

Title	Attendance and Lateness
Associated Policies	<ul style="list-style-type: none"> Behaviour and Discipline (TPO/STU/03)

REVIEWED: AUGUST 2016

NEXT REVIEW: AUGUST 2019

1. Policy Statement

- 1.1 The Brooke Weston Trust believes regular attendance and punctuality is vital to successful learning.
- 1.2 The Government expects:
 - The Academy to:
 - Reduce absence including persistent absence
 - Ensure every student has access to full-time education to which they are entitled; and
 - Act early to address patterns of absences
 - Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at the Academy attend regularly and on time; and
 - All students to be punctual to the Academy, to their lessons and attend regularly

2. Who does this policy apply to?

- 2.1 This policy applies to parents, students and staff at the Academy.

3. Who is responsible for implementing and reviewing this policy?

- 3.1 The implementation of this policy will be monitored by the governors of the Academy and remain under review by the Brooke Weston Trust (Safeguarding Review Group).
- 3.2 A designated member of staff will be responsible for the monitoring of lateness and daily authorised and unauthorised absence and for reporting sustained cases to the Principal.
- 3.3 The Academy will ensure that records of absences are kept up to date and ensure liaison with parents where absences remain unauthorised.
- 3.4 Parents are responsible for informing the Academy on a day to day basis of the absence of their child.

4. What are the principles behind this policy?

- 4.1 Students are expected to attend regularly when the Academy is in session and be punctual at all times. Parents are encouraged to commit their children to regular attendance and to the ethos of the Academy through signing the Home School Agreement at appendix 1 and appendix 2.
- 4.2 Parents have a legal responsibility to secure the regular attendance of their compulsory school aged child/children at the Academy. Failure to ensure a regular level of attendance is an offence under s444 of the Education Act 1996 and may lead to legal action.

5. Procedures

Admissions and Attendance Registers

- 5.1 Registration
 - The Academy is required to keep an admissions and attendance register

- Any amendment made to the admissions and/or attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment
- Every entry in the admission attendance register must be preserved for a period of three years after the date on which the entry was made

5.2 Admissions Register

- The admissions register must contain the personal details of every student in the Academy, along with the date of admission or re-admission to the Academy, information regarding parents and carers and details of the school last attended
- A student can lawfully be deleted from the admissions register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006

5.3 Attendance Register

- The Academy is required to record in the attendance register at the beginning of the morning session and once in the afternoon whether each student is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances. Attendance, Absence and Unauthorised Absence Codes are set out at appendix 3.

5.4 Late Attendance

- The class register will close after a maximum of 30 minutes after school begins. If any student arrives after this point, this will be counted as an unauthorised absence and the register should be marked absent with code U or another absence code if that is more appropriate.

Absence

- 5.5 On the first day of absence, the Academy will ensure proper safeguarding action is taken if necessary, identify whether the absence is approved or not; and identify the correct code to use before entering it on to the Academy's electronic register or management information system which is used to download data to the School Census.
- 5.6 Parents should notify the Academy as soon as possible if their child is ill. If the authenticity of illness is in doubt, the Academy may request parents to provide medical evidence to support illness. The Academy can record the absence as unauthorised if it is not satisfied with the seriousness of the illness but will advise parents of their intention. Medical evidence may take the form of prescriptions, appointment cards, etc. rather than doctors' notes. Missing registration for a medical or dental appointment is counted as an authorised absence. Parents should however try and make appointments out of Academy hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.
- 5.7 The Brooke Weston Trust takes cases of persistent absence very seriously. Persistent absence is defined as missing 10 per cent of sessions (equivalent to 28 sessions) a year.
- 5.8 A parent who fails to ensure the regular attendance of their child of compulsory school age who is registered at the Academy may be subject to a Penalty Notice from the Principal, Vice-Principal or police constable. The amounts payable (as stated on the penalty notice) are £60 for those who pay within 21 days; and from £120 for those who pay after 21 days but before 28 days.
- 5.9 Where concerns persist about the level of attendance or lateness, individual meetings will be held with the student and parents to determine strategies to secure improvement in attendance.
- 5.10 In general terms, the Trust will not sanction holidays during term time unless there are exceptional circumstances relevant to the application. This is stated in the Home-School Agreement.

6. Policy Review

- 6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.

APPENDIX 1 – Home School Agreement - Secondary

The Academy will offer its students a stimulating learning environment across the whole curriculum, which maximises individual potential and ensures students of all ability levels are well-equipped to meet the challenges of education, work and life. Further details of the Academy's approach to providing a high quality education is available in the Academy Prospectus. This, and other relevant school policies, may be obtained from the Academy website or from reception, on request.

