

Attendance Policy

Ensuring excellent attendance across the school

Regular and punctual attendance is an essential prerequisite to effective learning. We have very high expectations for our students' attendance and are absolutely committed to ensuring that they access the high quality teaching and learning at Bournville School

When children are not in school they are deprived of the educational opportunities which school has to offer them and they are at much greater risk of subsequently becoming socially excluded and disadvantaged. Similarly, if they are not in school then they may be at risk.

At Bournville School we aim to develop an ethos which demonstrates to children, parents and the wider community how much we value good attendance and punctuality and delivering a safe and happy environment where students can realise potential and thrive.

Attendance is inextricably linked to attainment and as a school, we are driven to ensure that Students maximise their achievement and life chances.

Recent national statistics show:

Green Group - 97%-100% Attendance	No Concern
Yellow Group – 95-96% Attendance	Concern
Amber Group – 93-94% Attendance	Risk of underachievement
Pink Group – 90-92% Attendance	Severe risk of underachievement
Purple Group - 89% Attendance	Extreme risk of underachievement

Levels of attendance are a key indicator of a school's overall performance and all schools are now required to set annual attendance targets. Schools are also required not just to improve levels of overall attendance but to reduce the numbers of persistent absentees (a persistent absentee being defined as a child whose attendance rate is below 90%).

We expect all students to aspire to a figure of 97% and above attendance.

1. Principles

- 1.1 Bournville is committed to maximising the attendance of every student during their education at the academy. Students with frequent absences are being denied equality of opportunity.
- 1.2 Attendance is inextricably linked to success in all aspects of academy life, including examinations, and regular school attendance is vital if students are to benefit from the experiences which the academy offers them. Employers and other reference seekers value attendance and punctuality highly as an indicator of reliability.
- 1.3 Regular school attendance is based on a strong and supportive partnership between The Academy, parents, Bournville Academy Associates and other outside agencies, such as the Education Welfare Service, Behaviour Support Service and Social Services.
- 1.4 Parents and carers have a legal responsibility to ensure that their children always attend school unless there is a genuine reason for them being unable to do this and that they have informed The Academy. As of 2014, a child continues to be of compulsory school age until the last Friday of June in The Academy year that they reach seventeen. From September 2015, they will be required to continue in education or training until their 18th birthday.

2. Aims

- 2.1 To aim for the majority of students to achieve 97% attendance and to continue to improve towards the 100% attendance mark.
- 2.2 To ensure all students to be punctual to school and to lessons in order to prepare them appropriately for the world of work.
- 2.3 To ensure that students are not taken out of school for term-time family holidays. Holiday requests will not be authorised.
- 2.4 To work closely with parents in a supportive way in order to ensure maximum attendance.

3. Legal responsibility

- 3.1 By law, all children of compulsory school age must receive full-time education. Parents are responsible for ensuring this happens by registering their child at a school or making other arrangements to provide for an effective education. If a child is registered at a school, only that school is able to give permission for the child to be absent.
- 3.2 Failure to send a child to school could mean that the LA (Local Authority) takes legal action in the form of an education supervision order and/or a fine.

4. Duties and responsibilities – Secondary Phase Students (Years 7 to 11)

- 4.1 **Attendance Line Manager:** To oversee and monitor whole-school attendance and punctuality along with the Staff and Student Welfare Officer. To report to Leadership Team and Academy Associates and to ensure liaison with outside agencies such as Education Welfare Service, Social Services and the Behaviour Support Service.
- 4.2 **Pastoral Leader(s):** To co-ordinate their team of tutors regarding attendance issues. To reinforce good practice and reinforce key messages in Year assemblies. To contact parents if the form tutor is unable to establish reasons for absence. To work with the

Staff and Student Welfare Officer to initiate referrals for further intervention, referral to the 'Spotlight' system. To work with the Staff and Student Welfare Officer to ensure students good attendance is recognised and rewarded.

