



Attendance for Learning policy September 2017

The attendance policy for Beaufort Co-operative Academy is specific to the Academy and contributes to the policy on attendance for the South Gloucestershire Learning Trust (SGLT) that includes: Beaufort Co-operative Academy, Grange Primary, Harewood Infant, Harewood Junior and Tuffley Primary.

Beaufort Co-operative Academy 01452 – 301381

Registration times: A.M 8.30a.m in tutor base register closes at 8.55a.m and P.M register closes at 1.55p.m in period 5

Any pupil who arrives after the registration has been taken will be marked with a Late mark (L). A pupil arriving after the register has closed will be marked with a (U) 10 “U” codes over a given period and your child’s school will request a Fixed Penalty Notice from the Local Authority. No warning Letter will be sent prior to this. Registration for the morning sessions will close at 9.30am.

This Attendance Policy is designed to promote outstanding attendance for all pupils at Beaufort Co-operative Academy We understand that there is a proven critical link between attendance, academic and social outcomes for our pupils. It is the desired outcome of this policy that it supports the development of all pupils into academically successful young people of good character with a thirst for knowledge and a love of learning.

Our Attendance Policy takes account of the guidance set out in “Departmental advice for maintained schools, academies, independent schools and local authorities” published by the Department of Education in September 2014.

This policy acknowledges the legal powers and duties that govern school attendance and how they apply to head teachers, school staff, governing bodies, pupils and parents.

This policy takes account of key relevant legislation including;

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The policy complies with the Gloucestershire County Council Penalty Notice Protocol* which, under Section 23 of the Anti-Social Behaviour Act 2003, empowers designated LEA officers, Head Teachers (Deputies and Assistants authorised by them) and the

Police to issue Penalty Notices in cases of unauthorised absence from school (as from February 2004).

Beaufort has a responsibility to ensure that each and every child from the day they start school in year 7 to the last Friday of June in year 11 is able to receive the education they are legally entitled to. The expected level of attendance is **100%**.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. It is our aim to support all students so that they attend school regularly.

This can only be achieved in partnership with the parents/carers of these young people who attend Beaufort Co-operative Academy.

Beaufort Co-operative Academy can only provide the education that the children are entitled to if they attend school every day and on time. This is a key factor to ensure that all children have the best opportunities to achieve their potential and to increase their life chances after their formal educational years.

They need to feel part of a social community to be able to add their own contributions and aspirations to this community, by allowing your child to do this will give them a good feeling of self-worth and the knowledge that they will be able to go out into the wider world with confidence at the end of their formal educational years.

Under the Education Act 1996 the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, may use legal enforcement.

How do we achieve this?

Beaufort Co-operative Academy will:

- Contact parents on the first day of absence, if, they have not been notified as to why a child is absent from school. This means they will contact you regarding all your children if they are absent at the same time. (**Beaufort** use a 'In touch' text system so you may receive multiple texts if you have more than one child absent)
- Follow up any unexplained absences.
- Keep and mark the registers which are a legal document accurately within the guidance of The Education (Pupil Registration) (England) Regulations 1996, with the appropriate attendance code for both a.m and p.m registration. **Beaufort Co-operative Academy** will further mark the registers for each subject lesson within 15 minutes of the start of the lesson and relay attendance concerns to the young person's Subject Leader/Tutor/Head of Year, who in turn will inform parents of their concerns.
- Be consistent in their attendance practices.
- Give high priority to punctuality and attendance.
- Promote good attendance at every opportunity – Induction, Parents evenings, Newsletters, Assemblies, Notice boards and the Schools website where all policies can be obtained.
- Reward and celebrate good and improved attendance.
- Attendance targets for the School and each year group in the School is expected to be 100%. Attendance report cards may also be used for individual pupils who need support in attending regularly.
- Set attendance targets for the School and each year group in the School.
- Keep parents/carers informed of their child's attendance.

- Make good use of attendance data by specific analysis
- Work within a multi-agency approach in order to improve attendance and support pupils and families.