	Academy Commitments	Student Commitments	Parent/Guardian Commitments
Ground Rules	We will treat our students fairly and equally and will provide an environment and education that will nurture them as individuals and as a student body. We will expect full uniform to be worn at all times.	I will seek to treat all those with whom I come into contact fairly and with respect. I will respect the Academy environment and expectations and will use my time here effectively and to the best of my ability. I will wear my uniform correctly at all times and make sure that I am well prepared each day by having the right equipment and the right attitude to learning.	I/We will stress to my child the importance of tolerance, understanding and the need to respect the expectations of the Academy so that the ethos of Brooke Weston Trust is maintained. I will ensure that the Academy uniform is worn at all times.
Opportunities	We will provide a wide range of courses and qualifications and tailor them to each student's level of understanding and expertise. We will provide the teachers and resources necessary to deliver such a wide and varied curriculum.	I will listen in lessons, work hard and hand in homework and coursework on time. I will take an active role as a member of my tutor group and will take advantage of all the facilities that the Academy offers.	I/We will encourage our child to use the range of facilities at the Academy for personal, academic and social development. I/We will ensure that all homework and coursework deadlines are met.
Learning	We will help students develop their skills, manage their own learning and make their own educational choices.	I will make sure that I have the correct equipment to take a full and active part in lessons and that I will take responsibility for my own progress.	I/We will take an interest in our child's education, providing the necessary equipment and support at home to complement the learning which takes place at the Academy.
Development	We will encourage the students to have experience of the wider world, through residential, study trips and a range of extra-curricular activities.	I will attend as many extra-curricular and study trips as I am able to and will inform my parents/guardians of forthcoming opportunities and events.	I/We will encourage our child to take part in trips and extra-curricular events, encouraging them in their ongoing work and progress.
Communication	We are committed to establishing and maintaining good contact with parents regarding student progress and welfare. Reports, regular letters and the website are used to deliver information quickly and effectively. Tutors are always on hand to deal with immediate or unforeseen concerns.	I will give my parents any written communication from the Academy immediately. I will tell my personal tutor and parents if there is anything that is affecting my work in the Academy.	I/We will attend parents' evenings, consultation weeks and liaise with my child's personal tutor to keep the Academy informed of any issues relevant to our child's learning. I/We will complete and return promptly the termly parental report reply slip and any other communications to which the Academy requires a response.
Attendance	We expect students to attend the Academy regularly, to abide by	I will seek to attend every school day at the Academy. I will make	I/We will inform the Academy if our child is going to be absent for

	<p>the term structure and not take holidays during term time and to be punctual for lessons and activities. Records of lateness and absence are kept electronically and are monitored weekly by staff.</p>	<p>sure I arrive at the Academy on time and am punctual for each timetabled session. I will provide a polite and adequate explanation if I am late for whatever reason.</p>	<p>whatever reason. I/We will endeavour to contact the Academy before 8.30am on their day of absence and, if they are away for an extended period, I/We will maintain contact with the Academy. I/We will adhere to the Academy's term structure, respecting the designated holiday periods.</p>
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	Academy	Student	Parent/Guardian
Name (Please Print Clearly)			
Signature			
Dated			
Roll Number		Tutor Group	

APPENDIX 2 – Home School Agreement - Primary

The Academy aims to develop active, responsible and educated people who care for others and the environment. More details of our curriculum and ethos can be found in the Academy’s prospectus and on line on our website.

	Academy Commitments	Student Commitments	Parent/Guardian Commitments
Ground Rules	<p>We will treat our students fairly and equally and will provide an environment and education that will nurture them as individuals and as a student body.</p> <p>We will encourage our students to work together in a safe, happy environment, to develop happy and respectful friendships and positive social interactions.</p>	<p>I will be polite, helpful and friendly to everyone.</p>	<p>I/We will not make disrespectful or negative comments about the Academy or any of the Academy staff on social media sites and I/we will treat all Academy Staff with respect and politeness.</p> <p>I/We will conduct our own behaviour in and around the Academy premises with courtesy, care and kindness at all times.</p> <p>I/We will be aware of support and promote the Academy’s policies in relation to behaviour, discipline and health and safety and I/we will accept responsibility for my child’s behaviour to and from the Academy.</p>
Standards	<p>We will provide opportunities and teaching resources to help your child reach their potential</p> <p>We will encourage your child to do their best at all times.</p>	<p>I will take good care of equipment and the building.</p> <p>I will make sure I have my PE kit and books with me every day.</p> <p>I will try to do my best at all times</p>	<p>I/We will ensure that my child attends the Academy dressed in full, named school uniform at all times and have their PE kit in school from Monday to Friday.</p> <p>I/We will ensure that my child has the necessary equipment including reading books and homework, available at the Academy each day to support their learning and I/we will take an interest in our child’s education supporting them with reading and homework and other opportunities for home learning.</p> <p>I/we will support the school by encouraging my child to develop a positive attitude to learning and the opportunities offered them.</p> <p>I/We will support the Academy by encouraging my child to develop a positive attitude towards a diverse multicultural society/community.</p>
Development	<p>We will provide opportunities for your child to have experience of the wider world through trips,</p>		<p>I/We will support our child in school activities and educational visits.</p>

