




BROADOAK ACADEMY

“Maximising students’ abilities, ambitions and academic potential”

Attendance Policy

Recommended by: Academy Council	
Date: February 2020	
Approved by the Academy Council	
Signed:	
Next review due: February 2022	

Broadoak Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. Rationale

Broadoak Academy is committed to ensuring that all members of the Academy community achieve their 'Personal Best'; the DfE advice on good attendance (*School Attendance, November 2016*) states 'missing out on lessons leaves children vulnerable to falling behind'. We believe that if students are to maximise their abilities, ambitions and academic potential they need to attend Academy regularly.

This policy seeks to encourage an understanding of the importance of high standards in attendance. It sets out our expectations for attendance and punctuality so that we can work positively with parents/carers, students and the Education Welfare Service to ensure these high standards are met by all.

2. Aims:

- To maximise attendance to ensure a **minimum** of 95% attendance across the whole Academy and minimise incidents of persistent absence (below 90%)
- To maintain accurate attendance registers as required in law
- To make parents/carers aware of their and Broadoak's responsibilities in relation to attendance
- To support parents/carers in working with Broadoak to ensure high standards of attendance
- To support all staff at Broadoak in their shared responsibilities for ensuring high standards of attendance

3. Attendance Procedures:

3.1. Punctuality

- Morning registration takes place at 8.45am and the registers remain open until 9.15am.
- A student arriving after 9.20 without an authorised reason, e.g. doctor's appointment, will be marked 'U', an unauthorised code.
- Students arriving between 8.45 and 9.20 will be marked as present but be recorded as late.
- A text will be sent home to inform parents/carers when a student arrives late without a reason
- Students will be expected to discuss with their tutor their lateness that day; repeated lateness will result in escalated consequences

3.2. Absence

- On the first day of absence, parents/carers should contact Broadoak with a reason for the student's absence.
- This will be recorded on their register appropriately (see Appendix One).
- If no reason is received by Broadoak, we will make contact with parents/carers.
- If we are unable to make contact, the absence will be recorded as unauthorised.
- Where students are part of a Safeguarding Plan the Academy will contact Children's Social Care to inform them if there is no known reason for an absence.
- If after 3 days we are unable to contact parents/carers a letter will be sent. In addition, we will try to visit the home to establish a reason for absence.

- Parents/carers will be provided details of their child's attendance 3 times per year via their Academy report. This information can also be found through Schoolcomms. If the Academy has concerns contact will be made outside of these normal procedures.

3.3. Persistent Absence

- From September 2015, the DfE reduced the persistent absence threshold to 10%, i.e. any student with attendance below 90% is considered to be persistently absent; this means that students should not miss any more than 20 days of Academy across the academic year
- Any students with attendance below 90% will be reviewed by Academy staff at a fortnightly Student Support Meeting.
- Where absence is below 90% the following action will be taken:
 - Letter sent advising parent/carer of the student's attendance
 - If the attendance does not improve a **medical evidence letter** will be sent. This means absences will not be authorised without proof of a visit to GP/health professional.
 - Unauthorised absences following this contact will result in a **warning letter** sent; this will advise parents/carers they face a possible fine if there are further unauthorised absences
 - Authorised absences (i.e. medical evidence has been provided) will result in an **attendance meeting** in Academy to address support needs; this will also include the Education Welfare Officer

Action will be agreed based on the reasons for the student's absence, their previous attendance record and other issues (e.g. SEND) which may be impacting on their attendance.

- When there are more than 5 days of unauthorised absences (10 morning or afternoon sessions in total) in a term we will usually refer to the Education Welfare Service and ask them to issue a Penalty Notice (fine).

See appendix 2 for further information

3.4. Holidays

As of 1 September 2013 DfE has changed its position on holidays. The Principal will not authorise a holiday absence except where an application has been made in advance and there are exceptional circumstances relating to the application.

- Forces Personnel on leave from a foreign posting
- **Significant** family events or circumstances – these will be considered on an individual basis with you.

The Principal will consider every above request individually but the **following will not meet the criteria:**

- Relatives coming to visit
- Cheaper holidays in the UK and abroad
- Family day trips
- Visiting family/friends who have different holidays

If the holiday is not authorised the Principal will write to the parents/carers explaining this and warn that a fine will be issued if the student is absent during the time requested.

4. Children at risk of missing education

The Academy will inform the local authority of any student who:

- Have been taken out of Academy by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend Academy and no longer live within reasonable distance of Broadoak;
- Have a medical condition that prevents them from attending Academy;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- Have been permanently excluded.

* Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school. If a parent/carer wishes to home educate their child, they must provide the Academy with written confirmation of this. We will then inform the local authority that the student is being removed from our roll. There is no requirement for parents/carers to obtain our agreement to home educate their child although we would not look to encourage or persuade parents/carers to undertake this course of action.

5. Students educated off site

A small number of students are registered at Broadoak but are educated off site for either all or some of their educational provision.

