

Title	Attendance and Lateness
Associated Policies	<ul style="list-style-type: none"> • Behaviour and Discipline (TPO/STU/03) • Safeguarding and Child Protection (TPO/HS/05)

REVIEWED: SEPTEMBER 2019

NEXT REVIEW: SEPTEMBER 2022

1. Policy Statement

- 1.1 The Brooke Weston Trust is committed to transforming educational achievement and to giving students the best start in life academically and as citizens. Brooke Weston Trust believes regular attendance and punctuality is vital to successful learning.
- 1.2 To achieve this, Brooke Weston Trust commits to:
- Promoting good attendance and reducing absence, including persistent absence
 - Ensuring every pupil has access to full-time education to which they are entitled
 - Acting early to address patterns of absence
- 1.3 Brooke Weston Trust will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

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 The Principal is responsible for ensuring this policy is implemented consistently across the school and for monitoring school-level absence data and reporting it to governors.
- 3.3 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. This member of staff will work with education welfare personnel to tackle persistent absence in line with school-level procedures.
- 3.4 The Academy will ensure that records of absences are kept up to date and ensure liaison with parents where absences remain unauthorised.
- 3.5 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 This policy is operated in accordance with *School attendance Guidance for maintained schools, academies, independent schools and local authorities* (July, 2019) and refers to the DfE's statutory guidance on [School attendance parental responsibility measures](#).
- 4.2 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 (see BWT website).
- 4.3 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 1.

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.

Unplanned Absence

- 5.5** Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health. Absence due to illness will be authorised unless the Academy has a genuine concern about the authenticity of the illness.
- 5.6** If the authenticity of the illness is in doubt, the Academy may ask parents to provide medical evidence, such as a doctor's note, prescription or appointment card or other appropriate form of evidence. The Academy will not ask for medical evidence unnecessarily.
- 5.7** If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Medical or dental appointments

- 5.8** 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.

Lateness and punctuality

- 5.9** A student who arrives late but before the register has closed will be marked as late, using the appropriate code. A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Following up absence

- 5.10** 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.

5.11 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.

5.12 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. In such cases, the Academy will undertake relevant school-level procedures to promote and support regular attendance.

5.13 The Academy will have due regard to the Keeping Children Safe in Education document with regards to children missing from education. The Academy will refer to the Trust Safeguarding and Child Protection policy where there are particular concerns about a child's attendance.

Authorised and unauthorised absence

5.14 The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion. 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.

5.15 Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 5.5-5.7.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the Academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the Academy but it is not known whether the student is attending educational provision.

Legal Sanctions

5.16 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.

5.17 Academies can fine parents for unauthorised absence of their child from school, where the child is of compulsory school age. This is known as a Penalty Notice. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

5.18 The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason.

5.19 If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

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 – 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.