



THE  
**BRITTONS**  
ACADEMY

*“Building knowledge,  
inspiring futures”*

# Attendance and Punctuality Policy

SEPTEMBER 2022

The application of this policy and procedure ensures that no employee receives less favourable treatment on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origin, ethnic origin, disability, part time status or trade union activities.



## Key Principles

The aim of The Brittons Academy attendance and punctuality policy is to enable the school to provide a consistent approach that is clear to all governors, staff, pupils and parents. Good attendance at school is the single most important factor in ensuring that children and young people have the best possible education and life chances. Attendance is strongly linked to achievement, and it has been proven that students with good attendance achieve significantly better than their peers. In addition, students with good attendance are more likely to develop lasting friendships and feel happy at school and are less likely to be drawn into unhealthy or antisocial behaviour. Early intervention and student/family support sits at the heart of our approach to raising levels of student attendance.

The Brittons Academy is dedicated to complying with attendance laws set out by the legal framework and this policy considers all the non-statutory and statutory guidance issued by the Department for Education. This policy should be read in conjunction with the ELAT Behaviour and Attendance policy.

The Senior Attendance Champion: Mrs L Cossey-Atkins 01708 630002 ext 3180

[lcossey@elatschools.co.uk](mailto:lcossey@elatschools.co.uk)

## Target

The Brittons Academy has set an attendance target of 95% for all students which is in line with the national average. We aim to safeguard the welfare, health, social and emotional development of our students and maximise their potential by ensuring these excellent rates of attendance remain consistent throughout the school year.

## Roles and responsibilities

Parents/Carers

- Fulfil their legal responsibility for ensuring the regular and punctual attendance of their child at school
- Work closely with the school to overcome any issues which may affect attendance
- Inform the school of reasons for absence on the first day of absence
- Arrange for doctor, dentist or opticians' appointments to be made outside the school day wherever possible
- Provide medical evidence for absences of 5 days or more or when requested
- Be fully supportive of the Academy with regard to attendance and punctuality
- Attend attendance review meetings

## Students

- Attend school regularly and on time



- Inform their parent/carer if there is a reason why they may be absent
- Speak to their Tutor/Head of Year/ SGM/other trusted adult if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons on time and ready to learn

## Governing Body

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and information to parents and staff
- Review the attendance policy regularly and ensure that all provisions are in place to allow it to function effectively
- Appoint a link governor to work with the Assistant Principal with responsibility for attendance to ensure that data is monitored effectively, and action is taken where necessary
- Ensure that all legislation is complied with and that up-to-date guidelines are communicated to all stakeholders
- Allocate time at meetings to discuss and monitor progress in relation to attendance
- Review school procedures for collecting and storing admissions and attendance data
- Assistant Principal with Responsibility for Attendance (AP)
- Coordinate with the governing body to report and discuss absence rates and strategy
- Communicate absence and punctuality policies and procedures clearly to parents, students and staff
- Liaise with the senior leadership team to ensure that the school's teaching and learning experiences encourage regular attendance
- Teach pupils about the value of high attendance and the possible consequences of poor attendance
- Work with Heads of Year, Support and Guidance Managers, Form Tutors and the attendance team to ensure that all students receive the most effective support to maintain and improve their attendance
- Ensure that registration and monitoring systems are monitored and working effectively
- Support the attendance team to monitor attendance and communicate with parents where appropriate

## Education Welfare Officer (EWO): Mrs L Hatch

**lhatch@elatschools.co.uk 01708 630002 ext 3182**

- Analyse statistics and check for patterns of absence across the school
- Identify students whose attendance is a cause for concern and take appropriate action to help them improve
- Coordinate the collection of medical evidence where necessary
- Liaise with Heads of Year, Support and Guidance Managers (SGMs), Form Tutors and external agencies such as Children's Services to ensure all families receive the most appropriate support
- Contact parents by telephone, letter and through face-to-face meetings to maintain high levels of communication around attendance and punctuality issues



