



ATTENDANCE & PUNCTUALITY POLICY

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1. Policy Statement

We want all our students to be everything they can be and everything they are meant to be – to be able to live life in all its fullness (John 10.10).

We are committed to ensuring that students, parents and carers understand the absolute importance of 100% attendance at school. Absence from school has a detrimental effect on a student's academic progress and evidence has shown it is the greatest determinant of underachievement at all phases. Poor attendance may also be an indicator of other issues that need resolving either inside or outside school. Absence from school may mean that a young person is more vulnerable to risks associated with safeguarding such as sexual and criminal exploitation, including county lines activity. We therefore make working with students and their families on attendance our top priority. We will work tirelessly to create a school that students want to attend. Great attendance will always be an indicator of our success.

2. Legislation and Guidance

This policy is underpinned by the following legislation and guidance:

- The Education Act 2002.
- Keeping Children Safe in Education (2023).
- Working Together to Safeguard Children (2023).
- Attendance guidance DfE (2022).
- The Education (Student Registration) (England) Regulations 2006 and latest amendment 2016.

This policy relates to other policies and, in particular, the following:

- Anti-Bullying Policy.
- Behaviour Policy.
- Safeguarding and Child Protection Policy.
- Missing Student Policy.

3. Objectives of this policy

- To outline our strategies for promoting good attendance and punctuality at Brian Clarke.
- To explain procedures for attendance.
- To detail procedures in place for dealing with poor attendance.
- To explain the roles and responsibilities of all stakeholders in supporting attendance and punctuality.

The target attendance figure for all students is 100% attendance at school. Studies have shown that students who attend less than 95% of the time are less likely to achieve five grade 4s and above at GCSE, opportunities for progression are reduced and future life chances restricted. Every day your child is in school means they are safe, learning and achieving. For these reasons, we monitor attendance patterns with vigilance.

At Brian Clarke we reward excellent attendance and punctuality through our celebration assemblies, and letters home.

Through the MyChildAtSchool (MCAS) App parents/carers are able to monitor your child's attendance and punctuality daily.

Attendance during one school year	Equivalent days	Equivalent session	Equivalent weeks	Equivalent lessons missed
95%	9 days	18 sessions	2 weeks	54 lessons
90%	19 days	38 sessions	4 weeks	114 lessons
85%	29 days	58 sessions	6 weeks	174 lessons
80%	38 days	72 sessions	8 weeks	228 lessons
75%	48 days	96 sessions	10 weeks	288 lessons
70%	57 days	114 sessions	11.5 weeks	342 lessons
65%	67 days	134 sessions	13.5 weeks	402 lessons

4. Reporting absence

When a student is absent for example because of illness, parents/carers must telephone the school that same morning before 8.10am. Parents/carers need to report the absence to the Senior Pastoral Officer for their child's year group, via the student absence line (Tel: 0161 785 5085, Option 1).

If the absence exceeds five days, supporting medical evidence is required.

4.1 Students who are late

Late to school is defined as students not being in registration when the register is taken. If a student arrives after registration has closed then an unauthorised absence code of 'U' will be applied to the register. We expect that all students are on site no later than 5 minutes before the official start time so they can be prepared and organised for the day.

Lateness (for no valid reason) results in a same day detention in line with the behaviour policy. Parents and Carers are notified of their child's late arrival via MCAS and the setting of this detention.

If a student's lateness becomes habitual we will ask parents to attend an Attendance and Punctuality Panel. Fixed Penalty fines will also be used when students are persistently late.

4.2 Appointments

Only emergency appointments for dentists, opticians and doctors should be made during school hours. Routine appointments should be made out of school hours. Evidence for any appointment will always be asked for and brought into school prior to the event, or alternatively by emailing information prior to the event to info@brian-clarke.org

4.3 Holiday leave of absence

Holidays must not be taken during term time. School holidays are published a year in advance. Government legislation states that Headteachers may not grant leave of absence for holidays during term time unless there are exceptional circumstances which make time off in term time unavoidable.

Parents needing leave of absence for exceptional circumstances should apply in writing to the Headteacher. The exceptional reason should be outlined in detail and evidenced. Holiday cost, climate and availability will not be considered as exceptional circumstances. We may look at other factors when deciding whether to authorise an absence request including the student's record of attendance and whether they will miss any examinations.

