

ATTENDANCE POLICY

BRANSTON
COMMUNITY ACADEMY

Reviewed: July 2023

Next Review: Summer 2025

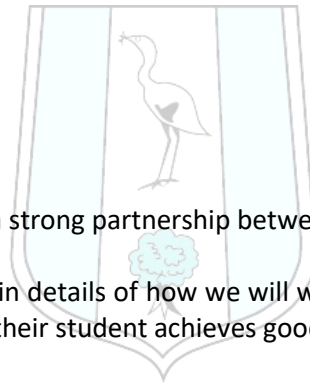
Rationale

Branston Community Academy is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

For a student to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set targets.



1. Promoting attendance

- 1.1 The foundation for good attendance is a strong partnership between the school, parents and students.
- 1.2 The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their student achieves good attendance.
- 1.3 We will ensure that our students are made aware of the importance of good attendance and how this will benefit them.

2. Leave of absence in term time

- 2.1 Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a student's potential achievement. The academy will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents must apply in advance for permission for their student to have leave of absence, either in writing or by email to Mr Wright, Vice-Principal.

3. School Procedures

- 3.1 Any student who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised.
- 3.2 The coding for any absences will be in accordance with the guidance provided by the Department of Education.

4. Registers

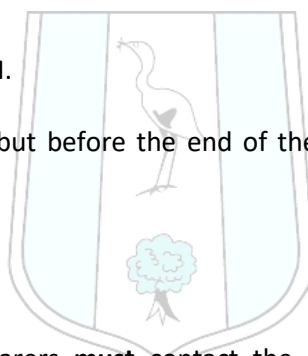
4.1 Registers are completed each morning between 9am and 9.15 am and each afternoon between 1.14 and 1.19 pm

5. Lateness

5.1 Morning registration will take place at the start of school at 9 am. The registers will remain open for 15 minutes. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

5.2 The afternoon registration will be at 1.14 PM.

5.3 Students arriving after the start of school but before the end of the registration period will be coded as late before registers close.



6. First Day Absence

6.1 If a student is unfit for school, parents/carers **must** contact the Academy on the *first* day and each day thereafter. Parents/carers can call the academy (01522 880400), select 1 for student absence and leave a message. In addition parents/carers may email details of the absence to enquiries@branstonca.lincs.sch.uk. The General Office will inform the relevant tutor in order that the register can be marked accordingly.

6.2 For those students where attendance is deemed to be a concern (parents/carers will be made aware of this by a letter), a phone call home will be made by the attendance officer to ascertain the reason for absence.

7. Continuing Absence

7.1 The Attendance Administration Officer will continue to make contact every day, informing the relevant Pastoral Team of the outcome.

8. Ten Day Absence

8.1 Any student who is absent without an explanation for 10 consecutive days (and in some cases sooner) will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Staff for the local area to request a home visit. The school will include details of the action that they have taken.

9 Absence notes

9.1 Parents/carers are asked to complete the relevant section of the student planner explaining their child's absence (for each of the above).

10. Frequent Absence

- 10.1 Students are expected to take responsibility for their own attendance and periodically, over the academic year, complete an attendance tracker to monitor their own attendance against national standards. Incorporated into this are letters that are sent out to inform all parents of their child's current attendance, again compared to national standards.
- 10.2 Within the school it is the responsibility of the attendance officer in conjunction with tutor to be aware of and bring attention to the Pastoral teams, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the academy will try to resolve the problem as soon as possible.
- 10.3 When the Pastoral Teams are made aware of or identify any student whose absence is a concern, parent/carers will be contacted to ascertain the reason for absence and offer a supportive meeting to resolve the concerns
- 10.4 The Pastoral Teams periodically hold attendance panels, where the parents/carers are invited to attend a meeting at the academy with the Head of School and Attendance officer to discuss their child's attendance.

11. Persistent Absence [PA]

- 11.1 A persistent absentee is a student whose attendance is below 90%.
- 11.2 Students who are classed as persistent absentees (Attendance below 90%) may be asked to complete a return to academy interview with their form tutor, depending on individual circumstance. The interview is aimed at acting as a supportive measure to the student concerned.
- 11.3 All students whose attendance level falls below 90% (unless supported by medical evidence) will be subject to a support programme to enable their return to full attendance. A letter is sent home to make the parent/carer aware of their child's current attendance level. Identified students' attendance is periodically monitored and further letters are sent home, either acknowledging an improvement in attendance, or where the attendance has not improved or deteriorated, parents will be invited to attend an Attendance Panel meeting.

