
	<b>The Brakenhale School</b> <b>Policy</b>	
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Policy Title	<b>Attendance &amp; Punctuality</b>	Version No	<b>3.0</b>
Status	<b>Statutory</b>	Approved	

<b>Rationale</b>	<p>It is the legal responsibility for the parents of all registered students to secure regular attendance of their children, under Section 39 of the Education Act 1944.</p> <p>The Brakenhale School attendance policy fully recognises its responsibilities to ensure students are in school and on time and therefore having access to learning for the maximum number of days and hours.</p> <p>The policy applies to all students and young people registered at this school, and is shared with Parents/Carers and Students on admission to the school. In law compulsory school age applies to all children from the start of the term commencing on or after the child's 5<sup>th</sup> birthday, until the last Friday in June during the academic year that the young person becomes 16. This policy is underpinned by the principles established in the relevant Children's Act, Education Act, Regulation and Guidance from both the DCSF (Department for Children, Schools and Families) and the Local Authority.</p> <p>Children should be at school, on time, fully equipped and prepared for learning every day the school is open, unless the reason for absence is unavoidable.</p> <p>It is important to instil the habit of good punctuality in order to promote the smooth running of the school, maximise students' chances of educational success, prepare students for the requirements of post-school experience.</p>
<b>Policy Statement</b>	<p>This policy aims to ensure that all staff at The Brakenhale School are fully aware and clear about the actions necessary to promote good attendance.</p> <p>In order to maintain good attendance and punctuality we will aim to:-</p> <ul style="list-style-type: none"> <li>• Raise awareness of attendance and punctuality issues among all staff, parents and students.</li> <li>• Ensure that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and on time, by setting out their obligation in the School brochure and home school agreement.</li> <li>• Equip children/young people with the skills needed to take responsibility for School attendance and punctuality appropriate to their age and development.</li> <li>• Maintain clear effective communication channels on school attendance matters.</li> <li>• Develop and implement procedures for identifying, reporting and following up cases of poor attendance and lateness.</li> <li>• Support students who have been experiencing difficulties at home or at School which are preventing good attendance.</li> <li>• Develop and implement procedures to follow up non attendance in School.</li> <li>• Establish a safe environment which demonstrates that "Every Child Matters" and where children/young people can:             <ul style="list-style-type: none"> <li>⇒ Be Healthy</li> <li>⇒ Stay Safe</li> <li>⇒ Enjoy and Achieve</li> <li>⇒ Make a positive Contribution</li> <li>⇒ Achieve Economic Well Being</li> </ul> </li> </ul>

## **Procedures**

The Brakenhale School will undertake to follow the procedures set out in this policy as follows:

### **Registration**

In an effort to enforce regular attendance, it is essential that registers are taken carefully & accurately by a member of staff as they are legal documents & may be required in a court of law.

- To maintain appropriate registration processes.
- To have consistent and systematic daily records which give detail of any absences and lateness.
- It is the responsibility of the Tutor (or Cover Teacher) to register the students during the morning and afternoon tutor period.
- Attendance registers are legal documents and are an important tool in the process of monitoring attendance.
- Registers must be marked accurately at the beginning of each morning session and once during the afternoon session during the tutor periods.
- Each student must be marked present or absent and never leave a blank space.
- Students must register with their Tutor until the end of the registration period (8.40 to 9.00am and 2.55 to 3.05pm).
- Outside of tutor time students should register at the Attendance Office or Student Reception.

### **Absence**

All absences should be followed up quickly & covered with a note/telephone call from the parents. If an absence is not covered with a note & there is no adequate explanation from parents, then an Absence letter should be sent by the Attendance Officer and Head of Year. If still no communication the EWO should be informed.

- To follow up absences and lateness if Parents/Carers have not communicated with the School.
- If a student on the Child Protection Register is absent for two days, without explanation, their Social Worker is notified.
- If a student is in public care (LAC), the Carers, Social Worker and Education Co-ordinator will be involved appropriately.

### **Reasons for Absence**

Reasons for absence include:

- illness of the student;
- a death in the immediate family;
- authorised parental/family holiday (maximum of 10 working days per year & religious holidays).

It is recommended that medical or dental appointments are arranged out of school hours. The school also strongly discourages unnecessary absence through holidays taken in term time.

### **Action**

Cases of student absence causing concern or not being covered by parents will be discussed at the weekly meetings between the EWO or Attendance Officer and Head of Year. Referrals in appropriate cases are made to the school's Educational Welfare Officer.

- To communicate clearly the attendance procedures and expectations of the School to all Staff, Parents and Students.
- To discuss with Parents what constitutes authorised and unauthorised absence. (Absence can only be authorised by the school, not the Parents).
- To work with Parents to improve attendance and punctuality.
- To refer to the Education Welfare Service (EWS) any child whose family fails to

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	<p>respond to School initiatives to improve.</p> <ul style="list-style-type: none"> <li>• All staff should be aware that they must report any attendance or punctuality concerns to the Attendance Officer or Head of Year.</li> <li>• Seek advice from the LA when necessary.</li> <li>• The Attendance Officer has responsibility for ensuring the data is entered electronically, using the OMR scanner. This is done as soon as the registers are returned after registration.</li> <li>• The Attendance Officer takes responsibility for first day alerts/responses.</li> </ul> <p><b>Attendance Targets</b> Targets for whole school attendance are set by BFBC &amp; the Governing Body.</p> <ul style="list-style-type: none"> <li>• To maintain appropriate attendance data.</li> <li>• To report attendance statistics to the DCFS and LA as required.</li> <li>• The Governing Body understands and will fulfil its responsibilities and may appoint a nominated Governor or panel of Governors for attendance issues.</li> </ul> <p><b>Punctuality</b> Punctuality will be encouraged by all staff through reminders in registration, assemblies &amp; lessons. Students should be marked as late if they arrive after the start of morning registration. Students arriving after 9.00am should sign in at the Attendance Office. At afternoon registration, students arriving late should be recorded as such.</p> <ul style="list-style-type: none"> <li>• Any Student arriving after the morning registration period must register with the Attendance Office where the late arrivals will be recorded.</li> <li>• Registers close at 9.30am, 30 minutes after the close of the registration period.</li> </ul> <p><b>Process</b> The process for implementing these procedures at The Brakenhale School is set out below:</p> <ul style="list-style-type: none"> <li>• A warning bell is rung at 8.38am.</li> <li>• School starts at 8.40am for all students and full time teaching staff.</li> <li>• Tutors and students must be in their tutor bases or assemblies by 8.40am.</li> </ul> <p><b>Consequences</b> Two instances of unauthorised lateness to school will result in students being put in detention by the tutor. Persistent lateness should be followed up by the Head of Year and referred to the EWO via the Attendance Officer/HoY. The offending students may be placed on a punctuality report.</p>
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<b>Links to other policies</b>	Curriculum		
<b>Staff responsible</b>	JJM	<b>Monitoring &amp; Evaluation by</b>	SLT, CTLs, HoYs
<b>School Group Responsible</b>	SLT	<b>Governors Committee Responsible</b>	S&SW
<b>Date approved by S&amp;SW</b>	15.12.09	<b>Review Date</b>	Annually
<b>Date approved by FGB</b>	25.01.10		