Parents who take their children on holiday without permission will incur unauthorised absence for their child. These remain on their child's record and will be monitored. Following a Supreme Court ruling in September 2017 the Local Authority reinstated Fixed Penalty Notices for term time holidays of 5 days or

more and the school will enforce this in every case. Parents will also be issued with a Fixed Penalty Notice and or court action if they do not ensure their child attends school regularly.

4.4 Religious leave of absence

Christian holidays are already covered by the school's holiday pattern. Eid will also be built into the school's annual calendar.

Requests for absence on any other days set aside exclusively for religious absence by the religious body for which the parent(s)/carer(s) belong (e.g. Purim) must be made in writing to the Headteacher. Permission is granted at the Headteacher's discretion and only for those days set apart exclusively for religious attendance. If granted, these absences count against the pupil's attendance in line with national guidance. Pilgrimages will not be authorised during term time.

4.5 Persistent Absence (PA)

Any student who has an overall attendance of below 90% is considered to be in the persistent absence category.

Any student who is PA will be monitored and put on an action plan. The Senior Pastoral Officer will meet with students and their families whose attendance causes concern. Where necessary, home visits are made. In situations of persistent truanting, a parent/carers may be fined.

4.6 Other requests for absence

Requests for absence for acting, modelling, sporting engagements or other commitments/interests should be submitted in writing to the Headteacher and will be considered individually considering the impact of absence on a student's progress. Absences are unlikely to be authorised during or just before exam periods.

Part time employment cannot be accepted as a reason for non-attendance at detention or failure to do homework. Parents are reminded that no child under the age of 13 may be employed and that for children of 13-16 full details must be sent to the Local Authority by the employer within four days. For any queries contact your Local Authority.

4.7 Unexplained/ unexpected absences

If we have not had contact from parent/carers to inform us of a student's absence by 8.25 on the first day of absence we:

Day 1	Contact parents/carers by telephone to confirm a student's absence, the reason for this absence and the expected date of return. This takes place between 8.25 – 9.25
Day 2	If a student is still absent and we have been unable to speak to a student's parent/carers on day 1 a further attempt to contact parents is made
Day 3	If a student is still absent and we have been unable to speak to a student's parent/carers a member of our Pastoral Team will undertake a home visit to find out the nature of the absence

We will continue to contact all known numbers for the student until we make contact with parents/carers or establish that the student is missing.

If we are unable to obtain a satisfactory explanation for a student's absence, they are considered missing from education (CME). The school will work with the Local Authority and other partners as appropriate to find out the reason for the student's absence and get them back into school as soon as possible.

Where this is not possible the student will be off rolled after 20 days of non-attendance. Further information about this can be found in the school's Missing Student policy.

5. Working with students and parents when there is an attendance concern

Brian Clarke operates a traffic light system in relation to school attendance.

Green No concerns	Intervention
97% +	Praised for punctuality and good attendance
Yellow Concern	Intervention
95%-96.9% 8-10 days	Form tutor to contact home to discuss strategies for improving attendance or supporting students if their absence is unavoidable Followed up in writing by Senior Pastoral Officer (SPO) Head of Year and Senior Pastoral Officer monitor attendance for 1 month
Amber Risk of underachievement and safeguarding concerns	Intervention
93% - 94.9% 10-14 days	Parents/carers and student invited in for a meeting with Head of Year and/or Senior Pastoral Officer / Attendance Officer to examine reasons for absences. Attendance targets set and strategies agreed between home and school to ensure met. Followed up in writing by SPO/ Attendance Officer If attendance improves this will be celebrated.
Red Extreme risk of underachievement and safeguarding concerns	Intervention
Below 92.9% 14+ days	Parents/carers and student invited into school to attend an Attendance Panel consisting of the Deputy Headteacher, SPO/Attendance Officer and a representative from LA Education and Attendance Service (where available). If poor attendance is not for medical reasons (there is no medical evidence) the following are considered: <ul style="list-style-type: none"> • Fast Track to attendance intensive support programme signed and agreed by home and school • Enforcement. If parents fail to ensure their child attends regularly the school will work with the Education and Attendance Service to explore legal methods of enforcing school attendance including penalty notice/prosecution.

6. Roles and Responsibilities

All stakeholders play a vital role in ensuring students are attending school regularly and are punctual to school. Below documents the key responsibilities of each stakeholder at Brian Clarke.

