

# Attendance

## Policy

2023/2024

PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

Date of Approval:	September 2023
Approved by:	Governors at Curriculum & Standards Committee
Date of next Review:	September 2024



**Buile Hill  
Academy**

*Enriching Lives, Inspiring Ambitions*

At Buile Hill Academy we believe that 100% attendance from every student is desirable and achievable. For our students to gain the greatest benefit from their school experience it is vital that they attend regularly and on time.

It is parents/carers legal responsibility to make sure that your child attends school every day of the school year.

To this end, the school will do as much as it can to ensure that all students achieve maximum possible attendance with a minimum of 97% and that any problems affecting attendance will be dealt with as quickly as possible.

### **Aims:**

- The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- All school staff will work with students and their families to ensure that each student attends school every day and on time.
- The school will use an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.
- To meet these objectives, the school will maintain an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice, guidance and support.

### **Expectations:**

#### ***We expect that all students will:***

- Attend school daily.
- Arrive on time and be appropriately prepared for the day.
- Discuss with a member of staff any problem or reason that may prevent them from possibly attending school.

#### ***We expect all parents and carers to:***

- Ensure daily school attendance and be aware of their legal responsibilities to ensure their child attends school.
- Ensure that their child arrives punctually and prepared for the school day.
- Inform the school by telephone on days of absence to discuss with the attendance team.
- Contact the school whenever any problems occur to avoid any absence from school.
- Provide medical evidence when requested to support absence.
- Refrain from booking family holidays during school term time unless there is an unavoidable exceptional circumstance.
- Arrange, wherever possible, for medical appointments to be made outside school hours. If this is unavoidable, then the child should be removed from school for the minimum amount of time possible.

#### ***We expect the school (staff and governors) to:***

- Encourage good school attendance and provide a safe and welcoming learning environment.
- Keep regular and accurate records of attendance and monitor all students' attendance.
- Contact the parents or carers on the first day, when there is unexplained or irregular absence.
- Keep parents informed about attendance issues and report regularly to them on their child's attendance record.
- Complete registers accurately at the beginning of each session.
- Provide appropriate and relevant rewards to individuals and groups in recognition of excellent or improving attendance.
- Analyse and respond to attendance data at year group, form and individual student level.
- Monitor punctuality daily, enforcing rewards and sanctions where necessary.
- Work in partnership with other agencies, particularly the Education Welfare Service, to identify and support those students and families who have attendance problems.

- As well as supporting students, have full access to the legal framework surrounding attendance and be up to date with changes in government policies.
- Implement the resources of Penalty Notices, Fast Track, and court processes to maintain standards throughout the school.
- Identify members of staff for parents to contact if they have concerns that their child may be experiencing difficulty in attending school.

### **Responding to non-attendance:**

When a student does not attend, the school needs to respond effectively. Buile Hill Academy has a range of intervention strategies to address irregular attendance. School action could include:

- If a telephone call is not received from home on the first day of absence, then school will make contact with the family by text and telephone.
- Home visits when communication with the parent cannot be made, or to discuss continued absence
- A standard letter to bring to the attention of the parents that absence has been identified as a concern.
- An interview with the student to obtain the child's perception of the problem.
- An attempt to engage with the parents to discuss the attendance difficulties.
- A meeting arranged in school to discuss continued absences.
- A structure of attendance monitoring reports to monitor continued absence.
- Referrals to the in school SEMH team where appropriate.
- Implementation of Individual Attendance Support Plans where necessary.
- Implementation of Early Help Assessments where necessary.
- Catch up work issued.
- Referral to the Education Welfare Officer who will undertake home visits and hold attendance panels in school.
- A letter warning of the possibility of a Penalty Notice
- A Penalty Notice.
- Fast track to court.

### **Understanding types of absence:**

Every half-day absence from school has to be categorised by the school (not the parent) as either Authorised or Unauthorised. This is why information about the reason for any absence is always required.

#### ***Authorised absence:***

Authorised absence is defined as absence as a result of:

- Short term illness for which an adequate explanation has been given
- Religious observation (1 Day only per academic year)
- Medical or other evidence has been supplied.
- A student serving a fixed term exclusion
- Medical or dental appointment supported by an appointment card
- Exceptional circumstances, at the Headteacher's discretion

#### ***Unauthorised absence:***

Unauthorised absences are those which the school does not consider reasonable and for which no leave of absence has been given.

Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily

- Truancy during the school day
- Absences which are not properly explained
- Repeated illness in the school year cannot be authorised without medical evidence.
- Illness that does not require student to be absent Cough/ Cold/ Headache/ Tummy ache/ cramps etc
- Students who arrive at school too late to get a morning mark
- Morning registers close at **8.55 am**, arrival after this time is unauthorised
- Shopping, looking after other children, waiting for tradespeople, service engineer or a delivery, or birthdays
- Day trips and holidays in term time

### Holidays in term time:

Holidays in term time will not be authorised.

Any holiday will be classed as unauthorised and Penalty Notice's will be issued.

### Punctuality:

Students should arrive at school on time. At 8.25am students should be in their room for official registration.

Any student who is late will have a detention that day for 30 minutes. If your child is going to be late for school for a valid reason please ring school to inform.

Students must report to the School Reception to sign in if they arrive after 8:55am. If a student needs to leave school early they need to bring a note or appointment card to the Attendance Manager or their Head of Year to enable them to get permission to leave school.

Where punctuality becomes a concern parents will be invited in to school to discuss the issues and targets will be set to ensure a high standard of punctuality.

Description	Attendance	Equals absent number of days	Lessons missed
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
		6	30
Intervention begins at Form Tutor Level 1 Attendance is POSITIVE BUT SLIPPING	97%	7.5	38
	96%	9.5	48
	95%	11	55
Intervention moved to Head of Year Level 2 Attendance has fallen below the national average and is a CAUSE FOR CONCERN	94%	13	65
	93%	15	75
	92%	17	85
	91%		
Student is classed as Persistently Absent from school. Placed on Level 3 monitoring. Information is shared with Local Authority	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
	86%	27	135
	85%	28.5	143
	84%	30.5	153
	83%	32	160
	82%	34	170
	81%	36	180

**Telephone numbers:**

***School reception***

0161 736 1773

***Mrs Jones – Attendance Manager.***

