



Attendance & Punctuality Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	April 2022	Robyn-Lee Gibb	April 2023

Ratification

Role	Name	Signature	Date
Chair of Academy Council			
Head Teacher			

Details of Policy Updates

Date	Details

Attendance and Punctuality Policy

“All equal, all different, all achieving together”

Rationale

Excellent attendance is of paramount importance to ensure that young people are able to access fully the educational opportunities that we have to offer at Brook Academy.

We are committed to offering the best opportunities for young people to enable them to achieve their full potential. However, a traditional full-time timetable may not be suitable for some young people. These young people access bespoke timetables that are reviewed on a termly basis. All decisions concerning a young person's provision are made with the Academy, guardians, external agencies, and the leadership team input during strategic meetings.

We shall do our best to provide a welcoming and caring environment where each member of the Academy community feels secure, challenged and where the efforts of the young people are acknowledged. Excellent attendance requires commitment from all stakeholders; families, the Academy, and external agencies. The Academy is committed to working in partnership to ensure the best possible attendance.

Aims

1. To ensure a high level of attendance and punctuality. (95% and above)
2. To reduce the level of persistent absence. (attendance 90% and below)
3. All young people who are on roll with our Academy to access the best educational provision that they are able to access.
4. To ensure that guardians, young people and the Academy work together to increase attendance.
5. To provide a set of guidelines which define agreed roles and responsibilities and which promote consistency.
6. To support guardians and young people in meeting their attendance obligations and responsibilities. Situations beyond the control of the young people and guardians may influence attendance. We will, with the agreement and support of guardians, work in partnership with external agencies to resolve these.
7. To develop a systematic approach to gathering, monitoring and analysing attendance related data.
8. To establish the whereabouts of absentees to ensure as far as possible, their safety and wellbeing.

Annual Action:

- The Head Teacher to agree an annual Attendance Action Plan to support The Academy's Annual Targets and improve attendance across the Academy.
- The Academy Council and Leadership Team set an agreed Academy Attendance Target at the start of each new academic year.

Guidelines:

- Guardians are required to contact the Academy on the first morning of absence. This will be by telephone. If no contact is received from the guardians of an absent young person on the first morning of absence the academy will:
 - Contact the guardian by telephone/text.
- The Tutor or allocated staff will greet the pupils from the transport, and will inform the office team of any messages received about absence from transport staff.
- The office team will put a note on the SIMs register to inform learning base staff of absences and make any first day of absence calls to guardians where no contact from home has been made (see Attendance procedures).
- The Headteacher will focus on registers/absence of the young people and formulate what action is required. Notes will be recorded in the attendance monitoring file.
- The school administrator will produce weekly absence print outs for the Headteacher to monitor.
- The school administrator and Headteacher will meet with multi agencies on a termly basis in order to discuss and implement actions in working with young people whose attendance is below 90%.
- Referral to the EWO (education welfare officer) should be considered, if a pupil meets the persistent absence criteria (14+ absences in term 1, 28+ in term 2, 40+ in term 3, 52+ in term 4) or has less than 85% attendance and where the academy has recorded unauthorised absences.
- Referral for a Penalty Notice (fixed fine) will occur upon discussion with the Head Teacher should a young person have more than 8 unauthorised absences within a 10-week period. Although a Penalty Notice it is recognised as an effective measure, this may not be

considered a suitable way of engaging some of the disaffected young people or families in working with the Academy.

- Attendance information will be kept on the SIMS database and the academy network.
- Attendance information will be sent regularly to the CYPS by Administrative Personnel.
- The Academy has an agreed marking policy in line with CYPS for registers (see Appendix 3).

It is the responsibility of the tutor/teacher to complete the marking of the register during each morning registration session (8:45 to 9:05am) and the tutor/teacher of lesson 4 for the afternoon registration session (12:50pm – 13:10p.m). Staff will notify school administrator and HT of any truancy and they will inform the office.

