

# Attendance and Punctuality Statement of Practice



## Bluecoat Wollaton

believe in yourself, in others, in God

### Our Christian Vision is:

*Through believing in ourselves, in others, in God, we trust that our hard work will result in the transformation of our lives and the lives of those around us.*

### Our Christian Values are:

*Faith, Hope and Love*

### Our Bluecoat Family is:

*Inclusive*

*Committed to Staff*

*Highly Literate*

*Grounded in Faith*

*Knowledgeable*

*Rooted in Respect*

*Dedicated to Character Development*

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# Introduction

This document summarises Bluecoat Wollaton 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 Statement of Practice
- SEN policy
- PSHE policy
- Safeguarding Policy
- Safeguarding Statement of Practice
- Mental Health statement of practice

## Statement of Practice

At Bluecoat Wollaton Academy we are very proud of our purposeful learning environment. We rely on the full support of parents and carers to reinforce the high standards and expectations. Attendance and punctuality are key priorities at the Academy and we are relentless in our pursuit for statistics in both of these areas to be outstanding for all groups of pupils. We believe that every pupil has the right to feel **loved**, safe and secure within our Academy and to feel that they are **respected** as individuals. We are a diverse and **inclusive** academy; we care for and value each pupil, regardless of who they are or where they have come from. Our **faith** encourages us to work with families to ensure that all pupils are given a consistently clear message about why they are expected to attend every day and understand clearly the importance of being punctual to the academy and all lessons across the day. We use an online system called Go4Schools to record, monitor and track all of our pupils' attendance and punctuality and parents and carers can access this data at any time to also review their child's performance in these areas. The actions that follow; meetings, phone calls or home visits, as required, are always carried out with the aim of **developing the character** of our pupils, teaching them about what we value as a Christian Academy, promoting a sense of living well together and developing resilience. Our **hope** is that all pupils both grasp and appreciate every opportunity to learn whilst they are with us and will go on to make a positive contribution to society in their adult lives.

**Below is an outline of key staff and their roles placed in supporting our pupils with their attendance and punctuality to the academy;**

Role of the tutor- tutors play a very important pastoral role for all pupils 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 pupil's attendance or punctuality will be forwarded in the first instance to the pupil's year leader for further enquiry. Tutors will have regular conversations with those pupils falling within the attendance bracket of 96-98% to help encourage regular attendance as expected and outlined in the Trust Policy.

Role of the class teacher- the class teacher uses G4S to record all pupils attendance to every lesson and registers are taken within the first 15 minutes of each period so we are tracking all of our pupils movement and can quickly and proactively address any absence. It is vital that pupils are in every timetable lesson they have in order to ensure their progress is strong and they are not missing vital learning opportunities.

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 pupils are aware of their own attendance percentage but also that of their year group on a weekly basis. This is not only done via daily visits to tutor groups and reviewing group performance but also in weekly AOWs where key analysis of data is given to the year group as a whole. The Year Leader also contacts home each day a pupil is absent to offer support for their return and avert any long periods of absence. These staff monitor all pupils' attendance however specific focus and intervention is on those within the 96.9-90% bracket.

Role of the Attendance Administrator- this staff member supports our pastoral team and Vice Principal responsible for attendance and punctuality by maintaining regular communication with home and school to ensure positive patterns of attendance are evident for all pupils. They meet regularly with the Vice Principal to review data and specifically monitor the attendance of those pupils within the 90% and below bracket.

**Role of the Vice Principal**- the Vice Principal has an overview of attendance for all groups of pupils and constantly strives for above national average trends for all pupils. Through weekly line management meetings with Year Leaders all absences are tracked and monitored in addition to those pupils that have been late to the academy. Should there be a need for intervention then this is initiated by the Vice Principal and in extreme cases via the Education Welfare Service. The school is unapologetic in the desire to achieve the highest levels of attendance and the role of the Vice Principal leader here is to make that ambition happen; attendance below 97% is not considered good at Bluecoat Wollaton; we aim for 100%.