The Principal will:

- Create a school ethos that every pupil will want to be part of.
- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve, that all staff in their school treat attendance as a priority, and are aware of the attendance policy
- Facilitate a process of reintegration back into school for a child who has been absent due to genuine reason for a long period of time.
- Provide adequately for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

Parents/carers should:

- Ensure their child attends school daily and on time, appropriately dressed, equipped and in a fit state to learn.
- Let the school know if they are having difficulties with their child's attendance, so that any available help or support can be offered.
- Inform school on the first day of any absence with an expected date of their child's return. (This means each and every school aged child in the family that is absent)
- Notify school if they intend to remove their child permanently from school for whatever reason, and confirm this in writing.
- Instil the value of education and regular daily school attendance within the home environment.
- Support their child to recognise their successes and achievements.
- Support their child's school at every opportunity. Get involved in their education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Keep medical and dental appointments to a time outside of school hours. Six monthly regular dental appointments can be made to coincide with school holidays.

The Principal at Beaufort Co-operative Academy will have the final say as to whether a child's absence is coded with an authorised or an unauthorised mark.

There are two types of absence codes

Authorised or Unauthorised absences

Legitimate reasons for absence, including the following, may be authorised by Beaufort Co-operative Academy.

Sickness

- The Principal may authorise a child's absence for illness, but may question too many absence days if your child or children are frequently absent for illness. If your child or children are absent for the reoccurrence of the same illness then school would want to work with you as a family to see if further support and advice can be offered through the School Nurse to enable the ongoing illness to be supported within school.

Medical or dental appointments (where ever possible these should be arranged outside of school hours).

- Days of religious observance
- Exceptional family circumstances e.g. bereavement

The following absences will **not** be authorised by Beaufort Co-operative Academy:

- Looking after the house
- Looking after brothers and sisters or sick relatives
- Shopping
- Birthdays
- Translating
- Family Holidays or days out

The Education Regulations 2006 have been amended, and, as from 1st September 2013 **no child may take holidays term time**, unless the Headteacher deems there to be exceptional circumstances. Any parent taking a child on holiday that has not been deemed an exceptional circumstance can expect to be referred to the Local Authority for a Fixed Penalty Notice. This will result in a fine to both parents/carers of £60 if paid within 21 days or £120 if paid between the 21st day and the 28th day. If the fine is not paid the Local Authority would then proceed to court for the criminal offence of non-school attendance under section 444 of the Education Act 1996.

*A Penalty Notice will be issued to the parent/s carer/s that have day –to- day care and responsibility to inform them that: **Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.***

A Parent is defined as per section 576 of the Education Act 1996 and means all natural parents, whether they are married or not and includes any person who, although not a natural parent: Has responsibility for a child or young person. Has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in Education Law

Exceptional circumstances are;

- Children whose parents/carers are in the armed forces.
- Children, whose parents/carers are dictated by their employer as to when they can take holiday's e.g police, fire service or working for a company that closes between certain dates. (These requests will however need to be accompanied by a letter from the employer as to why the family can only take a holiday during said dates term time)
- A child with a parent/carer or sibling who has a life threatening illness. (This request will need to be accompanied by a letter from a medical professional working with the family, or the request will not be seen as exceptional. The request will not be deemed as exceptional if it is the illness of other extended family members)

Pupils who are Persistently Absent from School for whatever reason will be monitored on a week by week basis. (These pupils are known as P.A. students) What is a P.A. student?

As of September 2015, this is someone who has an attendance of 90% or lower at any given time during the academic year.

These students will be automatically made known to the Education Welfare Department for Beaufort Co-operative Academy.

Governors at Beaufort Co-operative Academy will:

- Monitor and evaluate attendance data
- Ensure that the policy is implemented
- Agree school attendance targets
- Expect all students to attend school 100% of the time that the school is open to them
- Ensure attendance data is reported as required to either the Local Authority or DfE as requested in a timely manner.

Education Welfare Officer (Christine Phillips) will:

- Support all the schools within The South Gloucester Learning Trust to maintain a high level of attendance
- Meet with all the schools on a regular basis to look at and evaluate attendance data.
- Carry out home visits to families whose child or children have been referred due to attendance reaching 90% (PA status), to offer support to the family and young person.
- Meet with pupils in school and their families as appropriate
- Inform parents who have been referred in writing what the next steps will be.
- Hold formal meetings with parents/carers and pupils whose attendance continues to cause concern. These meetings may be held under caution
- Manage the start of the legal process of parents/carers for poor school attendance when appropriate.