- Work particularly with families and students whose attendance falls below 90% (persistent absentees)
- Produce and monitor attendance contracts for pupils who are persistently absent
- Where necessary conduct formal legal meetings and prepare paperwork for fixed penalty notices or prosecution where legal action has been determined to be the best possible course of action to improve attendance
- Undertake home visits to support families as appropriate

## Attendance Officer: Mrs E Collier

**TBA-attendance-officer@elatschools.co.uk 01708 630002 3140**

- Monitor register completion and attendance levels throughout the school on a weekly basis
- Coordinate first-day absence contact with parents. Alert is sent after registration closes in the morning, informing parents that their child has not registered in school. Parents have the opportunity to respond to this message by email or text. Any unauthorised absence is addressed with in the first 5 days.
- Assist the EWO and AP to monitor attendance and enforce absence and punctuality procedures
- Produce data to be used by Tutors, SGMs, Heads of Year and the attendance team
- Produce unauthorised absence lists for the pastoral teams and monitor responses
- Send attendance letters to parents of students whose attendance falls below the school target
- Prepare paper registers for use in the event of unforeseen circumstances such as IT failure

## Heads of Year (HOY)

- Assist the attendance team to monitor student attendance
- Meet with the attendance team regularly to discuss students who are a cause for concern
- Organise rewards, badges and certificates for students with excellent attendance
- Meet with and monitor students whose attendance falls between 90% and 92.5% to discuss barriers to attendance and produce an action plan for improvement

Year group	Head of Year	Support and Guidance Manager
Year 7	Mr D Murphy dmurphy@elatschools.co.uk	Mrs G Gilbert ggilbert@elatschools.co.uk
Year 8	Ms J Kelly jkelly@elatschools.co.uk	Ms S Ware sware@elatschools.co.uk
Year 9	Mr G Gilbey ggilbey@elatschools.co.uk	Ms T Whiberley twhiberley@elatschools.co.uk
Year 10	Mr C Davis	Mrs M Martin



	cdavis@elatschools.co.uk	mmartin@elatschools.co.uk
Year 11	Ms J Burch jburch@elatschools.co.uk	Ms G Slade gslade@elatschool.co.uk

## Form Tutors

- Mark registers
- Refer attendance concerns to the relevant Head of Year / SGM
- Discuss attendance regularly with tutees and deliver resources and activities produced by the attendance team
- Follow up unauthorised absences as required
- Meet with and monitor students whose attendance falls between 92.5% and 95%
- Celebrate students whose attendance is above 95%

## All Staff

- Complete all lesson registers accurately within 15 minutes of the start of each lesson
- Ensure that teaching and learning experiences encourage regular attendance
- Report any safeguarding concerns to the appropriate officers
- Take an active approach to discussing and promoting the importance of good attendance with parents at parent's evenings and with students in lesson time where appropriate

## Procedures

- **Timings of the school day** – the school day begins for students at 8:30. Students are expected to be on site by 8:25 at the latest. School finishes at 3pm (2:40pm on Wednesday) and students will not be allowed to leave before this time without advanced permission.
- **Absence reporting** – parents are expected to telephone the school (01708 630002) on the first day of absence and on each subsequent day to provide the reason for the student's absence. A reason should be provided for the absence.
- **Unauthorised absence** – if no valid reason is provided for an absence, it will be recorded as unauthorised. Unauthorised absences will be followed up immediately by the form tutor and may lead to legal action if unresolved.
- **Minor illness** -students are expected to come to school if they are physically able. This means that they will still be expected to come to school with minor coughs/colds/cramps/ stomach pains or headaches. Parents/carers should use their judgement to decide if an illness requires time off school and may find it useful to consider if it would be appropriate for them to take time off work with a



similar ailment. If parents are unsure, they should send students into school and ask them to visit their Support and Guidance Manager if their condition deteriorates during the school day.