12. Attendance Awards

- 12.1 Attendance is celebrated through tutor groups, assemblies, badges and certification. Seasonal assemblies celebrate attendance with students achieving both positive and 100% attendance over the specific time frame receiving acknowledgement in these assemblies. 100% attendance for an entire academic year is recognised and the academy also acknowledge attendance on all academic reports and through the awarding of personal skills awards in Key Stage 4
- 12.2 The academy rewards students and classes for excellent attendance. The students and classes are celebrated in each end of term assembly and in year group assemblies.

13. Categorisation of Absence

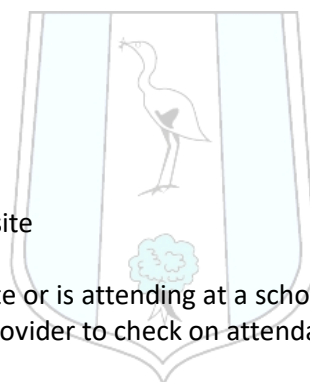
13.1 Any student who is on roll but not present in the school must be recorded within one of these categories.

- 13.1.1 Unauthorised Absence – where no reason has been provided, or whose absence is deemed to be without valid reason
- 13.1.2 Authorised Absence – absent from school for a reason that is deemed to be valid under the Education Act 1996.
- 13.1.3 Approved Educational Activity – supervised educational activity undertaken off site but with the approval of the school.

Note Students recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site



13.2 If a student is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.

13.3 The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
I	Authorised absence due to illness (NOT medical or dental etc. appointments)	
M	Authorised absence due to medical/dental appointments	
R	Authorised absence due to religious observance	
S	Authorised absence due to study leave	
T	Authorised absence due to Gypsy, Roma and Traveller absence	
H	Authorised absence due to authorised family holiday	
E	Authorised absence as pupil is excluded, but still on admission the register, with no alternative provision made	
C	Authorised absence for reasons not covered by any other authorised absence code, this code should only be used in exceptional circumstances	
B	Approved educational activity as pupil being educated off site (not dual registration)	
D	Dual registered (at another establishment) – not counted in possible attendance	
J	Approved educational activity as pupil is attending interview with prospective employer or another educational establishment	
P	Approved education activity as pupil is participating in an approved supervised sporting activity	
V	Approved educational activity as pupil is at an organised educational visit or trip	
W	Approved educational activity as pupil is attending work experience	
G	Unauthorised absence as pupil is on a family holiday, not agreed,	

	or is taking days in excess of an agreed family holiday	
U	Unauthorised absence as pupil arrived after registration closed	
O	Unauthorised absence as the school is not satisfied with the reason given for the absence, has not authorised the absence and it is not covered by any other code/description	
N	Unauthorised absence as pupil missed session/s for a reason that has not yet been provided	
X	Non-compulsory school age absence – not counted in possible attendances	
Y	Unable to attend due to exceptional circumstances – not counted in possible attendances	
Z	Pupil not yet on roll – not counted in possible attendances	
#	Planned whole or partial school closure – not counted in possible attendances	

14. Record preservation

- 14.1 We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.
- 14.2 Computer registers will be printed out at least once a month and bound into annual volumes or preserved as electronic back-ups. Copies will be available for each month



15 Register Security

- 15.1 Registers or attendance marking sheets if used must be safely stored. Registers are kept in the Administration Block, where tutors collect before registration and these are returned immediately after.

16 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every student of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
- [b] To any special needs he may have.
either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the student.

The legislation that appertains to students who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a student fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Student Registration] (England) Regulations 2016

Attendance Targets

The legal requirements are found in:

The Education (School Attendance Targets)(England) Regulations 2007

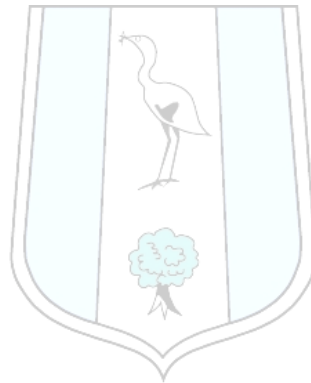
Guidance documents on attendance.

The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (A Guide to absence statistics Oct 2017)

Keeping Student Registers (Guidance on applying the Education Student Registration Regulations)

These and other guidance documents are available on the DfE website.



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