



**BOSWORTH ACADEMY**  
Attendance Policy  
"Together we achieve"



<b>Documentation Information</b>			
<b>Reviewed By</b>	Learning and Teaching Committee	<b>Responsibility</b>	Learning and Teaching Committee
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This Policy is available to:

- Parents
- Governors
- School Staff
- Students
- External Monitoring Agencies e.g. HMI and Local Authority

**Policy Statement**

Through the implementation of the Attendance Policy at Bosworth Academy, the school aims to achieve optimum attendance of 100%. Regular attendance should be 96% or above.

- Taking prompt and accurate registers at the beginning of the morning session and once in the afternoon
- Taking prompt and accurate registers in every lesson to monitor attendance and punctuality
- Monitoring and analysing cumulative attendance data
- Setting group, individual and school targets where appropriate
- Rewarding individual and tutor group attendance

Within this Attendance Policy a parent is defined as in Section 576, Education Act 1996. This means all natural parents, whether married or not and includes any person who, although not a biological parent, has responsibility or has care of the child or young person.

**Introduction:**

Bosworth Academy and all its students play a part in making the school successful. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and all students should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that parents make sure that their child attends regularly and this policy sets out how together this can be achieved.



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### **Why regular attendance is so important:**

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence from school without a good reason is an offence in law and may result in a Penalty Notice (for each parent) and/or prosecution.

### **Promoting regular attendance: = 96% or above**

Helping to create a pattern of regular attendance is everybody's responsibility – parents, students and all members of school staff.

### **To help us all to focus on this we will:**

- Provide parents with information on attendance
- Provide parents with reports how their child is performing in school, what their attendance is, and how this relates to their attainment
- Reward good or improving attendance through reward schemes including certificates and outings/events

### **Understanding absence:**

By law, every half-day absence from school has to be coded by the school (not by the parent), as either AUTHORISED or UNAUTHORISED. This is why information about the reason for any absence is always required. *These codes are given in Appendix B*

Authorised absences are mornings or afternoons away from school for a genuine reason such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other exceptional circumstances. Appointment confirmation should be provided in all circumstances. Approved education activities are coded as a present mark.

Unauthorised absences are those which the Academy does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. These include:

- parents keeping children off school unnecessarily (i.e. condoned absence)



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- truancy during the school day
- absences which have never been properly explained
- failure to request ‘exceptional circumstances’ leave of absence
- children who arrive at school after registration has closed.
- shopping, looking after other children, birthdays
- day trips and holidays in term-time

**Holidays, weddings or other visits:**

- Holidays, weddings or other visits to relatives are not deemed to be exceptional events which cannot be foreseen and will therefore not ordinarily be authorised.
- All applications/requests for exceptional leave must be received in writing to the Head of School in advance of the absence and in making a decision the school will consider the length of the absence and the circumstances of each application individually and parents will be notified of the decision in writing.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be coded as unauthorised and may result in a Penalty Notice being issued to parents. The school can request a Penalty Notice be issued from the Pupil Services Court Team at Leicestershire County Council. A Penalty Notice is £60 per parent, per child, to be paid within 21 days. Failure to pay the fine(s) within this timescale would mean the fine rising to £120 to be paid within 28 days of the original fine being issued. If the fine(s) remain unpaid after the full period of 28 days has expired, parents may face legal action under section 44.
- Any complaints should be dealt with in line with the school’s complaints procedure.

The School and its staff regard the regular attendance of children at school as being vital to each child’s education and development. It is for this reason that non attendances (however short and infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates’ Court for the purposes of a criminal prosecution.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance should be addressed by the school, the parents and the child. If a child is reluctant to attend school, parents should not cover up their absence, or, give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and this usually



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makes things worse.

**Persistent Absenteeism (PA):**

Bosworth Academy aims for all its students to have 96% attendance or above which allows consistency in learning. There is a great deal of information available about achievement which clearly shows low levels of absence having a negative impact on learning.

We monitor all students' absence and students with below 96% attendance are tracked and monitored carefully by our Heads of Year, Attendance Staff and the Attendance Improvement Officer. A student becomes a 'persistent absentee' when their attendance falls below 90% for whatever reason. Absence at this level causes considerable damage to any child's education and we need parents' fullest co-operation to tackle this.