**Role of the Principal**- the Principal reviews key data in this area with the Vice 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 Governing Body**- the Governing body are responsible for the regular reviews of this statement of practice and published attendance and punctuality figures presented at full Governor meetings throughout the year.

### **Rewards**

The role of rewards and praise is key to promoting our values and celebrating those pupils that do meet our expectation of being in the academy 100% of the time. We endeavour to reward every pupil each week that they achieve both 100% attendance and punctuality through the allocation of positive points using Go4schools, this acknowledgement is also complimented at the end of every term where we issue further rewards for such achievements. Not only do we reward pupils for attending each day but we also reward pupils who support with attendance at wider academy events and activities through various different forums and opportunities for example visits to the local theatre, ice skating etc. We believe that rewarding outstanding attendance and punctuality helps us to promote Bluecoat Wollaton Academy's core values and enables the pupils to understand the importance of positive attendance and punctuality within all that they do (see Appendix B).

### **Sanctions**

As an Academy we set rigorous targets for both attendance and punctuality and are committed to monitoring and improving both areas for all of our pupils. When a pupil is late to the Academy there are clear sanctions in place to challenge the pupil however communication is made home also to offer support should it be needed to prevent further lates. We expect 100% attendance and punctuality and constantly remind and promote this priority to all pupils, however, when a pupil does not meet our expectations, there are clear sanctions and follow up actions that all of our staff follow an example being an immediate same day break time detention for any pupil that is late to the Academy (see appendix C, D and E).

**Procedures for pupils required to leave the academy early**- wherever possible routine appointments are expected to be made outside of the academy day i.e. a 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 via the child's planner, 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 pupil is expected to report to reception and sign out via the pupil sign in/out record book. Without this communication and evidence, we will not allow a pupil to leave the academy. Should a pupil become ill during the academy day then the pupil's year leader or a member of the Senior Leadership Team will make contact home and gain consent to send home with parent/carers asked to collect their child.

**Procedures for managing a holiday request during term time or leave of absence**- parents and carers are made aware of the academy policy on taking holidays during the term through the academy'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 academy term (all term dates are also on the academy website). For any request of leave during academy 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 Academy's request (see appendix F). If the parent/carer is found to take an unauthorised leave of absence without permission from the academy, this will be registered as a 'G' code and the parent/carers may be liable for prosecution and incur a Penalty Notice. See Appendix G for The process for issuing Penalty Notices flow chart which follows the direction given in The Education (pupil registration) (England) Regulations 2013. Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Following on from this, amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

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 pupils. A pupil 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 pupils 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 pupils 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 pupil 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,

## Appendix A

### CONTRACT OF COMMITMENT

The Academy aims to work in partnership to provide a safe and caring environment which motivates each individual to achieve and develop their highest potential. To do this we require the support from every parent/carer and pupil and therefore expect that upon accepting a place at the Academy, all parties are entering into a partnership and commit to the following:

The Academy: I will –

- Provide a balanced curriculum focused on meeting your son/daughter's needs to ensure he/she achieves their potential
- Encourage him/her to have exceptionally high standards when focusing on their work and behaviour through building positive relationships and developing a sense of responsibility
- Provide a safe and secure environment, whereby each individual is recognised and valued within the context of our Christian ethos; encouraging pupils to grow into caring, responsible and independent learners
- Provide an open and effective channel of communication ensuring opportunities for exchange of information, views and opinions are available in relation to your son/daughter and the wider academy life
- Provide a wide range of extra-curricular activities

Parents/carers: I will -

- Ensure that my child attends the Academy every day and arrives on time. In exceptional circumstances of them being absent I will inform the Academy on the first day through the correct procedures Ensure my child wears the correct Academy uniform and is prepared and equipped for each Academy day
- Agree to support my son/daughter with their homework and encourage other learning opportunities at home
- Encourage my child to take responsibility for their own learning and behave in a way that is supportive of the Academies Code of Conduct and expectations
- Support the Academy policies on uniform, behaviour and conduct
- Attend parents' evenings and take an active interest in the academy life, contributing to discussions about my child's progress
- Agree to uphold and support the Christian ethos and values of the academy