- **Sending students home** – the Academy will only send students home where it is considered necessary by a medically trained member of staff. Students who feel unwell should visit their year team office and speak to their Support and Guidance Manager. **Students should not contact home themselves.** If a parent arrives to pick up a student who has not been seen by a Support and Guidance Manager, they will be asked to wait in reception until the student can be evaluated by a medically trained member of staff and given permission to leave school. This is to safeguard the welfare and wellbeing of our students.
- **Medical evidence** - where a student is absent for 5 days or more or the EWO has asked for medical evidence to be submitted, this should be done as soon as possible after the student returns to school. Medical evidence may consist of appointment cards, letters from a GP or hospital consultant, prescriptions or other such evidence.
- **Medical appointments** – students have 175 non-school days in a year, medical appointments should be made outside the school day whenever possible. If it cannot be avoided, the student will be expected to attend school for the remainder of that day.
- **Holidays during term time** – these will not be authorised except in exceptional circumstances. Unauthorised term time absences may result in fixed penalty notices or prosecution. Where there are exceptional circumstances such as the death of a close family member, permission should be sought from the Principal in advance, using the Exceptional Leave of Absence Request form (appendix 1).
- **Applying for time off school** – parent completes the Exceptional Leave of Absence Request paperwork (appendix 1) and send in to the attendance officer (Mrs E Collier).
- **Lateness** – students arriving after 8:35am will only be able to enter school via the main entrance where they will need to sign in with Student Services. Students who are persistently late will be monitored by the pastoral team. Students who arrive after 8.35am will be issued a BP10 minute detention on that day. If they arrive late three times or more in a week, they will receive a BP60 minute detention on the Friday.
- **Persistent absence** – if a student's attendance falls below 90%, they are classed as persistently absent. In such cases the school Education Welfare officer will contact parents/carers to try and resolve the problem. If this is not successful, the child may be referred to Children's Services and legal action may be taken.
- **Religious observance** - The Brittons Academy recognises that there may be times when students of different faiths observe religious events that fall outside of the school holidays. Authorised absences will be allowed at these times. Parents/carers should notify the school in advance of such occasions wherever possible.
- **Children missing in education (CME)** - if after 10 days of absence the school is unable to ascertain the whereabouts of a student, we will refer their details to the Local Authority and work with them to try and locate the student. If the child's whereabouts cannot be traced, after 21 days of continuous unauthorised absence they will be removed from the school roll and the local authority will continue to try and trace them.



- **Rewarding students for excellent attendance** – students will be recognised in the pastoral reward assemblies, certificates and badges will be handed out and all students will have the opportunity to win ‘love2shop’ vouchers for improved attendance and 100% attendance throughout the year.
- **Attendance initiatives** – the school organises an annual rewards trip and pizza lunches for students with improved attendance. The school has three initiatives a year where ‘love2shop’ vouchers are rewards for excellent attendance for a short period of time: ‘Optimum October’, ‘Fabulous February’ and ‘Marvellous May’.

## Monitoring and Evaluation

This policy will be reviewed at regular intervals in line with the production of new legal guidelines and regulations and its effectiveness evaluated through the school’s usual monitoring and evaluation cycle.

## COVID- 19

- A small number of children will be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves (COVID-19).

When a pupil is unable to attend school because they are complying with clinical and /or public health advice, the school will offer them access to remote education. The school will monitor the engagement within this activity.

If you are concerned about your child attending school, please contact the Head of Year or Support and Guidance Manager.



