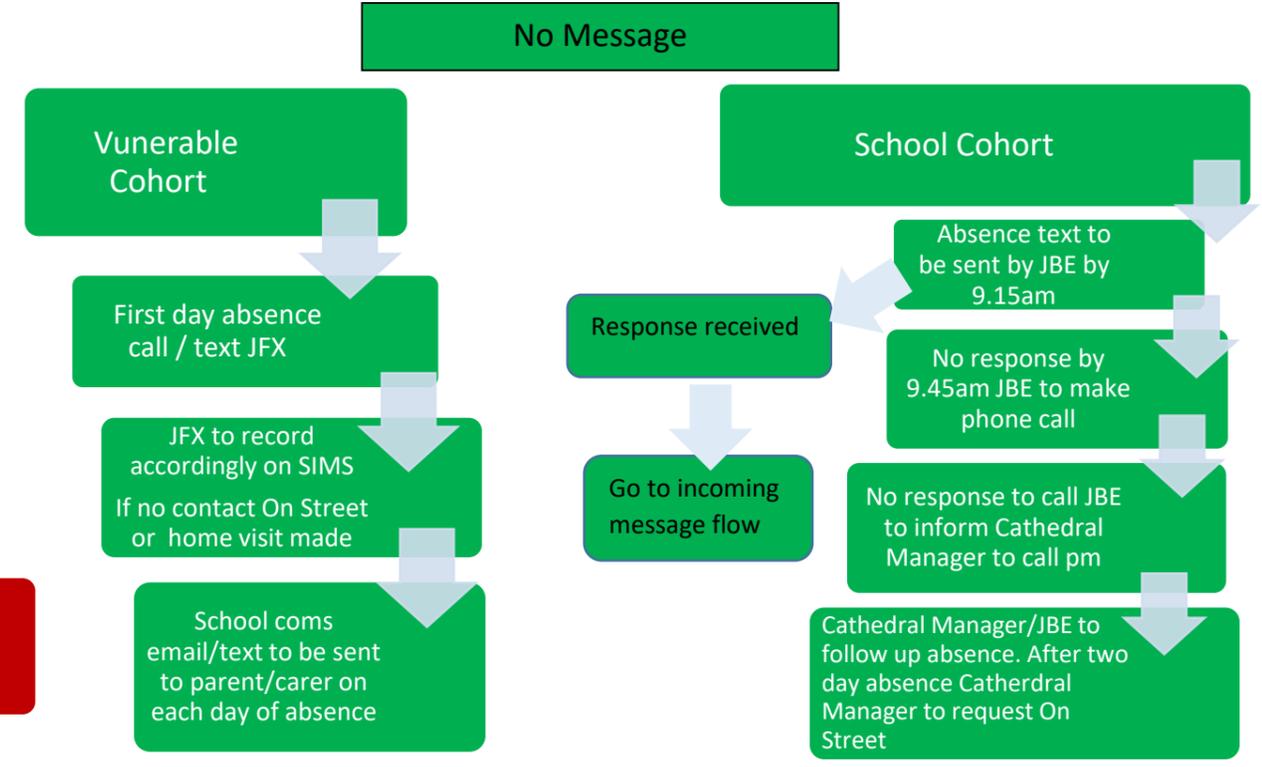
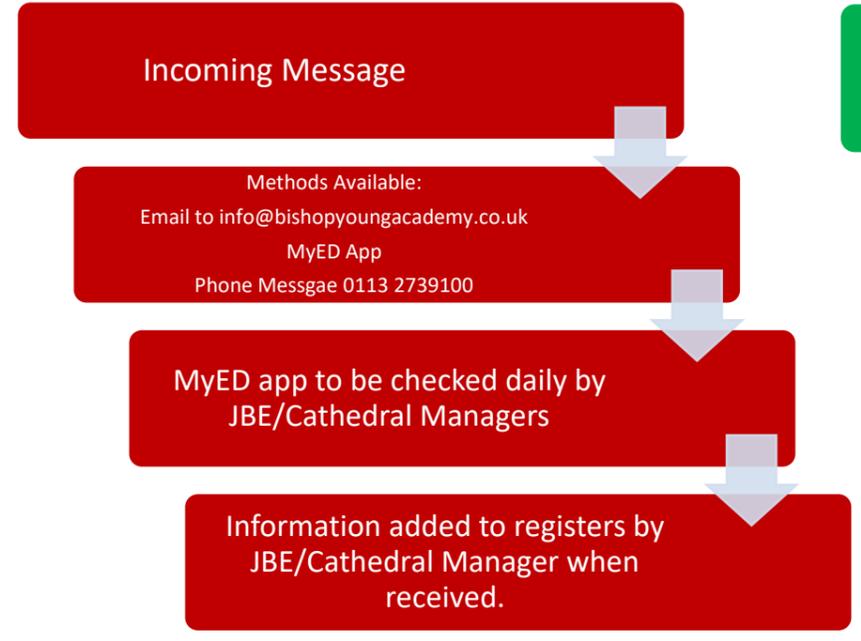
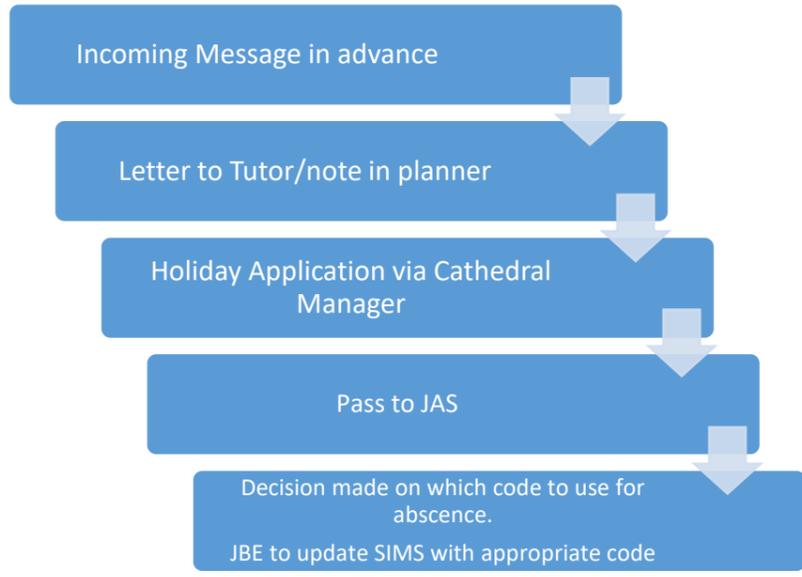
The student's records will then be sent to the new school. In the event that the academy has not been informed of the above information, the family will be referred to the local authority for follow up through the Children Missing in Education procedure.