Pupil: I will –

- Attend the Academy every day and on time
- Conduct myself in an exemplary way, follow staff instructions and take responsibility for my own behaviour at all times including before and after the Academy day
- Take responsibility for my own learning, seeking advice when necessary from staff and have the necessary equipment/books/PE kit for each lesson and contribute in the classroom
- Wear the correct full Academy uniform every day including before and after the Academy day
- Keep the Academy environment clean and tidy – no littering, graffiti or vandalism
- Complete all classwork and homework as well as I can, meeting given deadlines
- Show respect to all staff, visitors, pupils and all other members of the Academy at all times ☐ Agree to uphold and support the Christian ethos and values of the academy in all ways though both my participation and respectful observance

## **Appendix B - Attendance Rewards**

The following examples illustrates the rewards that pupils will be given if they have 100% attendance and/or 100% punctuality each week and each half term.

Weekly:

- Pupils achieving 100% attendance are rewarded with 1 positive point
- Pupils achieving 100% punctuality are rewarded with 1 positive point

Half Termly:

- Pupils achieving 100% attendance each half term are rewarded with 3 positive points
- Pupils achieving 100% punctuality each half term are rewarded with 3 positive points
- Positive points are accumulated and rewards are given at the end of a half term, term and academic year for e.g. golden early lunch ticket/sweet treats/non uniform days/whole academy Summer Festival/prom tickets/ 'choco lotto' draw every half term
- Award for 100% attendance and punctuality over 5 years at the end of Key Stage Celebration of Success evening, Archway Trust Awards event

## Appendix C – Procedures for Poor Attendance

Attendance administrator emails weekly attendance/punctuality figures each Friday to Year Leaders/Vice Principal and SLT for analysis & actions to be taken

Daily = Year Leaders to contact parent/carer of pupils with unexplained absences & record on G4S.

100%

Outstanding! =  
Form Tutor to  
congratulate

Pupils who  
have 100%  
attendance  
each week  
receive 1  
positive  
point/ 3  
positive  
points each  
half term

96-99.99%

On target  
= Form Tutor to  
congratulate

93-95.99%

Concern  
= Year Leader/Attendance  
Administrator/Vice Principal to  
meet with pupil to discuss concerns  
& plan intervention

<92.99%

Persistent Absentee =  
Attendance  
administrator/ Vice  
Principal to meet with  
pupil & parent/carer.  
Agency support if  
required.\*automatically  
added to do not  
authorise list and  
communication with  
parents/carers for  
evidence for every  
future absence

Year Leader make daily phone call for pupils who are absent, enquiring as to reason why & offer support upon pupils return to Academy.

Attendance administrator & Vice Principal meet half termly to look at data & follow up with phone calls home & personalised letter if required.

Home Visits made to offer support when appropriate.

No improvement within a half term =

Parent/carer & pupil invited in for an attendance meeting with Year Leader to discuss patterns of attendance & concerns.

Personalised Targets agreed (e.g. medical evidence required to authorise any future absences/timetable changes/internal support).

No improvement within a term =

Parent/carer & pupil invited in for an attendance meeting with Attendance administrator & Vice Principal to discuss further options of support, interventions or sanctions (e.g. external agency support/EWO referral/Penalty Notice request etc.).

No improvement within a term =

Refer to Principal/Vice Principal.

## Appendix D – Procedures for Poor Punctuality

The first warning bell for registration is at 08:25 and pupils should make their way to their form room at this time. Registration/Form time begins at 08:30 and finishes at 09:00 and any pupil arriving late between these times to Academy will be recorded as Late (Code L - before registers closed) on their attendance record. Any pupil arriving to Academy after 09:00 with no reasonable explanation will have their attendance mark recorded as an Unauthorised Late (Code U - after registers closed).