- 4.3 **Form Tutor:** To ensure accurate marking of registers and to ensure that attendance and punctuality are regular features of tutorial time. To ensure that planned absences are communicated to the Staff and Student Welfare Officer. To carefully monitor attendance patterns and report any concerns to the appropriate Pastoral Leader. To respond to weekly feedback on student lateness by discussing concerns with them.
- 4.4 **Teacher:** To ensure electronic lesson registers are completed every lesson and in the case of ICT breakdown, to complete a paper register for the Staff and Student Welfare Officer. All period 1 registers must be completed by 9:10 am so that the Staff and Student Welfare Officer can initiate the 'Truancy Call' procedure. A register is to be completed within the first 15 minutes of all lessons. This is especially important for period 5 class registers, which act as the PM roll call.
- 4.5 **Student:** To attend regularly and punctually. To sign in at reception if arriving in school late after the registers have closed and to produce a note to explain absences and lateness.
- 4.6 **Parent/carer:** To ensure that their children attend school regularly. To inform The Academy at the earliest possible time of the reason for and the expected length of any absence. To respond promptly to an absence call from The Academy or student absence letter. To ensure that no holidays are organised in term-time.
- 4.7 **Staff and Student Welfare Officer:** To ensure computerised registers are processed and any absences and lateness identified. To use 'Truancy Call' to inform parents immediately of any absence. To inform staff and students that registers close at 9.00 am. To work closely with Pastoral Leaders in relation to students whose attendance is causing concern. To produce regular data analysis of attendance. To process and implement new systems of work in order to improve attendance. To communicate with parents as and when necessary. To put attendance intervention plans in place when needed. To conduct home visits to ensure students are safeguarded, and to report any safeguarding concerns arising from attendance.
- 4.8 **Bournville Academy Associate:** To maintain an interest in attendance statistics and encourage target setting for improvement. To review the success of the attendance policy.

5. Procedures for registration – Secondary Phase Students (Years 7 to 11)

- 5.1 The accurate and prompt recording of student attendance is essential and this information is required by the DFE (Department for Education)
- 5.2 Attendance data is a module on SIMS, the internal academy network, and this is monitored by the Staff and Student Welfare Officer.
- 5.3 Parents are asked to inform The Academy by 8:30am (by email or by telephone) if their child is going to be absent that day and also on subsequent days of absence. If the absence is going to be lengthy, they are asked to inform the Staff and Student Welfare Officer by letter.
- 5.4 Parents are required to inform the Staff and Student Welfare Officer of medical and dental appointments in advance by using the same system. We ask parents to try to ensure that appointments are made outside of academy hours, wherever possible.

Parents are also asked to ensure that, if appointments in academy time are unavoidable, students attend the academy prior to the appointment and are returned to the academy afterwards.

- 5.5 Students who are late to the academy for any reason or who have to leave early are required to sign in or out at reception.
- 5.6 If The Academy receives no reason for a student's absence, the Staff and Student Welfare Officer will write to the parents of students who are absent asking for an explanation. If no response is received, the absence will be recorded as unauthorised.
- 5.7 Students who arrive late to the academy between the times of 8:40 am and 9:30 am will be met by a member of the Senior Leadership Team, coded with a late mark ('L') and given a consequence.
- 5.8 Students that arrive to the academy after 9:30 am with no reasonable explanation will receive an "N" code ("No reason yet provided for absence") which will subsequently be changed to an "O" code ("unauthorised absence") unless a valid reason is given.

6. Duties and responsibilities – Primary Phase Students (Years R to 6)

- 6.1 **Attendance Line Manager:** To oversee and monitor whole-school attendance and punctuality along with the Staff and Student Welfare Officer. To report to Leadership Team and Academy Associates and to ensure liaison with outside agencies such as Education Welfare Service, Social Services and the Behaviour Support Service.
- 6.2 **Primary Leadership Team:** To co-ordinate their team of tutors regarding attendance issues. To reinforce good practice and reinforce key messages in Year assemblies. To contact parents if the form tutor is unable to establish reasons for absence. To work with the Staff and Student Welfare Officer to initiate referrals for further intervention, referral to the 'Spotlight' system. To work with the Staff and Student Welfare Officer to ensure students good attendance is recognised and rewarded.
- 6.3 **Class Teacher:** To ensure accurate marking of morning and afternoon registers and to ensure that attendance and punctuality are regular features of tutorial time. To ensure electronic registers are completed every morning and afternoon session, and in the case of ICT breakdown, to complete a paper register for the Staff and Student Welfare Officer. All morning registers must be completed by 9:10 am so that the Staff and Student Welfare Officer can initiate the 'Truancy Call' procedure, and afternoon registers by 1.10pm. To ensure that planned absences are communicated to the Staff and Student Welfare Officer. To carefully monitor attendance patterns and report any concerns to the appropriate Pastoral Leader. To respond to weekly feedback on student lateness by discussing concerns with them.
- 6.4 **Parent/carer:** To ensure that their children attend school regularly. To inform The Academy at the earliest possible time of the reason for and the expected length of any absence. To respond promptly to an absence call from The Academy or student absence letter. To ensure that no holidays are organised in term-time. To ensure that their child attends regularly and punctually. To sign their child in at reception if arriving in school late after the registers have closed and to produce a note to explain absences and lateness.
- 6.5 **Staff and Student Welfare Officer:** To ensure computerised registers are processed and any absences and lateness identified. To use 'Truancy Call' to inform parents immediately of any absence. To inform staff and students that registers close at 9.10