	visits and a range of extra-curricular activities.		
Communication	<p>We will inform parents of their child's progress at regular meetings and at other times if necessary and we will keep parents informed annually in a written report about their child's progress.</p> <p>We will keep parents informed about school activities through regular newsletters and publishing information on our website we will also offer parents the opportunity to receive some information through email or texts.</p> <p>We will advise you of any issues or concerns affecting your child.</p>	I will give letters to my parents.	<p>I/We will attend parents' evenings</p> <p>I/We will supply and keep updated a current contact details at all times.</p> <p>I/We will keep the Academy informed of any issues relevant to my child's learning or wellbeing.</p> <p>I/We will complete and return promptly any communication to which the Academy requires a response.</p>
Attendance	<p>We will keep records of attendance and take the necessary course of action to ensure that your child receives their educational entitlement and is safe.</p>		<p>I/We will ensure that my child attends school on time every day and I/We will inform the academy if my child is going to be absent before 8.30 on the day of absence.</p> <p>I/We will maintain contact with the Academy if they are away for an extended period</p> <p>I/We will not disrupt my child's learning by taking them out of school during term time for any purpose other than illness or a verified day of religious observance. (any purpose includes: family visits, trips, holidays, birthdays, family celebrations)</p> <p>I/We will make appointments for example medical or dental visits, at a time outside of the school day.</p>

	Academy	Student	Parent/Guardian
Name (Please Print Clearly)			
Signature			
Dated			

APPENDIX 3 – Attendance Codes

In addition to being marked present (/=AM, \=PM) or being marked as late but registered before the register closed (marked L), there are other codes which may be used:

Code B: Off-site educational activity:

Students that are present at an off-site, supervised educational activity, approved by the Academy. If the provider of the alternative activity notifies the Academy of any absences by individual students the Academy should record the student's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

A student is scheduled to attend another school at which they are registered.

Code J: At an interview with prospective employers, or another educational establishment

A student is spent in interviews with prospective employers or another educational establishment.

Code P: Participating in a supervised sporting activity

A student is taking part in a sporting activity that has been approved by the Academy and supervised by someone authorised by the Academy.

Code V: Educational visit or trip

A student is on an organised trip or visit, including residential trips organised by the Academy, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the Academy.

Code W: Work experience

A student will be expected to attend the work experience regularly and any absences will be reported to the Academy and the appropriate absence code used.

Absence Codes

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant leave of absence. The Academy may consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the student's attainment, attendance and ability to catch up on missed schooling.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: holiday authorised by the Academy

The Principal may in exceptional circumstances exercise their discretion to agree to a leave of absence during a school year. The application must be made in advance and the Principal must be satisfied that the circumstances warrant the leave. It is for the Principal to determine the duration of the leave of absence.

Code I: Illness (not medical or dental appointments)

Code M: Medical or dental appointments

Code R: Religious observance

The Academy will treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, the Academy will seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Study leave should be used sparingly and only for year 11 students during mock and public examinations.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

Unauthorised Absence Codes

If the Academy does not authorise a leave of absence or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence must be recorded as unauthorised.

Code G: Holiday not authorised by the Principal or absence is in excess of the agreed period

Code N: Reason for absence not yet provided

The Academy will follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended.

Code O: Absent from the Academy without Authorisation

If the Academy is not satisfied with the reason given for absence it will record it as unauthorised.

Code U: Arrived at the Academy after registration closed

Administrative Codes

Code X: Not required to be at the Academy

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a student is unable to attend because:

- The Academy site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the Academy is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending the Academy.

Code Z: Student not on admission register

This code is available to enable the Academy to set up registers in advance of a student joining the Academy. The Academy will put a student on the admission register from the first day that the Academy has agreed, or been notified, that the student will attend the Academy.