### Flow Chart of Action

Pupil signs in late via late gate staff member on pupil entrance/recorded late by Form Tutor also upon arrival to their form room.

Late gate staff & Form Tutor verbally informs pupil of their break time detention from 11:00-11:20 that same day.

Year Leaders to take register of pupil's attendance within break time detention & return to Admin.

All pupils are spoken to about the importance of being punctual and rewards for getting this right and sanctions for not complying with the expected procedures

### Failure to attend a break time detention

Admin check attendance to the break time detention from the register taken by Year Leaders.

Pupil who have failed to attend the break time detention are automatically put in an after school detention and a negative point is issued to the pupil.

Admin send a text to parents/carers to advise them of the automatic after school detention and allocate them to that same evening detention register.

Year Leaders to collect pupils at the end of period 5 and take to the detention location.

Pupil attends break time detention =  
No further action.

Pupil attends after school detention  
=  
No further action.

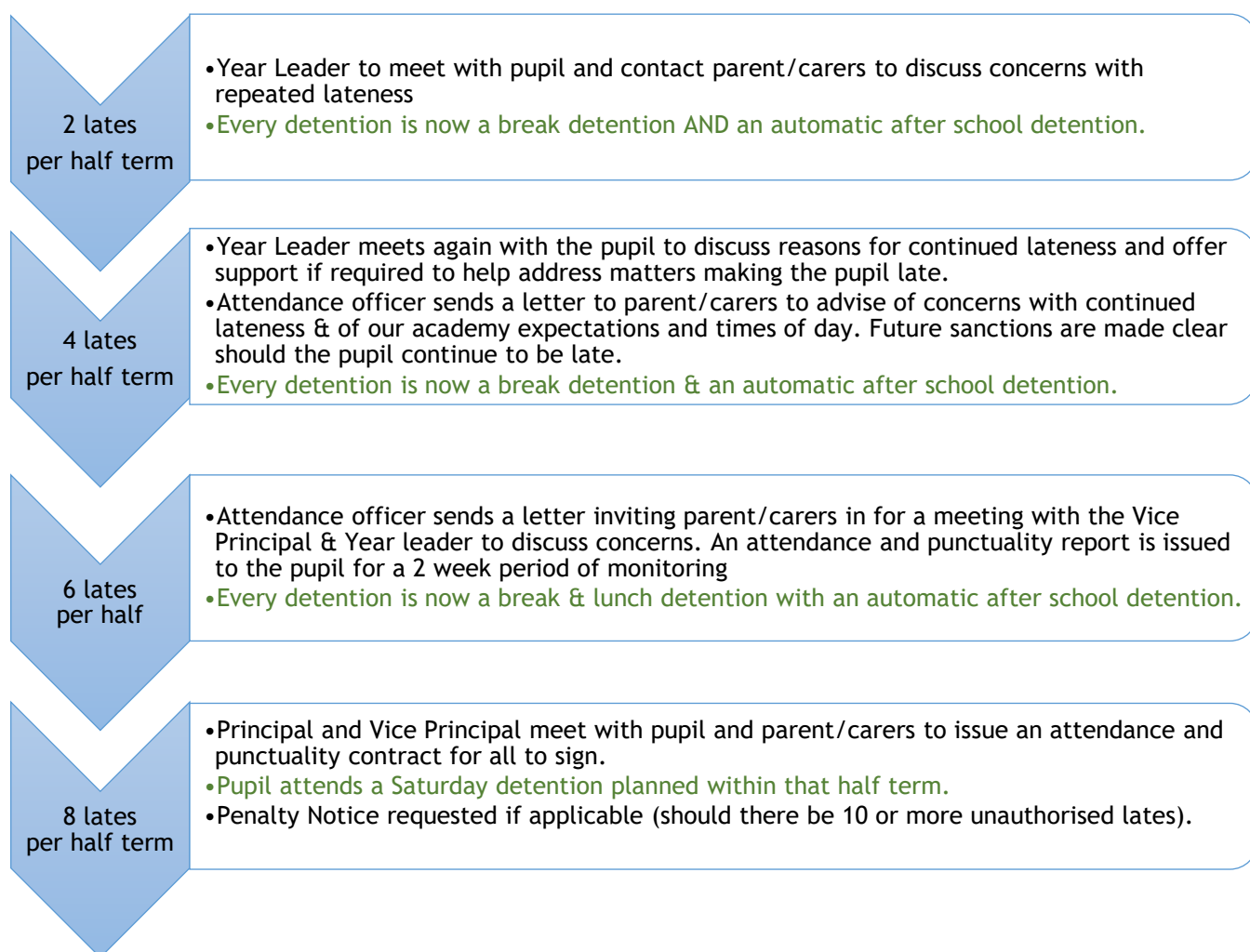
### Failure to attend after school detention