am. To work closely with Primary Leadership in relation to students whose attendance is causing concern. To produce regular data analysis of attendance. To process and implement new systems of work in order to improve attendance. To communicate with parents as and when necessary. To put attendance intervention plans in place when needed. To conduct home visits to ensure students are safeguarded, and to report any safeguarding concerns arising from attendance.

- 6.6 **Bournville Academy Associate:** To maintain an interest in attendance statistics and encourage target setting for improvement. To review the success of the attendance policy.

7. Procedures for registration – Primary Phase Students (Years R to 6)

- 7.1 The accurate and prompt recording of student attendance is essential and this information is required by the DfE (Department for Education)
- 7.2 Attendance data is a module on SIMS, the internal academy network, and this is monitored by the Staff and Student Welfare Officer.
- 7.3 Parents are asked to inform The Academy by 8:30am (by email or by telephone) if their child is going to be absent that day and also on subsequent days of absence. If the absence is going to be lengthy, they are asked to inform the Staff and Student Welfare Officer by letter.
- 7.4 Parents are required to inform the Staff and Student Welfare Officer of medical and dental appointments in advance by using the same system. We ask parents to try to ensure that appointments are made outside of academy hours, wherever possible. Parents are also asked to ensure that, if appointments in academy time are unavoidable, students attend the academy prior to the appointment and are returned to the academy afterwards.
- 7.5 Students who are late to the academy for any reason or who have to leave early are required to be signed in or out at reception by their parent or carer.
- 7.6 If the Academy receives no reason for a student's absence, the Staff and Student Welfare Officer will write to the parents of students who are absent asking for an explanation. If no response is received, the absence will be recorded as unauthorised.
- 7.7 Students who arrive late to the academy between the times of 9:00 am and 9:30 am will be met by a member of the primary staff and coded with a late mark ('L').
- 7.8 Students that arrive to the academy after 9:30 am with no reasonable explanation will receive an "N" code ("No reason yet provided for absence") which will subsequently be changed to an "O" code ("unauthorised absence") unless a valid reason is given.

8. Sixth form attendance procedures

- 8.1 It is the responsibility of The Academy to be aware of and bring attention to any emerging attendance concerns.
- 8.2 In cases where a student begins to develop a pattern of absences, The Academy will try to resolve the problem with parents/carers. If this is unsuccessful, The Academy will take further action.
- 8.3 Poor attendance is investigated on a daily basis by the Assistant Headteacher with responsibility for Sixth Form.
- 8.4 A letter of concern is sent to parents if attendance falls below what is expected. The letter will outline the student's percentage attendance and will state that all absences

will be considered as unauthorised without proof of attendance at a medical establishment. It will also ask if there are any underlying medical reasons or emotional reasons (e.g. close family bereavement) accounting for the absences – support systems can then be put into place. Parents of students who have persistent lateness to the academy will also receive a letter of concern and any further lateness will result in an unauthorised absence mark.

- 8.5 Further unauthorised absence will result in a meeting with the Assistant Headteacher with responsibility for Sixth Form, parent/carer and the student. If the situation shows no improvement, the Director of Sixth Form will call for a second meeting. If no improvements are displayed after the second meeting, the parents/carers and student could be called to either see a Deputy Head Teacher/Head of the Academy or Bournville Academy Associates.
- 8.6 The duties listed in 4.3 to 4.8 are the same regarding Sixth Form attendance.