All staff involved with attendance will take into account the time of Year and the students' individual circumstances. For example, a letter would not be sent to a student who has a long term illness and contact has already been made with the family.

Procedures for Promoting Attendance

Teacher/Tutor to monitor punctuality and attendance daily



Tutor to phone home and alert Progress Leader to begin monitoring / intervention

if attendance drops below 97%



Tutor monitors attendance for 2-3 weeks. No improvement = Tutor letter home, actioned by Progress Leader



No improvement = Letter from HOY (Any further absence will not be authorised without medical confirmation)



If no improvement HOY / AO to invite

Parents / carers into school for a meeting with HOY / AO for Attendance panel / My Plan if appropriate



If attendance drops to 90% HOY / Progress Leader to refer student to EWO



EWO to send a letter to parents/carers informing them that their child's attendance will be monitored for 3 weeks



If no improvement then EWO will complete a home visit if parent/s carer/s fails to engage or if this is the second referral within a two month period it may go straight to a Warning Letter and an **Attendance Improvement Meeting (AIM)**

Attendance Improvement Meeting

An Attendance Improvement Meeting (AIM) is set up to allow parents/carers and students an opportunity to show an improvement in their attendance percentage over a set number of weeks.

Initial meeting set up with EWO/member of SLT or PL/student/parents/carers and any other relevant agency.

During the meeting a target of 100% will be set for the student's attendance and the number of weeks it will be monitored over (usually 4 – 6 weeks)



Review meeting



Possible extension if close to target



Second review meeting



Targets met case closed



Targets not met plan **Failed**



Case referred to Education Performance & Inclusion who will see the legal process through to an Interview Under Caution, this will determine how to proceed and dispose of the offence.

Attendance Intervention

Green Group 97 – 100%
Yellow Group 93 – 96.9%
Amber Group 90 – 92.9%
Pink Group 87 – 89.9%
Red Group 0 – 86.9%

Green and Yellow Groups – Tutors have the responsibility for praising students in the green group for high attendance and encouraging, supporting improvements through monitoring, dialogue and recognising improvements.

