

ATTENDANCE AND PUNCTUALITY

Statement of Practice



Lees Brook
Academy

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Introduction

This document summarises Lees Brook Academy's ethos and operational procedures for attendance and punctuality in line with the Trust policy for Attendance and Punctuality.

Related Policies, Statements of Practice and procedures

- Behaviour & Exclusions Policy
- Behaviour statement of practice
- Safeguarding statement of practice
- Safeguarding Policy

Statement of Practice

At Lees Brook Academy, attendance and punctuality are a key priority and we are persistent in our pursuit for statistics in both areas to be high for all groups of students. It is evidenced that strong attendance and punctuality have a direct correlation upon a student's academic outcomes therefore we are insistent on our daily expectations of students being in the school each day and on time. It is a parent and carers legal responsibility to ensure that their child attends school regularly and we value this support in meeting these responsibilities daily and on time. Where required we do ask that parents and carers support any disciplinary actions that are taken in order to ensure that their child is a successful student.

Our staff team give a consistently clear message on why students are expected to attend school each day and the importance of being punctual to the school and all lessons across the day. We use Go4Schools (G4S) to record, monitor and track all of our student's attendance and punctuality and parents and carers can access this data at any time to review their child's attendance and punctuality. Below is an outline of key staff and their roles placed in supporting our students with their attendance and punctuality to the school:

Role of the tutor

Tutors play a very important pastoral role for all students and central to this is ensuring that key messages around attendance and punctuality are frequently given within the form group. Any concerns a tutor may have with a student's attendance or punctuality will be forwarded in the first instance to the student's Year Leader for further enquiry. Tutors will have regular conversations with those students falling within the attendance bracket of 95-100% to help encourage regular attendance as expected and outlined in the Trust's Policy.

Role of the class teacher

The class teacher uses G4S to record all student's attendance to every lesson. Registers are taken within the first 5 minutes of each period so any concerns with a student's movement around the academy, punctuality or truancy can be addressed quickly. It is vital that students are in every timetabled lesson they have to ensure their progress is good and they are not missing vital learning.

Role of the Year Leader

It is the role of the Year Leader to ensure that attendance and punctuality are constantly a high priority and students are aware of their own attendance percentage but also that of their year group on a weekly basis. This is done via daily visits to tutor groups and reviewing group performance but also in weekly assemblies where key analysis of data is given to the year group. The Year Leader's monitor all students' attendance however specific focus and intervention is on those within the 95-90% bracket.

Role of the Attendance Administrator

This staff member supports our pastoral team and Assistant Principal responsible for attendance and punctuality by maintaining regular communication with home and school to ensure positive patterns of punctuality are evident for all students. The Attendance Administrator supports with recording first day calls, sending initial correspondence regarding unknown reasons for absence and holiday related absence and has responsibilities for exclusion attendance data.

Role of the Attendance Officer (AO)

The AO supports the Attendance Improvement Manager in increasing the attendance of all students. The AO will conduct home visits to parents who have failed to contact the school with a reason for absence or for those students who are been absent for an extended period. The AO will also facilitate attendance improvement meetings to engage parents in improving the attendance of their child. They may also conduct student panel meetings in school to discuss attendance concerns with individual students.

Role of the Attendance Improvement Manager (AIM)

This staff member supports our pastoral team and Assistant Principal responsible for attendance and punctuality by maintaining regular communication with home and school to ensure positive patterns of attendance are evident for all students. They contact parents/carers of students with unexplained absences and record on G4S. They meet regularly with the Assistant Principal to review data and specifically monitor the attendance of those students within the 90% and below bracket. They also contact home after the second day a student is absent to offer support for their return and interrupt any long periods of absence. They are responsible for analysing and providing data to inform interventions (such as attendance concern letters, home visits, referrals to SEMH support services and external agencies), facilitating meetings with students and parents/carers and the collation of evidence and communication with the Education Welfare Service for referrals for persistent unauthorised absence, unauthorised leave of absence and Children Missing In Education, and also other agencies when appropriate. The Attendance Improvement Manager also has responsibilities for the promotion of good attendance and punctuality in the form of communications and competitions.

Role of the Assistant Principal

The Assistant Principal has strategic oversight of attendance for all groups of students and constantly strives for above national average trends for all students. Through weekly line management meetings with Year Leaders and the Attendance Improvement Officer, all absences are tracked and monitored in addition to those students that have been late to the School.

Role of the Principal

The Principal reviews key data in this area with the Assistant Principal and strategically plans intervention(s) where needs are highlighted. They will also support when parent/carer meetings are needed and attendance contracts are being issued to ensure compliance and prevention of further concerns.

Role of the AAB

The AAB are responsible for the regular reviews of this statement of practise and published attendance and punctuality figures presented at full AAB meetings throughout the year.

Rewards

The role of rewards and praise is key to promoting our values and celebrating those students that do meet our expectation of being in the School 100% of the time. We believe that rewarding outstanding attendance and punctuality helps us to promote Lees Brook Academy's core values and enables the students to understand the importance of positive attendance and punctuality within all that they do.