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# Attendance Policy





# APPENDIX

- 1. Attendance Contract**
- 2. Exceptional Leave of Absence Request**
- 3. Procedures**



<b>Date/time of meeting:</b>	■ ■
<b>Venue:</b>	■ ■

<b>Pupil name:</b>	■ ■
<b>Year Group:</b>	■ ■

<b>Present at meeting:</b>	■ ■
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<b>Discussion regarding attendance:</b>
■ ■ ■ ■ ■ ■ ■

<b>Agreed Actions:</b>
■ <b>EXAMPLES OF ACTION AGREED:</b> <ul style="list-style-type: none"><li>● <i>Pupil will arrive at school by 8.30 a.m. each day.</i></li><li>● <i>Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</i></li><li>● <i>Parent will provide medical evidence for every sickness absence pupil may incur.</i></li><li>● <i>Are any issues preventing pupil from attending regularly, school staff will be informed?</i></li><li>● <i>Pupil is being placed on medical evidence.</i></li></ul>



<b>Current attendance:</b>	
<b>Attendance target:</b>	100%
<b>Timescale for improvement:</b>	

<b>Date/Time for Review Meeting:</b>	
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I can confirm that this Attendance Contract was agreed by all present.

**Signed:**

	Parent / Carer
	Pupil
	School Representative
	Agency



## Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school, you will need to explain why the circumstances are exceptional.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

The Academy will adhere to the guidelines set out in the DfE Guidance on 'Working together to improve school attendance' found out: **Working together to improve school attendance** ([publishing.service.gov.uk](http://publishing.service.gov.uk))

### Section A – To the Headteacher

Student Name:	
Student Form:	
Date of Request:	
To be authorised as absent from school from/to:	
If your child has siblings that are also applying for a leave of absence, please enter their name and school:	

### Section B – Reason/s for this absence request

Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements.

Please provide supporting documentation as evidence for your request.



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## Section C – Parent / Carer Information

I am the parent/carers with whom the student normally resides. The information I have given on this form is correct.

Signature:	
Date:	

## Section D – For school use only

Complete as appropriate:

Current attendance:	
Request approved	
Further discussion needed with parent/carers	
Request denied	

### **PLEASE NOTE:**

**This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time, may be subject to a penalty notice for nonattendance being issued. A penalty notice is £60 per parent, per child for each 5 days' absence.**

Threshold	100% - 95% Attendance	95%-92.5% Attendance	92.5% - 90% Attendance	Below 90% Attendance
<b>Staff Responsibility</b>	<b>Head of year / SGM / Form tutor</b>	<b>Form tutor / SGM</b>	<b>Head of year</b>	<b>Education welfare officer / Assistant Principal</b>
<b>Actions</b>	<ul style="list-style-type: none"> <li>■ Perfect attendance certificates and badges (100%)</li> <li>■ Excellent attendance certificates (97-100%)</li> <li>■ Achievement points</li> <li>■ Rewards</li> <li>■ Prizes for excellent and perfect attenders</li> <li>■ Participation in reward events</li> </ul>	<ul style="list-style-type: none"> <li>■ Meeting with student</li> <li>■ Barriers to attendance discussed</li> <li>■ Strategies for improvement suggested</li> <li>■ Contact home if appropriate</li> <li>■ Referral HoY /EWO as appropriate</li> <li>■ Parental meeting</li> <li>■ Support through pastoral team to implement targets</li> <li>■ Referral to external agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>■ Meeting between student and head of year</li> <li>■ Barriers to attendance and strategies for improvement discussed</li> <li>■ Contact home to inform of concern and discuss action plan</li> <li>■ Parental meeting</li> <li>■ Targets set and reviewed</li> <li>■ Referral to EWO/AP as appropriate</li> <li>■ Referral to external agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>■ Formal decisions meeting involving parent/carer, EWO and AP</li> <li>■ Home visits</li> <li>■ Review of previous actions taken to improve attendance</li> <li>■ Home-school attendance contract completed and signed</li> <li>■ Attendance contract reviews</li> <li>■ Referral to education welfare as appropriate</li> <li>■ External agency support where required</li> <li>■ Fixed penalty warning</li> <li>■ Fixed penalty notice</li> <li>■ Prosecution</li> <li>■ MARF completed for educational neglect</li> </ul>



			<ul style="list-style-type: none"><li>■ Referral to external agencies as appropriate</li></ul>	
<b>Improvement</b>				