- Students attending Academy will be coded as B – off site educational activity
 - Information about the students' attendance will be fed back to the Attendance Officer on a weekly basis so that an accurate attendance register can be maintained
 - Absence will be monitored through the normal Student Support Meeting procedures (see 3.3 above)
 - Any interventions will include the Academy if that is the student's main educational provision
- Students who have been referred to the Voyage Learning Campus or other Alternative Provision will be coded as D – dual registered, at another educational establishment
 - Absence will be monitored by the Alternative Provision provider
- Interventions will be agreed and actioned by the Academy and the Alternative Provision provider

6. Roles and Responsibilities

6.1. Students will:

- Ensure that they attend the Academy regularly and on time
- Attend and arrive to all lessons on time
- Not leave Broadoak grounds during the Academy day without permission from a senior member of staff to do so

Parents/Carers will:

- Be aware that they are legally responsible for ensuring their child's regular and punctual attendance
- Contact Broadoak immediately to inform us of the reason for any absence
- Not take family holidays during term time (see 3.4. above)

Tutors will:

- Take an accurate register at the start of tutor time
- Inform students of their attendance figures on a weekly basis
- Display their tutor group's overall attendance figures every week
- Award achievement points each week for 100% attendance and punctuality.
- Follow up any unauthorised absences with students upon their return, seeking a reason from parents/carers for the absence. This information will be given to the Core Team to make appropriate changes to the register.
- Offer support and guidance to any student whose attendance falls below 95%
- Monitor students' attendance and raise with students/parents/carers/Year Leaders any trends or concerns.
- Use Attendance Tracker System to monitor and review their tutor group's attendance.

Teachers will:

- Take an accurate register every lesson.
- Support students with attendance issues, ensuring work is provided to help them catch up and that they are welcomed back into the classroom in a supportive way upon their return.
- Inform the office if a student is missing from their lesson but has been present throughout the rest of the day.

Year Leaders will:

- Use Attendance Tracker System to monitor and review their year group's attendance.
- Monitor and review their year group's attendance on a fortnightly basis at the Student Support Meeting. A record of this meeting will be kept with agreed actions followed up by their next meeting.
- Intervene with individual students, inviting parents/carers to Broadoak for a formal meeting when attendance becomes a cause for concern.
- Work collaboratively with other agencies, such as Social Care, CAMHS, Youth Offending Team and the Youth Employment Service (YES), to support vulnerable students in maintaining high standards of attendance.
- Promote high standards of attendance by celebrating good attendance on a weekly basis in assemblies and displaying attendance figures in their appropriate year areas.

The Senior Leadership and Management Team (SLMT) will:

- Meet with Year Leaders on a termly basis and will ensure attendance is discussed and support offered as appropriate.
- Monitor whole school attendance on a termly basis and feed this information back to the rest of the SLMT and Academy Councillors.
- Work collaboratively with other agencies, such as Social Care, CAMHS, Youth Offending Team and the Youth Employment Service (YES), to support vulnerable students in maintaining high standards of attendance.
- Provide appropriate training for staff to ensure that they are able to fully and effectively undertake their attendance roles and responsibilities.
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The Core Team staff will:

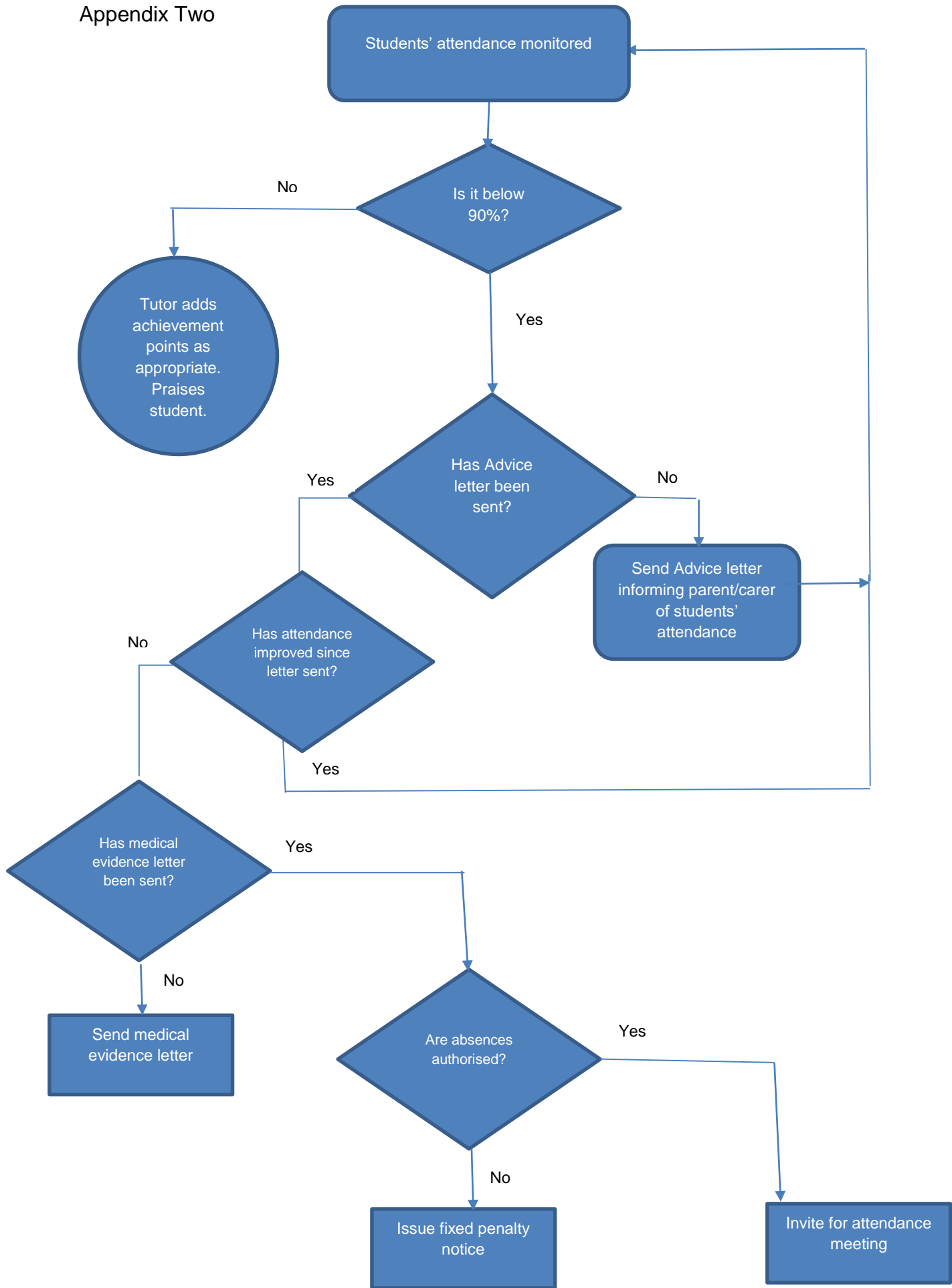
- Update registers accurately with information provided by staff and parents/carers.
- Make contact with parents/carers in the morning and afternoon if there is no known reason for a student's absence.
- Monitor registers and inform staff if they have missed a register during the day.
- Provide tutors and Year Leaders with required reports on a weekly basis. On a fortnightly basis they will provide information to Year Leaders and the Education Welfare Officer a report of students below 90% in their year group.

Appendix One

Attendance Codes

Code	School Meaning	Statistical Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Off-site educational activity	Approved Educational Activity
C	Other Authorised Circumstances	Authorised Absence
D	Dual Registration (attending other establishment)	Approved Educational Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (authorised)	Authorised Absence
G	Family Holiday (unauthorised)	Unauthorised Absence
H	Family holiday (authorised)	Authorised Absence
I	Illness (not med/dental appointments)	Authorised Absence
J	Interview	Approved Educational Activity
L	Late (before registers closed)	Present
M	Medical / Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised Absence (not covered by other code)	Unauthorised Absence
P	Approved sporting activity	Approved Educational Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Educational Activity
W	Work experience	Approved Educational Activity
X	DfES #: School closed to pupils	Attendance not required
Y	Enforced closure	Attendance not required
#	School closed to pupils & staff	Attendance not required
*	DfES Z: Pupil not on roll	Attendance not required
-	All should attend / No mark recorded	No mark

Appendix Two



Appendix Three

Advice Letter

Dear Parent/Carer,

RE: CHILD X – Attendance Advice Letter

Upon checking our attendance records, I note that <>'s attendance is currently below 90%. Please find attached a copy of <his/her> registration certificate for your information.

The Department for Education states that any child with attendance under 90% is "persistently absent" from school. At Broadoak we aim for all students to achieve a minimum of 95% over the academic year.

We will continue to monitor <child>'s attendance; in the meantime please do let us know if there are any on-going medical conditions or problems which may result in difficulties for <> achieving 95% attendance this year.

Yours sincerely

Appendix Four

Medical Evidence Letter

Dear Parent/Carer,

RE: CHILD X – Medical Evidence Letter

Upon checking our attendance records, I note since our letter dated <>, <>'s attendance has unfortunately not improved and is currently X%. A copy of <his/her> registration certificate is provided for your information.

The Department for Education states that any student with attendance below 90% is "persistently absent" and places a responsibility upon parents/carers and schools to ensure the highest standards of attendance for every child. We will now not authorise any absence from the Academy without appropriate evidence of a visit or consultation with a GP or other medical professional. If <> is absent from Academy without this medical evidence, this will be recorded as **unauthorised**. If <> has 10 or more unauthorised sessions (5 days), we will refer to the Education Welfare Service who will issue a fixed penalty notice (fine).

We hope that it will not be necessary to issue a fine; if you would like to discuss <>'s attendance or if there are ongoing medical problems, please do contact me and we can meet to look at how to support this to ensure a minimum of 90% attendance can be achieved.

Yours sincerely