Procedures for students required to leave the School early

Wherever possible routine appointments are expected to be made outside of the School day i.e. doctor's appointment, dental check-ups however we do acknowledge that sometimes this isn't always possible for example for an orthodontist appointment or hospital appointment. Where there is such a request for leave we ask that parent/carers make this request known to their child's Year Leader by writing or email, a minimum of 48 hours in advance and show proof of the appointment i.e. copy of the letter or appointment card. The child's Year Leader will inform our attendance administrator ahead of the appointment and then the student is expected to report to student reception and sign out, *students must never leave site without signing out.* Without this communication and evidence, we will not allow a student to leave the school. Should a student become ill during the school day and the school deem it appropriate the student can no longer remain in school then the student's Year Leader or a member of student services will contact home and gain consent to send home with parent/carers asked to collect their child or give permission to walk home.

Procedures for managing a holiday request during term time or leave of absence

Parents and carers are made aware of the school policy on taking holidays during the term through the school's website in addition to a letter sent at the start of each academic year. Parents and carers are not permitted to take holidays during the School term (all term dates are also on the School website). For any request of leave during school term time, parents and carers will be required to send a written request to the Principal stating clearly what the 'exceptional circumstance' is and length of absence being requested. The decision to authorise the absence will be made by the Principal. In all but very extraordinary circumstances, such absence will not be authorised and parents/ carers may incur a penalty notice issued by the Local Authority at the School's request. If the parent/carer is found to take an unauthorised leave of absence without permission from the School, this will be registered as a 'G' code and the parent/carers may be liable for prosecution and incur a Penalty Notice.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Procedures for Children Missing in Education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area and we endeavour to maintain a close relationship with the local authority in order to ensure the safety of all of our students. A student going missing from education is a potential indicator of abuse or neglect and so we will always follow robust procedures to ensure we are monitoring and reporting any students missing on repeat occasions to help minimise risk of future missing occurrences. We will always ensure we follow our safeguarding practises to alert key agencies and awareness for students that may travel to conflict zones or we believe may be at risk of FGM or forced marriage (further procedural information is contained in our Safeguarding policy).

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

We shall ensure we make the local authority aware of any student on our register that triggers the following;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;

- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

Students who are absent from school due to illness:

As a parent of a student at Lees Brook Academy, if your child is too ill to attend school, you must inform the school of your child's illness by 8am on each day of your child's illness. This can be done by calling the school or using the Parent Mail app. You must inform the school daily of your child's absence. Failure to inform the school of your child's absence may mean the absence being recorded as unauthorised which could lead to the issuing of a Fixed Penalty Notice (FPN). Once your child has had three consecutive days off school you must provide medical evidence of your child's continued absence examples of this include but are no limited to, Doctors appointment slips, prescription notes etc. Failure to provide medical evidence could result in the absence being recorded as unauthorised.

Students who are persistently absent from school (90% or less attendance)

Students whose attendance is less than 90% are considered 'persistently absent' from school and formal procedures may be against parents. When a student becomes persistently absent from school parents are issued with a letter informing them their child has fell into this concerning bracket of attendance. The school will do all they can to work with parents in ensuring the regular attendance of their child and we ask that you respond to all correspondence from school regarding your child's attendance in a timely manner. We ask you attend all meeting requests to support the improvement in attendance of your child with the AO or AIM.

Ten in ten procedure

Students who continue to be persistently absent from school, may be subject to the ten in ten procedures. Parents will be informed of this by letter. Students are monitored over a ten-week period and should a student miss ten school sessions (5 days), then parents may be liable to receive a FPN. Please see guidance below.

The law states that: - "the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable –

- (a) to his/her age, ability and aptitude

(b) to any special educational need(s) he/she may have, either by regular attendance at school or otherwise.

Section 444 of the Education Act, 1996 says: "If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his/her parent is guilty of an offence."

If the reasons given for your child's irregular school attendance are not satisfactory, then the Education Welfare Service may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine
- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1000**
- Prosecution under s444 (l)(a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks imprisonment**

Punctuality

As stated above it is expected for all students to have outstanding punctuality to school and lessons. Students who do not, will be sanctioned in line with the below:

Lateness to school

The school gate closes at 8:35am, any student coming through the school gate after this time will be issued with a same day 30min after school detention. This is at the sole discretion of the AIM and AO. Students who are persistently late to school will be issued with a 60min after school detention.

Lateness to lessons

It is vital that all students arrive on time to their lessons. Students arriving late disrupts the learning of those who have arrived on time. If students are late for more than a total of 5min a day, they will receive a same day 30min afterschool detention. Students who are persistently late will receive a 60min after school detention. In addition to that, students who are found out of lesson without the permission of their class teacher will be sanctioned on a scale of 30min detention to ILU.

Truancy

Students who do not arrive to their lesson without good reason will be deemed as truanting from their lesson. All students who truant any lesson will be placed in the ILU.