The pupil is placed in the ILU on the following day & is to attend the after Academy detention from 15:00-16:00.

Year Leader to issue a negative point.



## Punctuality process flow chart



## **Appendix F - Permission for Leave of Absence**

**No leave of absence for any year group will be authorised except in exceptional circumstances.**

Under current regulations, [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#), Academies may not grant any leave of absence during term time unless there are exceptional circumstances.

A pupil who takes 10 days holiday (whether authorised or not) in an academic year and has no other absences, will only achieve a maximum of 94.7% attendance.

Parents/carers are not entitled to remove children from the Academy for holidays as of right. A leave of absence must be applied for in writing to the Principal before bookings are made, and the decision to authorise a leave of absence rests entirely with the Principal.

When considering granting a leave of absence, the Principal will consider:

- The impact the absence will have on a pupil's education and their ability to catch up on the work that would be missed and the amount of hours of education missed;
- Proximity of external and internal examinations (including controlled assessments);
- The pupil's current attendance record and their attendance from previous academic years (including previous schools);
- The impact the absence will have on a pupil's overall attendance record for that academic year;
- Previous leave of absences taken within pupils' academic career (including those taken in previous schools);
- The amount of time requested;
- Circumstances of the request;
- Distance and whether the trip is a rare event;
- Frequency of the request;
- When the request was made.

Should an absence coincide with examinations periods (both external & internal) permission will not be given.

Pupils taken out of the Academy for a leave of absence that has not been authorised by the Principal will have the absence recorded as an unagreed leave of absence (code G) on their attendance record. The Principal may request legal action from the Local Authority in the form of a penalty notice, to be issued to the parents/carers (the penalty notice will be per parent/carer per child. Appendix H – Penalty Notices).