9. Persistent lateness

- 9.1 It is the responsibility of The Academy to be aware of and bring attention to any emerging punctuality concerns.
- 9.2 In cases where a student begins to develop a pattern of lateness the Academy will try to resolve the problem with parents/carers.
- 9.3 The Pastoral Leader may place a student on an 'Attendance and Punctuality Report' to monitor their punctuality to AM and PM registrations.
- 9.4 Parents of students who have a pattern of persistent lateness to the academy will also receive a letter of concern.

10. Persistent absence 'Spotlight'

- 10.1 It is the responsibility of The Academy to be aware of and bring attention to any emerging attendance concerns.
- 10.2 In cases where a student begins to develop a pattern of absences, The Academy will try to resolve the problem with parents/carers. If this is unsuccessful, The Academy will seek advice from other external agencies and involve the Staff and Student Welfare Officer.
- 10.3 Poor attendance is investigated on a daily basis by the Staff and Student Welfare Officer who communicates areas of concern to the Academy's Police Liaison Officer.
- 10.4 A letter of concern is sent to parents if attendance is between 96% and 95% and a further letter if it is between 94% and 93%. These letters will express concern and request improvement. The letters will also ask if there are any underlying medical reasons or emotional reasons (e.g. close family bereavement) accounting for the absences – support systems can then be put into place.
- 10.5 If attendance falls below 93% students and parents will be invited to meet with a member of the attendance or pastoral team. The letter will state that all absences will be considered as unauthorised without proof of attendance at a medical establishment.
- 10.6 If attendance falls below 90% the student will be referred to our Educational Welfare Officer (CSAWS) for intervention. If the situation shows no improvement the Staff and Student Welfare Officer may instigate legal proceedings where appropriate.

11. Leave during Term Time (Pupils) – all year groups

- 11.1 The Staff and Student Welfare Officer will send a 'Leave in Term Time' letter to all parents/carers at the start of every academic year to inform them that the Head of Academy is unable to authorise leave during term time except where there are exceptional circumstances. Parents/Carers are informed of the legal implications that could occur if leave without authorisation takes place.
- 11.2 Parents must complete an 'Exceptional Leave in Term Time Request Form' if they are considering taking their child out of school for a period of leave. These forms can be collected from Reception or accessed via the website and must be returned to the Staff and Student Welfare Officer.
- 11.3 Contact with parents/carers will be made via letters, phone calls and home visits as appropriate.
- 11.4 Any legal action required will be taken by the Staff and Student Welfare Officer,

12. Truancy – secondary phase only

- 12.1 The first time a student is caught truanting from the academy and/or lessons, the parent/carer will be informed by telephone and/or letter and the student will be placed on attendance report. Regular spot checks will be carried out to check on the student's future attendance. Students in will receive a RED for their first offence.
- 12.2 If a student is discovered to be truanting for a second time, the above sanctions will apply and parents/carers invited into the academy to attend an interview with the student's Pastoral Leader. Students in will receive an internal isolation for their second offence.
- 12.3 In exceptional circumstances where a student is discovered truanting for a third time, parents and students will be invited to attend a meeting with the member of leadership attached to the year group and students and parents will be required to agree and sign a contract of attendance. A Bournville Academy Associates Disciplinary Interview may take place if required.

13. Rewards

- 13.1 At Bournville, good and improved attendance is celebrated and rewarded. Students are presented with certificates for 100% attendance and for improved attendance from the previous year. In addition, 'Griffin' stickers are awarded to students regularly for moving between the different coloured categories of improved attendance. A prize draw is periodically carried out for each year group.

14. Communication

- 14.1 The Staff and Student Welfare Officer encourages regular communication and good rapport with parents and as such, they are asked to contact him or her either by telephone or by email.

15. This document also links to the following policies

- 15.1 E Safety Policy
- 15.2 Acceptable Use of ICT Policy
- 15.3 Behaviour Policy
- 15.4 Special Educational Needs and Disabilities Policy
- 15.5 Safeguarding Policy

Who wrote the policy	John Dovey	Assistant Headteacher
Who is responsible for making amendments	John Dovey	Assistant Headteacher
Version	One	
Changes made	none	