Brompton Academy

Attendance policy

Person responsible for this document:	
Reviewed by:	Date:
Thomas Stanley	September 2023
Approved by:	Date:
Principal D Walters	September 2023

Contents

_____

1. Aims

We are committed to meeting our obligation with regards to academy attendance through our whole-academy culture and ethos that values good attendance, including:

> Promoting good attendance

> Reducing absence, including persistent and severe absence

> Ensuring every student has access to the full-time education to which they are entitled

> Acting early to address patterns of absence

> Building strong relationships with families to ensure students have the support in place to attend Academy

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve academy attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on academy attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

> Part 6 of The Education Act 1996

> Part 3 of The Education Act 2002

> Part 7 of The Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

> Promoting the importance of academy attendance across the academy's policies and ethos

> Making sure academy leaders fulfil expectations and statutory duties

> Regularly reviewing and challenging attendance data

> Monitoring attendance figures for the whole academy

> Making sure staff receive adequate training on attendance

> Holding the principal/executive principal to account for the implementation of this policy

3.2 The principal principal

The principal/executive principal is responsible for:

> Implementation of this policy at the academy

> Monitoring academy-level absence data and reporting it to governors

> Supporting staff with monitoring the attendance of individual students

> Monitoring the impact of any implemented attendance strategies

> Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

> Leading attendance across the academy

> Offering a clear vision for attendance improvement

> Evaluating and monitoring expectations and processes

> Having an oversight of data analysis

> Devising specific strategies to address areas of poor attendance identified through data

> Arranging calls and meetings with parents to discuss attendance issues

> Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Thomas Stanley, Vice Principal and can be contacted via the academy office.

3.4 The senior attendance manager / attendance officer

The Academy attendance team are responsible for:

> Monitoring and analysing attendance data (see section 7)

> Benchmarking attendance data to identify areas of focus for improvement

> Providing regular attendance reports to Academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the principal/executive principal

> Working with education welfare officers to tackle persistent absence

> Advising the principal/executive principal when to issue fixed-penalty notices

The senior attendance manager is Sharon Bonifas and can be contacted via sharonbonifas@universityofkentacademiestrust.org.uk

3.5 Class teachers/MS Tutors

> Recoding accurate attendance using BROMCOM within the first 5 minutes of every lesson

> Updating the attendance register where students arrive late

> Reporting any issues with BROMCOM for recording attendance immediately copying in the SAM

> Positively encouraging outstanding attendance through motivational conversations with students both in academic lessons and tutor time.

3.6 Academy admin/office staff

Academy admin/office staff will:

> Take calls from parents about absence on a day-to-day basis and record it on the Academy system

> Transfer calls from parents to the attendance team / pastoral team in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

> Make sure their child attends every day and is on time

> Call the Academy to report their child's absence before 8:15 on the day of the absence and each subsequent day of absence, and advise when they are expected to return

> Provide the Academy with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the Academy day

3.8 Students

Students are expected to:

> Arrive at the academy by 8:25am ready to learn at 8:30am. Any students arriving after 8:30 will be considered late and will be issued a 30 minutes same day detention

> Attend every timetabled session on time

> Sixth form students in the UKAT Sixth Form are also expected to have their parents report their absence by 8:15 and each subsequent day.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of all lessons including the statutory AM and PM mark. It will mark whether every student is:

> Present

> Attending an approved off-site educational activity

> Absent

> Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

> The original entry

> The amended entry

> The reason for the amendment

> The date on which the amendment was made

> The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

> Whether the absence is authorised or not

> The nature of the activity if a student is attending an approved educational activity

> The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in Academy by 8:35 on each Academy day ready to learn in first lesson at 8:45

The register for the first session will be taken at 08:45 and will be kept open until 09: The register for the second session will be taken at 12:00 and will be kept open until 13:00 .

4.2 Unplanned absence

The student's parent/carer must notify the Academy of the reason for the absence on the first day of an unplanned absence by 8:15 or as soon as practically possible by calling the Academy office staff (see also section 7).

We will mark absence due to illness as authorised unless the Academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the academy may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the Academy in advance of the appointment with evidence i.e. an appointment card.

However, we encourage parents/carers to make medical and dental appointments out of Academy hours where possible. Where this is not possible, the student should be out of academy for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the Academy can authorise.

Parents/carers must request planned absences in advance in writing to the executive principal/principal detailing the reasons for the leave of absence.

4.4 Lateness and punctuality

A student who arrives late:

> Before the register has closed will be marked as late, using the appropriate code

> After the register has closed will be marked as absent, using the appropriate code

> After 8:30 will receive a same day LCU with persistent lateness being addressed accordingly

4.5 Religious Observance

The Academy acknowledges the multi-faith nature of our community and recognises that religious festivals sometimes fall outside of academy holidays or weekends.

In accordance with guidance, we will authorise one day's absence for a day exclusively set apart for religious observance observance by the religious body to which the parent/carer belongs, where there is no clash with external examinations – this will be coded with the R code.

If a parent/carer would like their child to be absent for an additional day, around a religious observance, they should contact the Academy principal as set out in section 4.3. The principal will consider each application individually taking into account specific facts and circumstances and relevant background context behind the request. If additional absence is authorised, this would be marked with the C code.