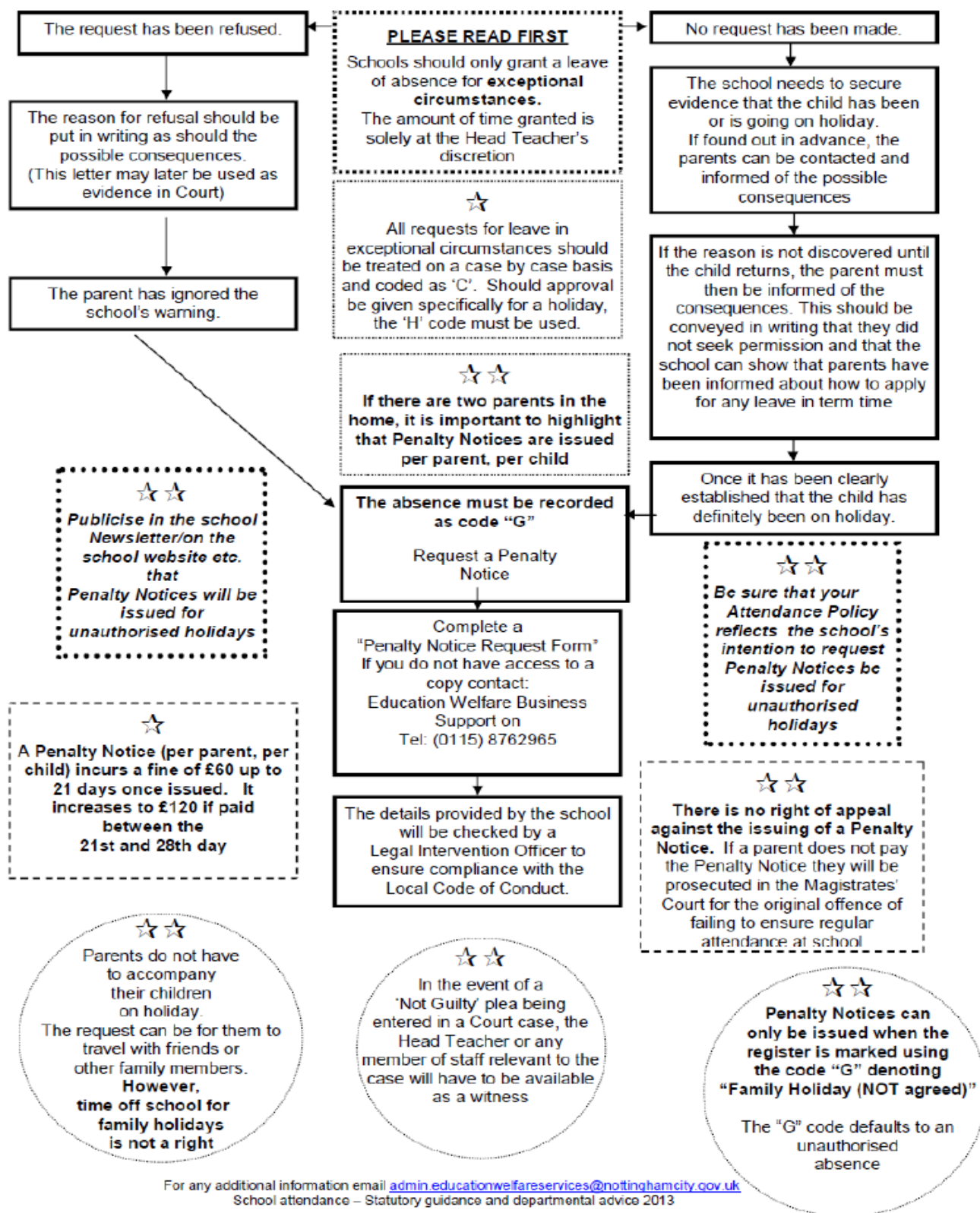
Any pupil who does not return by the agreed date will incur unauthorised absences on their attendance record until such time as they do return. This could result in the Principal requesting legal action from the Local Authority.

If after 10 days of the expected return date, the pupil has still not returned to the Academy, and no contact with parents/carers has been made by the Academy, a referral will be made to the Education Welfare Service, Children Missing Education Team for further enquiries to be made. This will involve the Local Authority contacting and visiting the parents/carers. If the Local Authority is unable to locate the parents/carers/child(ren), the Academy may be advised to remove the child(ren) from the Academy roll. Parents/carers are then required to reapply for a place at the Academy on their return and there is no guarantee that a space will be available.

If parents/carers do not apply for the leave of absence in advance of taking it, the pupil will have the leave of absence recorded as unagreed leave of absence on their attendance record, and this could result in the Principal requesting legal action from the Local Authority



## PENALTY NOTICES FOR UNAUTHORISED LEAVE IN TERM TIME SCHOOLS' FLOWCHART



## Appendix H

### Absences for Religious Observance

In accordance with guidelines from the DFE the Academy will authorise **one day of absence for any Religious Observance on any one occasion**, and only 3 days maximum in an academic year. Parents/carers will be advised in advance of the agreed dates and parents must confirm the absence for their child under the normal guidelines for reporting a pupil being absent. All other absences will be unauthorised.