



BloxwichAcademy
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ATTENDANCE POLICY

September 2016

Review Date: September 2017

To be read in conjunction with our Child Safeguarding Policy

ATTENDANCE POLICY



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WE BELIEVE THAT

Children cannot learn if they do not attend school - attendance at school is a prerequisite to learning.

AIMS

- To develop attitudes and behaviour that enable pupils to take an active and responsible role in the adult world.
- To recognise the importance of attendance to the overall achievement of pupils in school.
- To promote a positive attitude towards attendance and good time keeping with pupils and parents/carers, and to reward good attendance.
- To monitor and organise procedures to encourage good attendance.
- To create a climate which gives attendance a high profile and ensures that absence for any reason is kept to a minimum.
- To ensure that non-attendance and poor punctuality are effectively monitored and absence followed up.



ROLES AND RESPONSIBILITIES

It is the responsibility of all staff, parents/carers and pupils to ensure good attendance and punctuality to school.

FORM TUTORS

- Will monitor absence notes / reasons for absence in pupil planners.
- Will be vigilant and inform the Head of House if any pupil is giving cause for concern or there are patterns of authorised or unauthorised absence.
- Will inform pupils of weekly attendance and punctuality figures and ensure this is written into pupil planners.
- Will ensure that all registers are up-to-date, accurate and completed on time in accordance with school procedures and statutory requirements.

HEAD OF HOUSE (with the assistance of Personal Assistant)

- Will monitor registers on a regular basis to check for trends in absence and punctuality.
- Will liaise with Leadership / School Education Welfare Officer
- Will ensure that all staff are following procedures on completing registers and refer any concerns/problems to Leadership.
- Can authorise absences for illness and medical appointments but are not obliged to do so, and should not do so when there is any doubt about the reason for absence.
- Will generate data that will inform assembly headlines and awards such as praise postcards.
- Will distribute individual attendance summaries to pupils in their House.
- Will participate in School Attendance Review Meetings with the School Education Welfare Officer.
- Will monitor pupils at risk of persistent absence
- Will provide a first day call to parents/carers of absent pupils, where appropriate, and encode SIMs on the advice of Heads of House / Leadership
- Will ensure registers are coded accurately and report any anomalies to Leadership
- Will liaise with the School Education Welfare Officer to agree an intervention plan for those pupils who fail to attend school regularly, or have been absent without the school's permission for a continuous period of 10 school days or more.*

* Refer to page 18 of the Child Safeguarding Policy
Regulation 12(1) of the Education (Pupil Registration) (England) Regulations 2006

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LEADERSHIP

- Will consider applications for absence from school and communicate with parents/carers.
- Will collate attendance data at the end of each term and the end of the academic year, or as required, and set annual attendance targets.
- Will develop and update strategies to promote and reward good attendance and punctuality.
- Will regularly liaise with the Heads of Houses, School Education Welfare Officer and Local Authority Attendance Officer and develop initiatives and strategies to improve/maintain attendance.
- Will monitor and analyse attendance, providing whole school data for internal and external use.
- Will ensure that parents/carers are informed about attendance and the procedures and criteria for authorising absence.
- Will inform the Governing Body about rates of attendance, making them aware of the strategies used to maintain and improve attendance and punctuality.
- Ensure that all registers are kept for a period of 3 years.
- Include an Attendance Summary in pupils' Annual Report to Parents.
- Will chair an Attendance/Punctuality Panel Meeting with pupils, parents, Heads of House and School Education Welfare Officer where necessary.
- Will liaise with Heads of House to celebrate the success of pupils with excellent and improved attendance
- Will inform the Local Authority of any pupil who is going to be deleted from the admission register, in line with guidance for children missing from education in 'Keeping Children Safe in Education September 2016'.

SCHOOL EDUCATION WELFARE OFFICER

- Will liaise with Heads of House to identify and support pupils with attendance issues.
- Will offer direct support to pupils and their families where attendance is below 90%.
- Will work in partnership with the Local Authority Attendance Officer and refer cases for legal proceedings where appropriate.
- Will support termly truancy sweeps

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PARENTS / CARERS

Parents/carers have a legal duty to ensure their child attends school in a fit state to learn and:

- Will contact the school on the first day of absence, by telephone before 9.00am, giving reasons for absence, followed by a written note on return, if applicable, confirming reasons and dates of absence.
- Must complete an Absence from School request form for any known absence 8 weeks prior to a known absence.
- Should avoid taking their child out of school during term time and certainly when school tests or examinations are taking place.
- Will phone or provide a note if their child arrives after 9.30am.
- Will make medical appointments before or after the school day.

If a pupil is absent from school for two or more days with no contact from parents/carers then they may be visited by the School Education Welfare Officer. If there are any potential child protection concerns then all absence will be followed up on day one.

PERSISTENT ABSENCE

If a pupil's attendance falls below 90%, he/she will become a 'persistent absent' pupil and will be monitored closely. All subsequent absences will be considered unauthorised unless a valid reason, supported by evidence, is provided by parents/carers. Failure to improve attendance will trigger a referral to Local Authority Education Welfare Service.

LEAVE OF ABSENCE

The Headteacher **will not be able to grant** any leave of absence during term time, unless he considers there are exceptional circumstances related to the application.

Parents/carers do not have an entitlement to take their child on holiday. If a holiday is taken in term time it will not be authorised and parents/carers could be subject to a Fixed Penalty Notice

Applications for Leave of Absence must be made in advanced and failure to do so will result in the absence being unauthorised and may result in legal action against the parent.

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PUPILS

- Morning registration is from 8.50am to 9.10am. Pupils should be waiting outside their form room, no later than 8.45am.
- If pupils arrive after 8.50am they will receive a 'late' sticker in planners if there is no acceptable and reasonable excuse.
- If pupils arrive after 9.10am they are 'late' and must sign in at Main Reception.
- Pupils who arrive after 9.30am will be coded as U (late after registration has closed, which is an unauthorised absence).

All pupils will receive a same day 20 minute detention for being 'late' if they are not supported by a parental note.

- If pupils are absent they should present reasons for absence to the relevant House PA on their return to school.
- Pupils should arrive on time for all lessons.
- Pupils must record current attendance/punctuality in planners on a weekly basis.
- All pupils on an attendance / punctuality monitoring card must ensure a member of staff signs the card every lesson.