- If attendance is a concern, guardians will be invited into the Academy to see whether we can support in any way to reduce the issue. An Attendance Action Plan will be devised.

Where appropriate, other support services will be contacted concerning a young person's absence in an attempt to support the family in improving the young person's attendance.

- Once a term, attendance is analysed and reported on at Leadership meetings and reports are passed onto the Academy Council.
- For those young people whose attendance has been poor, attendance targets are set with an appropriate Individual Attendance Plan (see Appendix 2). This is monitored regularly.
- Lateness will be recorded and reported to tutors, which will result in making up for missed learning time.

Attendance issues will be addressed during tutor sessions, through Academy assemblies and through Pupil Voice to gain young people's views and through newsletters home and parent/carer events at the Academy to gain guardians interaction.

- In accordance with legislation 1st September 2013 the Academy will not authorise holidays in term time except in exceptional circumstances and at the discretion of the Head Teacher. Guardians must write to the Head or complete an absence request form.
- Where a young person has been absent, and the Academy is unable to make contact to explain the absence within a 10-day period, the 'Missing Children' procedure will be actioned.

Monitoring and Evaluation:

Monitoring will occur weekly, termly and an Annual evaluation will occur every year end (July). The Attendance & Punctuality Policy will be reviewed in accordance with the policy review system.

Appendix:

- Attendance Procedures
- Appendix 1 - copy of letters sent home requesting absence explanation.
- Appendix 2 - EWO referral form.
- Appendix 3 - Individual Attendance Plan.
- Appendix 4 - Bristol Education Welfare Service Absence Guardian's Guide

This guide is to be included in the Brook induction pack and is to be discussed with the guardians at the pupil induction meeting. Once a year this guide should be included in an Academy newsletter to remind guardians of Authorised and Unauthorised absence circumstances.

Attendance Procedures

Day One

(Office) Text home

“Can you please contact the Academy regarding your child’s absence” and phone call where necessary.



Day Two

(without contact from Guardians)

→ Text home and phone call where necessary → E-mail to Headteacher to inform the absence → Tutor to contact Guardians



Day Three

→ Text message “Can you please contact the Academy as soon as possible” → Home visit from member staff to have a visual of young person (Home Visit meeting if no contact)

If no contact a welfare check by the police is requested.



Day Four

→ Early Help referral, if this is not realistic instead ‘DSL to ensure home visit procedures are followed to contact the family. Follow up with bespoke outcome/next steps (see below) letter for child’s file

Repeat above steps where necessary.

This can vary depending on individual cases especially if there are serious contextual safeguarding issues to be considered.

Continued absence internal concerns re attendance

→ Meetings between HT and guardians. Consider multi-agency support response via First Response referral

→ Warning Letter of possible court proceedings

→ Letter confirming further actions

This is with liaison with external agencies and guardians where appropriate



c/o Brook Academy
Mill Lane
Brockworth
Gloucester
GL3 4QF



info@brook.learnmat.uk
www.learnmat.uk

Executive Headteacher: Michelle Reysenn

DATE

Dear

Our attendance registers indicate that (child's name) attendance for the last academic year/so far, this academic year was/is (enter %) which translate to **(enter number of weeks missed)**, she/he has missed (enter number of sessions) sessions so far this year because of illness.

(child's name) absences from illness are a continuing concern for us and I am writing to advise that to enable us to continue authorising future absences due to illness, we will require some form of **medical evidence**.

- Please ensure that should (child's name) be absent again due to illness, any medical advice/consultation evidence is forwarded to us as soon as possible. This may include a doctor's note, medical certificate, copy of an appointment card or copy of prescription etc.
- Please remember to also contact the school on each day of any absence with an explanation.
- Please note that the expectation of Brook Academy is that all students attend 95% in line with DfE guidance. Attendance is monitored by the Headteacher, office manager, SENCO and DSL team.