**Absence Procedures:**

**If a child is absent it is the parent's responsibility to:**

- Telephone the school on the each day of absence before 8.30am (Bosworth Academy has an answerphone for absences where parents can leave a message)
- Contact the school on a regular basis and keep the school informed regarding any prolonged absences
- Provide medical evidence (e.g doctor's appointment card or prescribed medication) for absences due to illness.

**If a child is absent Bosworth Academy will:**

- Text the parents on the first day of absence (and *on subsequent days*) where no reason has been provided for the absence
- If there is still no response or an unsatisfactory response, the absence will be recorded as unauthorized and parents will be contacted by Attendance Improvement Manager
- Monitor all student's attendance so that appropriate action can be taken should attendance drop below 96% or a period of unauthorised absence occurs
- Write to parents when a student's attendance drops below 96%
- Contact/write to parents if there is a concern about a student's attendance to alert parents to any emerging patterns of absence or if lateness is a concern.
- Invite parents for a meeting to discuss the situation if absences persist
- Referrals and re-referrals are discussed at the Head of Year and Attendance Improvement Manager meetings to discuss progress and further action
- Invite students to Attendance Surgeries if deemed necessary
- Our Attendance Improvement Manager may choose to undertake a home visit



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**Leaving school after registration:**

- **Years 7, 8, 9, 10 and 11** can only leave site for a pre-arranged appointment if they have written permission from a parent to visit the doctor etc. They must inform their tutor and sign out in person at the Attendance Reception.
- **Years 12 and 13** must sign out in the signing out books kept in the Attendance Team area AND sign in again if returning
- **Any KS3 or KS4** student seen in the village or out of the school building during school hours will automatically be deemed absent without authorisation and dealt with in line with behavior management sanctions. KS3 parents will be informed immediately if this happens.
- No students in **KS4** should be off site at break time, even if they have a Desford address
- **KS4** Students with Desford addresses may go home for lunch, providing they have applied for a Desford pass via the Head of School. It is expected that they go straight home and do not make use of village facilities. Students who live elsewhere, are not entitled to go off site at lunchtime, unless they are Post-16 students.
- All students who feel ill during the school day should report to class and request to go to the KS3 or KS4 Student Reception area. They will be seen by an appropriate member of the Laureates Team or Maximising Learning Team who will decide if parents should be contacted. ***Students should not contact home and arrange to be collected without reporting to Student Reception first.***

**To address issues and provide support with students attendance Bosworth Academy may:**

- Try to find reasons for attendance problems
- Identify specific problems by collecting information from parents/staff/students etc. then try to tackle specific issues accordingly
- Request medical evidence for regular and/or prolonged absence
- Liaise with external agencies where necessary
- Carry out home visits where the school is concerned about the validity of a student's absences
- Arrange a home visit to establish that a student is safe. This could be by a Police Officer

Copies of all correspondence regarding a student's attendance are stored in the student's attendance file.

**Telephone numbers:**

There are times when Bosworth Academy needs to contact parents about a variety of matters, including absence, therefore the school needs to have all contact numbers for all times of the day. Please help the school by making sure that these are kept up to date.

**Pupil Services Court Team - Leicestershire County Council:**



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Parents are expected to contact school at an early stage and to work with the staff in resolving any issues together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may refer the matter to the Court Officer for the Pupil Services Court Team in the Local Authority for further action. Court Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates’ Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority. (Please note that Penalty Notices can be issued by the Local Authority immediately following a period of leave that has not been authorised by the school.)

See Leicestershire County Council Website for more details [www.leics.gov.uk](http://www.leics.gov.uk)

### **Lateness:**

Persistent lateness is a serious concern and may affect a student’s educational progress. Late arrival to class can also disrupt lessons, can be embarrassing for the students and can also encourage absence.

### **How we manage lateness:**

The school day starts at 8.45am and students should be in class at that time.

Morning registration is at 8.45am and the afternoon registration is 11:25am.