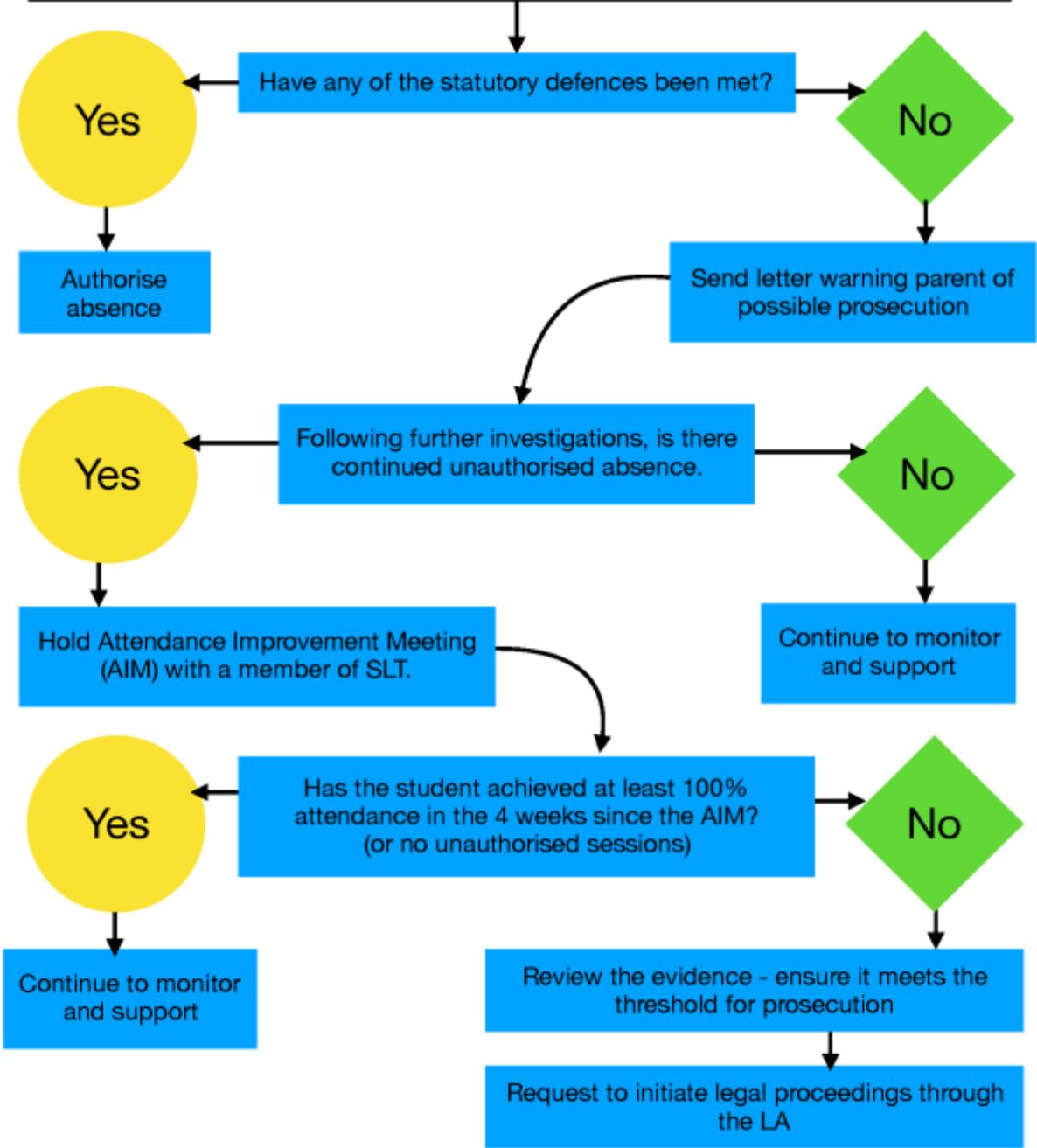
Amber Group – Heads of Year (HoY) Attendance Officer and Progress Leader for Attendance to work with students, parents and carers to improve the attendance of pupils in the Amber group.

Pink group – The Assistant Principal and EWO along with external support where required work with the students, parents and carers to improve the attendance of pupils in Pink Group.

Red Group - The Assistant Principal, EWO and the EEI team work with the students, parents and carers to improve the attendance of pupils in Red Group. This includes initiating legal action where required.

To support this process, the attendance team (Assistant Principal, EWO, Attendance Officer and Progress Leader) and Assistant Principal and HoY hold scheduled, fortnightly meetings in which all students are monitored and banded in terms of their attendance. In these meetings, the attendance of students in the Red, Pink or Amber Groups and those whose attendance is declining will be reviewed. A series of actions to support improvements will be agreed and recorded.

School actions when considering request for legal proceedings following unauthorised absence



The Statutory Defences

Education Act 1996

S444

(3) The child shall not be taken to have failed to attend regularly at the school by reason of his/her absence from the school—

(a) with leave,

(b) at any time when s/he was prevented from attending by reason of sickness or any unavoidable cause, or

(c) on any day exclusively set apart for religious observance by the religious body to which his parent belongs.

(4) The child shall not be taken to have failed to attend regularly at the school if the parent proves—

(a) that the school at which the child is a registered pupil is not within walking distance of the child's home, and

(b) that no suitable arrangements have been made by the local education authority for any of the following—

(i) his transport to and from the school,

(ii) boarding accommodation for him/her at or near the school, or

(iii) enabling him/her to become a registered pupil at a school nearer to his/her home.

(5) In subsection (4) —walking distance—

(a) in relation to a child who is under the age of eight, means 3.218688 kilometres (two miles), and

(b) in relation to a child who has attained the age of eight, means 4.828032 kilometres (three miles), in each case measured by the nearest available route.

(6) If it is proved that the child has no fixed abode, subsection (4) shall not apply, but the parent shall be acquitted if he proves—

(a) that he is engaged in a trade or business of such a nature as to require him to travel from place to place,

(b) that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and

(c) if the child has attained the age of six, that s/he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted/

Principal :.....

Date:.....

Chair of Governors:..... Date:.....

Date of next review:September 2018