Please do work with us so we can better understand how the support available for your daughter/son can be best used in order to maximise her/his ability to **achieve her/his potential**.

Yours Sincerely

Headteacher



c/o Brook Academy
Mill Lane
Brockworth
Gloucester
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c/o Brook Academy
Mill Lane
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Gloucester
GL4 3QF

info@brook.learnmat.uk
www.learnmat.uk

Executive Headteacher: Michelle Reysenn

Date

Dear Parent/Carer,

Our attendance registers indicate that your son/daughter's attendance at school was (describe what happened to attendance) last term/week. This is a concern for us as education research tells us that for children to achieve their potential they need to be in school every day.

We recognise that good school attendance is a partnership between the school, the student and their parent/carer and families. For this reason, we wish to provide as much support as we can in order that the children on our roll can attend as frequently as possible. Some support can be offered at school level such as help with transport costs, allocated mentors and reward points for student achievement. In some instances, students, parent/carers or families may benefit from additional involvement from outside agencies such as those within the local authority or community sector organisations expert in working with local families and their children.

The law is clear that parents hold the legal responsibility to ensure their child attends the school they are on roll with. This letter is sent under the Gloucestershire Local Code of Conduct that relates to Penalty Notices in relation to school attendance.

Please do work with us so we can better understand how the support available for your son/daughter can be best used in order to maximise their ability to achieve their potential.

Yours Sincerely

Appendix 2

<date of printing>

<salutation> <address>

Dear <salutation>

Re: <Forename Surname Reg>

I am very concerned to notice that <forename> attendance is **only <percentage of attendance>** This is well below average of 95%. Poor attendance is closely linked to lower exam results and it is therefore important to act quickly to improve the situation.

I am writing to invite you to discuss the matter at an Academy Attendance meeting on **<date and time>**.

It is very important that you attend this meeting, as we will be agreeing a support and action plan. If <forename> 's attendance does not significantly improve following this meeting I may request a formal meeting with the local authority which could lead to a prosecution being instigated against you.

If you are unable to attend the appointment, please contact the Academy upon receipt of this letter.

Yours sincerely,

date of printing>

<salutation> <address>

Dear <salutation>

Ref: Attendance & Fixed Penalty Notice

Please find attached a certificate of your child's attendance for this academic year to date. <forename> has been absent from the Academy for **<total unauthorized absence sessions>** [please see attached]. Should <forename> have 1 or more absences within the next 10 weeks, then a fixed penalty Notice may be issued against you.

To avoid this, it is essential that <forename>

1. Attends the Academy every day **ON TIME** - this means by **9.00am** for the morning register and **1.10pm** for the afternoon register [after this time a L [lateness] or U code [unauthorized] is registered and calculates towards a fixed Penalty Notice.
2. You contact the Academy immediately to inform us of any absence.

Please find attached a copy of the Penalty Notice information sheet that explains your rights and responsibilities for your child's attendance.

Should you have any questions or wish to discuss your child's attendance further, please do not hesitate to contact me on the details above.

Yours sincerely,

Appendix



Attendance Meeting Date

Please be aware this constitutes a home/school contract

Name of Student	Reg	Date of Birth	Attendance %	Unauthorised %
«forename»«surname»	«reg»	«date_of_birth»	«percentage_attendance»	«percentage_unauthorised_absences»
Name of Parent	Address			
«salutation»	«address_block»			
Key issues/reasons given for absence				
Health	Yes	No		
Bullying	Yes	No		
Transport	Yes	No		
Family Circumstances	Yes	No		
Other	Yes	No		

Contacts For Future Action

School Nurse	Yes	No	
Learning Partnership West	Yes	No	
Mentoring	Yes	No	
Other	Yes	No	
Have the school considered a CAF If NO why?	Yes	No	
REVIEW DATE			



Attendance Meeting Date

Please be aware this constitutes a home/school contract

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