At **9.45am** the registers are closed. In accordance with the Regulations, if a student arrives after that time they will receive a **U code** (see *Appendix B*), but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of further action from the Local Authority if the problem persists.

If a student has a persistent late record parents will be asked to meet with the school to resolve the problem. Parents can approach the school at any time if having problems getting a child to school on time.

Detentions will also be issued for regular lateness to school.

### **The registration system:**

The school will use a computerised system for keeping school attendance records. The national codes (*Appendix B*) are used to record attendance information.

### **Appendices:**

**Appendix A:** SIMS/Lesson Monitor registration procedures

**Appendix B:** Attendance Codes to be used at Bosworth Academy

**Appendix C:** Responsibilities of different staff



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## Appendix A Sims Registration Procedures

In this document, “Registration” refers to the act of recording a student’s presence or absence in lessons/sessions, and providing codes for absence from classes or engagement in different approved activities.

In statistics generated by the school, “registration” refers to the “official” register, which has two sessions, am and pm. The am mark corresponds to the period 1 session, but the pm mark is generated from the period 3 class register. These registers are a legal requirement.

Lesson by lesson registers, although not statutory, give the School scope to track attendance throughout the day, highlighting any internal unauthorised absence which should be dealt with by subject teachers.

### Outline of Procedures

**ALL STUDENTS MUST BE REGISTERED AT MORNING REGISTRATION (PERIOD 1) AND IN EACH CLASS AS [/] PRESENT OR [N] ABSENT.** A student who is late to tutor group or to class can be marked “L” for late.

If the register has already been taken, staff should ensure that any student who arrives after 8.45am signs in at Attendance Reception and registers updated accordingly.

Staff should only register as present those students **WHO ARE ACTUALLY PRESENT IN THE ROOM.** **PLEASE DO NOT LEAVE A STUDENT UNMARKED** - mark either Present [/], Absent [N], or Late [L].



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If a student is absent for a reason known in advance, it is likely that the tutor (or Attendance staff) will have pre-entered a code into the system. Class teachers should **not** change this code unless the student is present (e.g. cancelled appointment, felt well so came back to school etc). Subject teachers should ensure they alert the Attendance Team on ext 301 or 233.

It is important to remember that the School authorises absences, not the parent. This makes decisions by the School regarding the authorisation of absences crucial. If you are not satisfied with reasons given for absence, you should not authorise the absence without discussion with the Attendance Improvement Manager.

Please continue to mark a student who is believed to have left the school permanently as absent until the student has been deleted from the current computer records.

**NOTES FOR TEACHERS - DEALING WITH ABSENCES AND LATENESS**

It is the School’s responsibility to monitor students’ attendance and to inform the Local Authority of students who do not attend regularly or who are ‘missing from education’ (e.g. moved from the area with no known forwarding address).

**Appendix B - The attendance codes used at Bosworth by teaching staff**

Since September 2006 the DCSF have standardised the attendance codes that schools can use. A full list is included at the end of this Appendix.

**Only codes to be used by Class Teachers:**

- / Present The student was present in the class/tutor group
- N Absent The student was not present in class/tutor group
- L Late Arrived late to lesson, teacher will be prompted to record the number of minutes late

**Codes most likely to be used by staff when Re-Coding and Authorising Absences (retrospectively or in advance)**

Code	Description	Meaning
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other authorised circumstances (not covered by another appropriate code/description)	Authorised Absence
<b>D</b>	Dual registration (ie pupil attending other	Approved Education Activity

	establishment)	
<b>E</b>	Excluded (no alternative provision made)	Authorised Absence
<b>F</b>	Extended family holiday (agreed)	Authorised Absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence
<b>H</b>	Family holiday (agreed)	Authorised Absence
<b>I</b>	Illness (NOT medical or dental etc appointments)	Authorised Absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised Absence
<b>N</b>	No reason yet provided for absence	Unauthorised Absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised Absence
<b>S</b>	Study leave (Year 11 only)	Authorised Absence
<b>T</b>	Traveller absence	Authorised Absence
<b>U</b>	Late (after registers closed)	Unauthorised Absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

## Appendix C - Responsibilities of different staff

### SUBJECT/CLASS TEACHERS

The Head of School responsibility is to ensure a true record of attendance/absence exists for each student in each class.