4.6 Following up unexplained absence

Where any student we expect to attend academy does not attend, or stops attending, without reason, the Academy will:

> Send an absence text in the morning of each day of unexplained absence

> Call the student's parent/carer where no response is received on the first day of unexplained absence to ascertain the reason. If the Academy cannot reach any of the student's emergency contacts, the academy may conduct a home visit, contact the local authority AASSA or Police for guidance

> Identify whether the absence is approved or not

> Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

> Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider involving the local authority after all reasonable steps have been taken.

4.7 Reporting to parents/carers

The Academy will regularly inform parents about their child's attendance and absence levels through the yearly reporting schedule.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The principal will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the principal's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances leading to non-attendance.

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible the academy website or reception. The principal/executive principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

> Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the Academy will seek advice from the parents' religious body to confirm whether the day is set apart

> Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the Academy, but it is not known whether the student is attending educational provision

> Student leave

> Service Children – in line with the armed forces covenant where family leave is restricted and written request for leave is supported by a senior officer.

> Phased return timetable

5.2 Legal sanctions

The Academy or local authority can fine parents for the unauthorised absence of their child from Academy, where the child is of compulsory Academy age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a principal/executive principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

> The number of unauthorised absences occurring within a rolling academic year

> One-off instances of irregular attendance, such as holidays taken in term time without permission

> Where an excluded student is found in a public place during Academy hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

5.3 Suspensions

In the unlikely event that a learner is sent home for a fixed period due to their behaviour, this will be recorded as a suspension. The Academy will follow the current guidance on exclusions from the DFE at this time.

Any suspension must be agreed by the academy principal.

Parents/caers will be notified of the suspension. If the learner is a Child in Care, the learner's carer, social worker, and local authority virtual school will be notified. Additionaly in instances where children are open to children social service the relevant professionals will also be informed.

If the suspension spans more than 5 days all students will be required to attend a sixth day provision

All suspensions will be coded using the E code

5.4 Permanent Exclusions

Permanent exclusions are rare, but during the period of appeal or review the absence is authorised

A student's name may be removed from role on the first day after the day on which:

> The independent appeal panel upholds the permanent exclusion
> The independent appeal panel does not uphold the permanent exclusion, but does not drect the students re-instatement
> The prescribed period for lodging an appeal has expired and the parent has not lodged an appeal
> The parent/carer has, before the expiry of the prescribed period, advised the LA in writing that he/she does not intend to appeal.

6. Strategies for promoting attendance

Good attendance is encouraged across the Academy using a number of rewards strategies including:

> 100% termly attendance receive 30 positive points using the academy epraise with a letter home and certificate
> 100% weekly raffle per year group
> Reward film afternoons and events rewards in term 6 for 100% attendance
> Whole academy attendance notice board with tutor group charts and 100% attendance lists regularly updated.

7. Attendance monitoring

The senior attendance manager will provide twice weekly updates to the senior leader in charge of attendance. Tracking a range of data including whole Academy, year group, 3 consecutive days absence and also broken week trends. This list is not intended to be exhaustive but an indication of the type of data analysed on a weekly basis.

7.1 Monitoring attendance

The Academy will:

> Monitor attendance and absence data half-termly, termly and yearly across the Academy and at an individual student level

> Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The Academy will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The Academy will:

> Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The Academy will:

> Provide regular attendance reports to staff, and other academy leaders, to facilitate discussions with students and families

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

> Where data analysed identifies a concern and attendance/punctuality does not improve a referral will be made to the Attendance Advisory Service for Schools and Academies at an early stage

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of Academy, and severe absence is where a student misses 50% or more of academy.

The Academy will:

> Use attendance data to find patterns and trends of persistent and severe absence

> Hold regular meetings with the parents of students who the Academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at Academy

> Provide access to wider support services to remove the barriers to attendance

> The Academy follows a 4 step approach to targeting poor attendance as outlined below

Step 1: Attendance falls below 96% - a first contact (%) letter 1 is sent

Step 2: Attendance is between 90-96% Attendance is monitored by the SAM

> Letter 2: Support to be offered through AIM meeting with SAM and pastoral staff. Actions set are to be timely and reviewed (within 4 weeks)

> Letter 3: A follow up letter confirming matters discussed and decisions made must be sent to the parent.

Step 3: Below 90% SLT and SAM to monitor, further AIM to be held with SLT present and pastoral. Referal made to ASSAA. Continued decline in attendance letter sent, where AIM is not attended also send failure to attend AIM letter.

Step 4: Further unauthorised absences occur a referral is made to inclusion and attendance services for a fixed penalty notice where the absences have not been authorised and the criteria of 10 unauthorised sessions is met.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the senior attendance manager or relevant member of SLT At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:
> Child protection and safeguarding policy
> Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on academy attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
****	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the Academy
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the Academy
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the Academy
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made

H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a Student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 Student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the Academy
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the Academy
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	Academy is not satisfied with reason for Students absence
U	Arrival after registration	Student arrived at Academy after the register closed

Code	Definition	Scenario
X	Not required to be in Academy	Studentof non-compulsory Academy age is not required to attend
Y	Unable to attend due to	Academy site is closed, there is disruption to

		exceptional circumstances	travel as a result of a local/national emergency, or Student is in custody
Z		Student not on admission register	Register set up but Student has not yet joined the Academy
#		Planned Academy closure	Whole or partial Academy closure due to half-term/bank holiday/INSET day