Useful Links

- [Department for Education/Gov.uk – Legal sanctions to enforce school attendance](#)
- [Department for Education/Gov.uk – School Attendance and Absence](#)
- [BBC Learning Parents information – School attendance and your legal responsibilities](#)

Appendix A

Pupil Absence Procedure



ATTENDANCE POLICY: APPENDIX B

Pupil Absence Tier Structure

Tier 1 100% – 97%	Tier 2 97%-95% Form Tutor	Tier 3 95%-92% Cathedral Manager	Tier 4 92% -90% Achievement Director	Tier 5 90% - 85% Head of Pastoral Care	Tier 6 85% and below SLT
	Monitoring individuals in tutor groups	Monitoring Cathedrals	Monitoring year groups	Monitoring PA	Monitoring serious cases of PA
All staff to praise pupils' attendance	Monitoring and challenging attendance between 97-95%	Action plan 1 meeting with parents - target set. Action plan reviewed weekly with call to parents. Possible penalty notice issued. Update 'N' marks weekly from list provided by JBE.	Letter 4 sent to parents. Action plan meeting arranged with Achievement Director – target set. Action plan reviewed fortnightly. If pupil is SEND plan to be completed by SENCO.	Letter 5 sent to parents with registration certificate along with copy of current attendance action plan. Action plan meeting arranged with JAS to review or set up action plan. Action plan reviewed fortnightly.	Letter 6 to be sent to parents with registration certificate along with copy of current attendance action plan. Action plan meeting arranged with JAS/SLT through attendance panel meeting.
Letter 1 x 2 Praise Letter 100% Praise Letter 97%+	<u>Early identification</u> When a pupil's attendance falls below 95% will discuss attendance with pupil. Refer continued absence to Cathedral Manager.	Letter 3 Less than 95%	<u>Meeting</u> Meeting to consider options: Referral to Cluster for intervention. Consider CAMHS referral. Penalty Notice to be considered. PA questionnaire to be completed. Pupil raised at attendance meeting. Attendance report via SIMS for 8 and 10 (pilot).	<u>Meeting</u> Action plan reviewed or set up. Attendance panel meeting to be considered with JAS/DWE. PA questionnaire to be completed. Information shared – in case of legal action. Review and improve to be monitored by JAS/Cathedral Manager. If no improvement within 4 weeks refer to tier 6 SLT. External agencies to be considered. Penalty notice to be considered. Refer to local authority EWO to be considered.	<u>Meeting</u> Attendance panel to be held DKI/JAS/JBE/DWE to attend. Instigate legal process for non-attendance. JAS to continue to monitor and liaise with Cathedral Manager /DKI if improvement refer to tier 5. Penalty notice to be considered.
	Letter 2 Awareness Letter		<u>Support</u> If improvement after 6 weeks continue to monitor refer to tier 3. If no improvement within 4 weeks refer to tier 5 JAS.		<u>Referral</u> JBE to refer to local authority EWO for potential prosecution. AAP paperwork to be completed.
			Letter 4 Cluster referral to JAS/JFX	Letter 5 Cluster referral to JAS/JFX	Letter 6
JFO to monitor all identified vulnerables					