- Take the class register within 5 minutes of the start of each lesson using Lesson Monitor. An early registration is essential. Attendance staff will be contacting parents via SchoolComs and telephone.
- Amend the register in the class and “re-save” should any changes occur (e.g. student arriving after register has been taken)
- Always inform the relevant Tutor via e-mail of any suspicious absences or patterns
- All lates to be followed up by the class teacher
- Inform colleagues in advance, of any students who will miss any school classes due to an activity/trip/fixture etc organised by you. All other school procedures for such events must also be followed (see trips and Visits Policy).

## TUTORS

- Take the Tutor Group register within 5 minutes of the start of each tutor group session using Lesson Monitor
- To amend the register in the Tutor Group and “re-save” should any changes occur (e.g. student arriving after register has been sent)
- Inform the Attendance Clerk of any future absences that parents have informed you of e.g. medical appointments.
- Actively encourage students (and parents) to use the relevant pages in the planner to record absences. Tutors to ensure a weekly check of student planners is carried out. Notes received from parents other than in the planners to be passed to the Attendance Clerk who will scan these onto the system
- Request absence notes from students. **Inform the Attendance Clerk when none is forthcoming**
- Receive notes from parents about absences and send to Attendance Team for coding
- Check daily their SIMS Messages and staffroom pigeon-hole for notes regarding tutees’ absences
- Discuss with the Attendance Improvement Manager and/or your Year Head any issues regarding suspicious absences, patterns or definitions of authorised/unauthorised absence
- To inform the Attendance Clerk of suspicions of unauthorised absence
- To complete and maintain accurate records of student attendance via SIMS
- To liaise with Year Heads in order to code any absence for ‘open’ Attendance cases
- Upon receipt of a ‘less than 96% attendance letter’, raise the importance of raising attendance with the tutee, informing the Attendance Improvement Manager and/or Year Head of any extenuating factors affecting attendance

## YEAR HEADS

- To line-manage a team of tutors, ensuring that all of the tutors’ responsibilities above are fulfilled, and supporting/advising as appropriate
- To monitor the attendance of students in their tutor groups and act appropriately
- To liaise between parents and school to support students with genuine long term absences regarding academic work. Student/families should contact the relevant Year Head if they require support following a long term absence
- To monitor the attendance of students as an aspect impacting upon the achievement and progress of students
- To be the Head of School member of staff in relation to liaison with parents and outside agencies, including Police, Health and Social Care etc, ensuring that all agencies understand the School expectations with regard to attendance and punctuality
- To promote inter-agency support for individual students
- To meet bi-weekly with Attendance Improvement Manager to monitor attendance and make appropriate referrals
- To monitor, implement and promote the Attendance Rewards System
- To monitor, review and develop the Policy.

## ATTENDANCE IMPROVEMENT MANAGER



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- To identify students with less than 96% attendance and initiate further investigation
- To liaise with Year Heads regarding patterns/concerns in student attendance
- To provide attendance data to Faculties
- To provide attendance data to all relevant parties ie staff/parents/outside agencies/governors
- To attend Pre-Court meetings representing the School prior to Local Authority legal proceedings against parents

**ATTENDANCE CLERK**

- To pursue missing registers
- To monitor response via SchoolComs and to follow up non responders via phone call
- To utilise SchoolComs for timely notification of Parents' Evenings
- To be first point of contact for parents reporting student absence details
- To log reasons for absence on SIMS system
- To liaise with relevant staff over late buses and record accordingly
- To enter codes on behalf of students on alternative timetables, trips, vocational visits and holidays
- To 'flag up' suspicious reasons for absence to the appropriate Year Head
- To provide accurate information on a daily basis to Welfare Call in respect of Looked After Children
- To maintain student files with copy letters and forward copies to all relevant parties
- To generate and issue standard letters as requested regarding levels of student attendance and recording this information

**HEAD OF SCHOOL**

- To monitor school systems including holding staff accountable for their actions and monitoring tutors in the collection of attendance data.