	Role and Responsibility
Students	<p>Attend school every day unless prevented by a specified illness or unavoidable circumstance.</p> <p>Be punctual to school and to lessons.</p> <p>Inform their tutor in advance if there are any reasons which might prevent them from coming into school.</p> <p>Follow the correct procedure for informing a member of staff if they begin to feel unwell during the school day/need to leave site.</p>
Parents	<p>Provide the school with up-to-date home and emergency contact details.</p> <p>Ensure your child attends school every day and turns up on time.</p> <p>Contact the Senior Pastoral Officer for your child's year group on the first and each subsequent day of absence, unless a definite return date is known.</p> <p>Contact the school whenever any problems occur that may affect your child's attendance or performance in school.</p> <p>Cooperate and work with the school if your child's attendance or punctuality is unsatisfactory.</p>
Tutors	<p>Keep an accurate attendance register.</p> <p>Praise students for punctuality and good attendance.</p> <p>Liaise with students, parents and the Senior Pastoral Officer as appropriate in matters relating to attendance.</p>
Senior Pastoral Officer	<p>Ensures all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teacher) for the Year group to which they are assigned.</p> <p>To be the initial point of contact for parents reporting an absence for the relevant year group.</p> <p>To provide early contact with parents when a student fails to attend school without providing a good reason.</p> <p>To maintain an overview of the attendance of the students in their year group and provides timely reports for tutors, the Head of Year and Senior Leadership Team.</p> <p>To praise and celebrate attendance and punctuality through the school's rewards systems and celebration assemblies for their year group.</p> <p>To offer appropriate support around improving attendance in relation to the school's traffic light system for students in their year group.</p>
Head of Year	<p>Maintains an overview of the attendance of the students in their year group and communicates matters of attendance and punctuality to tutors.</p> <p>Praises and celebrates attendance and punctuality through the school's rewards systems and celebration assemblies for their year group.</p> <p>Offers appropriate support around improving attendance in relation to the school's traffic light system for students in their year group.</p>
Attendance Officer	<p>Oversees whole school attendance and punctuality.</p> <p>Advises the school on strategies to promote the regular attendance of all students and assist with the implementation of agreed strategies.</p> <p>Updates school records, analyses attendance data and provide reports to the senior leadership team and other professionals.</p> <p>Offers appropriate support around improving attendance in relation to the school's traffic light system for students across school.</p> <p>Makes contact with the families in response to allocated referrals through home visits and/or meetings in school.</p> <p>Liaises with the Local Authority. Prepares the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, and, if appropriate, the completion of Early Help referrals.</p>
Headteacher	<p>Ensures the policy is implemented consistently across the school and for monitoring school level absence data. The Headteacher also supports other staff in monitoring attendance and the issuing of fixed penalty notices where necessary.</p>
Governors	<p>Monitors attendance data on a termly basis and holds the Headteacher to account for the implementation of this policy.</p>

Appendix 1 - Attendance codes

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

Code	Definition	Scenario
/	Present (am)	Child is present at morning registration
\	Present (pm)	Child is present at afternoon registration
L	Late arrival	Child arrives late before register has closed
B	Off-site educational activity	Child is at a supervised off-site educational activity approved by the school
D	Dual registered	Child is attending a session at another setting where they are also registered
J	Interview	Child has an interview with a prospective employer / educational establishment
P	Sporting activity	Child is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Child is on an educational visit / trip organised, or approved, by the school
V	Educational trip or visit	Child is on an educational visit / trip organised, or approved, by the school
W	Work experience	Child is on a work experience placement
Authorised absence		
C	Authorised leave of absence	Child has been granted a leave of absence due to exceptional circumstances
E	Excluded	Child has been excluded but no alternative provision has been made
H	Authorised holiday	Child has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a child will be absent due to illness
M	Medical / dental appointment	Child is at a medical or dental appointment
R	Religious observance	Child is taking part in a day of religious observance
S	Study leave	Year 11 child is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Child from a Traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Child is on a holiday that was not approved by the academy
N	Reason not provided	Child 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	The academy is not satisfied with reason for child's absence
U	Arrival after registration	Child arrived at the academy after the register closed

Code	Definition	Scenario
X	Not required to be in the academy	Child of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	Academy site is closed, there is disruption to travel as a result of a local / national emergency, or child is in custody
Z	Child not on admission register	Register set up, but child has not yet joined the academy
#	Planned academy closure	Whole or partial school closure due to half term / bank holiday / INSET day