



Beamont Collegiate  
Academy

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Principal: Mr G Harris BA (Hons), MA, NPQH

Ref GHA/CHE/WS/001

September 2024

Dear Parents/Carers

As we begin another exciting school year, I want to take a moment to remind you of the vital role that regular school attendance plays in your child's education. Put simply: if they are not here, they cannot learn. Every day in school matters, and consistent attendance is key to ensuring that your child has every opportunity to succeed. When students miss school, they miss out on essential lessons and run the risk of falling behind, which can make it harder to catch up. but we urge you to prioritise attendance as much as possible so that your child gets the most out of school.

We are committed to working in partnership with you to support your child's learning journey. Together, we can make sure they are equipped with the knowledge and skills they need to thrive. However, we also have very high expectations when it comes to school attendance. Our goal is to create an environment where every student is here, engaged, and ready to learn each day.

The target for individual students at BCA is 97% or above. This means that even with this high level of attendance a year, a pupil will miss around six school days, totalling more than 25 lessons. The link between school attendance and academic outcomes is clearly evidenced. Each summer we repeatedly see a correlation between students that have poor attendance and their GCSE outcomes.

I would like to draw your attention to national changes relating expectations around attendance.

### Changes relating to attendance for 2024/25

The Department for Education (DfE) has introduced updated statutory guidance, effective from 19 August 2024, aimed at improving school attendance and providing clearer guidelines for schools and families

- No holiday will be authorised. Please visit our website for key term dates.
- If your child arrives once the register is closed, they will be allocated a U code which records them as absent for that session and therefore impacts their attendance. **Please note that our registers close at 9:00am Monday to Thursday and 10:00am on Fridays. Students arriving after this time will be allocated a U code (unauthorised absence).**
- Medical appointments should be arranged outside of the school day to minimise disruption to learning



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## Internal Truancy

We have a zero tolerance approach to internal truancy. **It causes disruption to school life and takes our attention away from our core business of teaching and learning.** Internal truancy is defined as: **when a student is present in school but deliberately avoiding and not attending lessons.** The table below outlines the sanctions and support relating to incidents of internal truancy. I ask for your support in making sure both you and your child understand the contents of the table below:

| Incidence of internal truancy  | Sanction and Support  | Support  |
|--|---|--|
| <p><b>First instance</b><br/>Student is reported as internally truanting.</p>  | <ul style="list-style-type: none"> <li>• Student will be directed <b>and</b> escorted to their lesson.</li> <li>• Parents will receive a text message informing them that their child is truanting lessons.</li> <li>• Student issued with a 60-minute detention for that afternoon.</li> <li>• Your child's Progress Leader will call you to discuss the incident.</li> <li>• If student does not comply with bullet point one parents/carers will be asked to attend school immediately.</li> </ul> | <p>Form tutor will ask to see the student's timetable each morning.</p> <p>Students reminded of their next lesson by their class teacher.</p>  |
| <p><b>Second instance</b><br/>Student is reported as internally truanting.</p> | <ul style="list-style-type: none"> <li>• The student will be internally excluded until a parental meeting takes place.</li> <li>• Parents will receive a text message informing them that their child is truanting lessons.</li> <li>• Parents must meet with the Progress Leader within 48 hours of the truancy.</li> <li>• Student issued with a mandatory Saturday detention from 10 am-12 pm.</li> </ul>  | <p>Form tutor will ask to see the student's timetable each morning.</p> <p>Students are reminded of their next lesson by their class teacher.</p> <p>Consider review of their timetable to identify any issues or concerns in lessons that are influencing non-attendance.</p>                 |
| <p><b>Third instance</b><br/>Student is reported as internally truanting.</p>  | <ul style="list-style-type: none"> <li>• Parents will receive a text message informing them that their child is truanting lessons.</li> <li>• The student will be internally excluded until a parental meeting takes place.</li> <li>• Parents must meet with the Progress Leader within 48 hours of the truancy.</li> </ul>  | <p>Form tutor will ask to see the student's timetable each morning.</p> <p>The students are reminded of their next lesson by their class teacher.</p> <p>The students have to report to the member of the Senior Leadership team in reception to ensure they have a timetable for the day.</p> |



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|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Students are placed on a 4 week monitoring card with their Progress Leader.</li> <li>• Three days of internal/external isolation.</li> <li>• Catch-up work completed at home and returned to the school.</li> </ul>   | <p>Consider review of their timetable to identify any issues or concerns in lessons that are influencing non-attendance.</p> <p>Members of the Senior Leadership Team will conduct regular lesson drop-in support.</p>   |
| <p><b>Fourth instance</b><br/>Student is reported as internally truanting.</p> | <ul style="list-style-type: none"> <li>• Parents will receive a call informing them that their child is truanting lessons.</li> <li>• The student will be temporarily suspended from school. The Principal will decide on the length of the time.</li> <li>• Reintegration meeting with the Vice Principal or Assistant Principal and Progress Leader.</li> <li>• Catch-up work completed at home and returned to the school.</li> </ul> | <p>Form tutor will ask to see the student's timetable each morning.</p> <p>Consider offering the student a managed transfer to another Warrington school.</p> <p>The students have to report to the member of the Senior Leadership team in reception to ensure they have a timetable for the day.</p> <p>Consider review of their timetable to identify any issues or concerns in lessons that are influencing non-attendance.</p> <p>Referral to external children's services for additional support. Eg. Early Help Team, Youth Service, and social care.</p> |

Our aim is to support students and parents by working together to address any in-school barriers to attendance. Should you have any questions regarding school attendance, please do not hesitate to contact your child's Progress Leader or the Attendance Team.

Yours faithfully



**Mr G Harris**  
**Principal**



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