



# Beamont Collegiate Academy

## **ATTENDANCE POLICY**

Date approved	09.02.17
Signature of Chair to BFP committee	L Waterson
Signature of Academy Principal	A Moorcroft
Date of Review	29.01.18
Date of next review	Spring term 2019

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## **1. AIM**

- 1.1 To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the Academy.

## **2. OBJECTIVES**

- 2.1 To keep an accurate and up to date record of attendance
- 2.2 To inform parents of attendance and punctuality issues
- 2.3 To identify causes of non-attendance and take action
- 2.4 To improve attendance of individuals, groups and the Academy
- 2.5 To raise the profile of attendance within the academy
- 2.6 To act swiftly to ensure students attend the academy.

## **3. THE LAW**

- 3.1 Under Section 7 of the Education Act 1996, parents are responsible to making sure that their children of compulsory school age receive full time education. Parents have a legal responsibility to ensure their child's regular attendance at the schools/Academies where they are registered.
- 3.2. If a child of compulsory age who is registered at a school/Academy fails to attend regularly at the school/Academy, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.
- 3.3 Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

## **4. PROCEDURES**

### **4.1 Leadership:**

- a. Implement Attendance Policy and inform parents
- b. Monitor and review Attendance Policy annually
- c. Set and monitor attendance targets
- d. Implement system of rewards and sanctions
- e. Give attendance a high profile at assemblies, Academy events and in the Academy newsletter

- f. Support Progress Leaders on issues of non-attendance and internal truancy, remedying causes and applying sanctions
- g. Report to the relevant children's agencies with concerns.
- h. Report on attendance to Governors.

#### **4.2 Progress Leaders:**

- a. Give attendance a high profile at assemblies and Academy events
- b. Monitor Year attendance targets and record keeping.
- c. Implement the academies system of rewards and sanctions
- d. Support Tutors on issues of non-attendance and with internal truancy remedying causes and applying sanctions
- e. Collaborate with the Attendance Officer, PSAs to regularly review attendance of the year group.
- f. Look for patterns of absences and consider impact of Curriculum upon attendance alongside other possible causes
- g. Work with the Director of Student Services and the Attendance Officer, to create individual packages and re-integration plans, where appropriate
- h. Have an understanding of students who are persistent truants in their year group and support the attendance team to address this.

#### **4.3 Pastoral Support Assistants (PSAs)**

- a. Monitor Year attendance targets and record keeping
- b. Implement the academies system of rewards and sanctions
- c. Support progress leaders and tutors on issues of non-attendance and with internal truancy remedying causes and applying sanctions
- d. Collaborate with the Attendance Officer, PSAs to regularly review attendance of the year group.
- e. Look for patterns of absences and consider impact of Curriculum upon attendance alongside other possible causes
- f. Work with the Director of Student Services and the Attendance Officer, to monitor and mentor students to raise their attendance.

#### **4.4 Tutors**

- a. Be a good role model for students
- b. Give attendance a high profile
- c. Praise students for arriving on time

- d. Discuss the reasons when students are late or absent without explanation
- e. Keep an accurate register
- f. Speak to students about their attendance.
- g. Monitor and praise students who are above 95% Year to date in the academy.
- h. Ensure students accurately complete return to the academy sheets and discuss absence with the students.
- i. Pass on any absence notes from parents to the Attendance Team
- j. To take an accurate register within the first 10 minutes of each lesson
- k. Ensure students record their attendance figures on a weekly basis.
- l. Promote the weekly attendance fixtures.

#### **4.5 Attendance Team:**

- a. Oversee administration of the SIMS Register system. Streamline and make adjustments to systems and procedures
- b. Keep parents informed of any unexplained absences before they become unauthorised
- c. Support the work of the Leadership Team, Progress Leaders, Pastoral Support Assistants and Tutors by:
  - Providing regular attendance information
  - Phoning students on 1<sup>st</sup> day contact list and monitoring attendance and punctuality, alerting Tutors and Leadership when concerns arise
  - Ensuring high priority students are in school – if absent calling home to advise to report to the police as ‘truanting as a concern’ and calling school with the incident number
  - Home visits where necessary
  - Updating CPOMS with relevant information
  - Liaising with Progress leaders to monitor accuracy of record keeping
  - Liaising with off-site provisions for attendance data
  - Working with colleagues and parents to identify causes on non-attendance

- Facilitating meetings with Progress leaders, Attendance manager representative from local authority, Tutors and parents keeping records of the same
- Identify 'user defined' attendance groups ie <90%

#### **4.6 Parents:**

- a. Ensure that children leave for the Academy on time every day
- b. Provide written explanation for children's absences from the Academy
- c. Endeavour not to take children out of the Academy in term time
- d. Notify the school as soon as problems arise with child's attendance
- e. If no letter has been sent in advance telephone to the school on the first morning the child is absent

#### **4.7 Students:**

- a. Arrive at 8.30am Mon-Thurs and 9:30 on Friday.
- b. Be on time for lessons
- c. Make sure a note is sent from parents to explain any absences
- d. If late sign in at the student reception
- e. If need to leave early sign out at the student reception.
- f. Tell the Attendance Team

### **5. AVAILABLE SUPPORT:**

- a. Attendance Reports (to combat lesson truancy)
- b. Attendance interviews and regular reviews
- c. Meetings with Director of student services, attendance manager and other external agencies to provide support for children and their parents
- d. Re-integration programme on the first morning back in the Academy after long-term absence
- e. Re-integration timetables where appropriate
- f. Individualised Curriculum where appropriate
- g. attendance manager involvement including possible home visits
- h. Referral to other external agencies e.g. CAHMS and Pathfinder

## **6. REWARDS:**

- a. Weekly Tutor Group Attendance Cup presented in Assembly
- b. Weekly £5 100% attendances draw.
- c. Termly and annual certificates and letters for pupils with 100% attendance
- d. Termly £100 draws for students who are over 95%and above for every year group.
- e. Last day of term attendance raffle.
- f. Good attendance references to potential employers/colleges

## **7. SANCTIONS:**

7.1. The Academy reserves the right to use any of the following sanctions to fulfil its obligations with respect to Academy attendance:-

- a. Academy detention
- b. Saturday morning detention
- c. Subject department detention
- d. Senior staff detention
- e. Attendance manager involvement with referral.
- f. Parenting contracts:
  - Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend the Academy regularly. This can result in the school offering the parent the opportunity to enter into a parenting contract following a pupil's truancy under section 19 of the Anti-social Behaviour Act 2003 (with The Governing Body)
- g. Penalty Notices issued by the Academy ; Section 444 (1) of the Education Act 1996 provides that a parent commits an offence is his or her compulsory school age child who is a registered pupil, fails to attend school regularly. This can result in the school issuing a penalty notice under section 23 of Anti-Social Behaviour Act 2003 (by Headteachers and Deputy and Assistant Head authorised by them)
- h. Parenting orders or penalty notices can also be issued by the Education Welfare Service on behalf of the Local Authority

- i. Prosecution by the Education Welfare Service on behalf of the Local Authority
- j. To be used in conjunction with School attendance The Departmental advice for maintained schools, academies, independent schools and local authorities November 2016.

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