



BloxwichAcademy  
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# ATTENDANCE POLICY

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*To be read in conjunction with our Child Safeguarding Policy*

# ATTENDANCE POLICY

## 1. WE BELIEVE THAT

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

## 2. AIMS

- To develop attitudes and behaviours 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 both pupils and parents/carers.
- To implement and monitor 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 actions implemented accordingly.

## 3. ROLES AND RESPONSIBILITIES

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

### 3.2 FORM TUTORS / SUBJECT TEACHERS

- Will monitor reasons for absence and promote attendance.
- 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 figures and ensure these are recorded in pupil planners.
- Will ensure that all registers are up-to-date, accurate and completed on time in accordance with school procedures and statutory requirements.

### 3.3 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 and attend weekly review meetings with the LA Attendance 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 organise Attendance Review Meetings with the LA Attendance Officer.
- Will monitor pupils at risk of persistent absence.
- Will liaise with Leadership and the LA Attendance Officer to agree intervention plans 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.\*
- Will ensure the timely issuing of Academy Warning Letters 1 and 2
- Personal Assistants to provide a first day call to parents/carers of absent pupils, where appropriate, and encode SIMs on the advice of Heads of House / Leadership
- Personal Assistants will ensure registers are coded accurately and report any anomalies to Leadership.

Refer to page 9 of the Child Safeguarding Policy

\*Regulation 12(1) of the Education (Pupil Registration) (England) Regulations 2006

### 3.4 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 House and LA 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 when necessary invite the LA Attendance Officer
- 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 2019'.

### 3.5 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 written evidence on return, if requested
- Must apply in writing for leave of absence from school 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 they know their child will arrive after 9.10am.
- Will make every effort to arrange 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 the LA Attendance Officer may carry out a home visit.

If there are any potential child protection concerns then all absences will be followed up on day one.

## 4. ABSENCE

- A pupil becomes a 'persistent absentee' when they miss 10% or more schooling within the academic year for **any reason**. Parents/carers will be notified if their child's absence is approaching or has already reached 10%. At this stage it is important for all parties to work in partnership to resolve any issues.
- All absences below 92% will be considered unauthorised unless a valid reason, supported by evidence, is provided by parents/carers.
- Education Welfare will be notified of all cases where there are five or more school days of unauthorised absence in one term.
- Parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised. Depending on the circumstances, such cases may result in either a fixed penalty notice or a prosecution under Section 444 of the Education Act 1996.

## 4.2 LEAVE OF ABSENCE

The Headteacher **will not be able to grant** any leave of absence during term time, unless they consider there are exceptional circumstances related to the application. Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorized and a referral to the Education Welfare Service.

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.

## 5. 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.
- Pupils who arrive after 10.00am will be coded as U (late after registration has closed, which is an unauthorised absence).

### **5.1 All pupils will receive a same day 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 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.