

Birches Head Academy



Attendance Policy (5.2)

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Introduction

This is a statement of the policy for Birches Head Academy. It provides guidelines for the standards of attendance and punctuality. In order to ensure all students, achieve success in school, excellent attendance is essential. DfE statistics confirm that students with 100% attendance are three times more likely to achieve strong passes across the curriculum than those students with less than 97% attendance.

We are dedicated to ensuring that our academy environment supports learning and the wellbeing of pupils and staff. Courage, justice, honesty, compassion, gratitude, humility, integrity and respect are the moral values within our community, and we work hard to provide a safe academy where pupils feel included in every aspect of academy life and comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their attendance and punctuality, and the sanctions that will be enforced if this policy is not adhered to. Good attendance and self-discipline are vital for pupils to carry with them both during and after their Academy years in line with the introduction.

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Birches Head Academy fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available on our school website to all parents/carers of pupils who are registered at our school.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from Stoke on Trent council.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Principal and Governors at our school are committed to working closely with parents, other professionals, and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

Legislation and Guidance

The 1996 Education Act (section 444) states that parents (including non-related adult carers in the child's household) have a **legal responsibility** to ensure that those of compulsory school age are educated, either by '**regular**' attendance at school or 'otherwise'. The 2008 Education and Skills Act (section 155) specifies the same requirement regarding regular attendance at alternative provision.

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Regular attendance has been defined by the Supreme Court (6th April 2017) to mean "in accordance with the rules prescribed by the school".

- Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".
- Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence".

***Definition of parent: Section 576 of the Education Act 1996** - A parent in relation to any child or young person, includes any person:

- All natural parents, whether they are married or not
- who is not a parent but who has parental responsibility for him/her; or
- who has care of him/her
- This also includes all parents who are absent. Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider.
- It is also important to note that even though a parent may not live in the same home as the pupil, that parent is still responsible for ensuring the child attends school every day.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

For most pupils the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register

must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

For further information on 'School attendance; Guidance for maintained schools, academies, independent schools and local authorities visit:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Principles of the Attendance and Punctuality Policy

The Governing Board of BHA places a high priority on achieving standards and believe strongly that excellent pupil attendance and punctuality are essential. They undertake this role by:

- Monitoring whole school attendance termly and take appropriate action should it affect standards.
- Nominate a named Governor for Attendance.

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled; and, act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

Regular attendance and good punctuality at school is expected. The reasons for this are obvious: pupils learn best and receive the most from the Academy when they are actually there. This issue is highlighted in the Home/School Agreement which all parents are asked to sign at the beginning of each year and also within other regular communications between home and school.

The school has a duty to safeguard all its pupils. If a child is absent, the parents/carers should inform the school on the **first day of absence** and each following day of absence, stating the reason. The senior leader responsible for the strategic approach to attendance in school is **Mrs S Williams**.

The school will contact home when a child is absent, and the parent/carer has not notified the school of the absence. If no contact can be achieved or the reason for

absence is not accepted the absence will be unauthorised. The school Attendance and Welfare team may also support with home visits.

Any pupil whose absence falls below 97% should be noted by their Head of Year and the pupil will be placed on the 'Attendance Strategy' which is a graduated intervention system. This is to encourage improved attendance and put support systems in place with Education Welfare Service, Attendance Officer, Children's Services and School Nurse, to address persistent absence issues. Other outside agencies may also be involved in cases which show persistently poor attendance.

Amendments to the 2006 regulations from the Department for Education (which came into effect from September 2013) removed references to family holidays and extended leave. "Principals may not grant any leave of absence during term time unless there are exceptional circumstances".

Please note 'exceptional circumstances' do NOT include a situation where parents choose to take pupils out of school to fit in with their work-related holiday dates. Please refer to the DfE "Amendments to school attendance regulations" for further details. If parents believe that their circumstances meet the 'exceptional' criteria, they must put their request in writing to the Principal **at least one month** in advance of the date. Parents who take pupils on an unauthorised holiday in term time will result in a Fixed Penalty Notice.

Daily Registers

Under the 2006 Education Regulations the school is legally required to register pupils twice daily. Registers are marked per lesson. Morning registration occurs during period 1 between 08:30 and 09:00 and in the afternoon at Academic Review. It is essential that all pupils are registered on all occasions. Marks are recorded in line with DfE codes.

Where manual registers are used, these are returned to the attendance office immediately following registration, or alternatively the electronic register is completed. If there are absences, administrative staff will ascertain the reason for the absence and the correct code will be marked in the register.

The school should follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and,

- Identify the correct code to use before entering it on to the school's electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention and support processes that may need to be implemented.

Pupils should be on the school premises no later than 08:25 ready to go to their first lesson. The school gate will close at 8.30am. Pupils who attend after this time will be expected to enter school through the main school entrance at reception. **It is a legal requirement that a register is taken at the start of the day.** Not only does the process allow us to monitor attendance but also to act as a pupil checklist in respect of health and safety issues – e.g. Fire Drill.

Each year a school calendar is sent out and is also on the website which clearly indicates the days when your child is expected to be in school.

Pupils who arrive after the school gate closes will have to enter the school through the main entrance where they will be met by their year group Learning Coach to register/or sign a late register at the reception desk. Pupils who arrive late to school will receive a late mark which will result in them receiving a same day after school detention for 20 minutes. Parents will be alerted to this through the school text system. Under rules set out by the Government 'Schools don't have to give parents notice of after-school detentions or tell them why a detention has been given' available at: [School discipline and exclusions: Discipline - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-discipline-and-exclusions-discipline)

Staff should take a register every lesson and only use the /, \, L or N code when taking class registers. Only key pastoral staff and the attendance officer should enter any other codes on registers.

Clubs at lunchtime

It is the responsibility of the leader of club during Academic Review (ACR) time to ensure they mark the pupils with them as present. The form tutor should **NOT** mark the pupil in ACR Time unless they are in front of them for the **entire period of ACR Time.**

Registers must be taken every lesson and staff should inform the SLT On Call duty team through Class Charts if a pupil who had been marked in previously that day/lesson has not shown up to their lesson.

Trips

Pupils going on trips should have their register taken by the trip leader. They should NOT be sent to get their mark from the classroom teacher. Trip leaders must also ensure that all pupils' names are given to the attendance officer on standard form lists before they leave.

Rehearsals/Music lessons

Rehearsals should always be marked in the rehearsal space/theatre/drama studio – pupils should not be sent to class teachers to get their mark. The reason for this is simple – the pupil may get their mark and then truant. Safeguarding should always be our priority.

If a pupil is timetabled for a music lesson part way through your lesson, you should mark them in your lesson and allow them to go to it. It is the responsibility of the music department to check with HOL/Classroom teachers if the pupil does not attend at the allocated time and yet appears to be in school. Pupils should always have a pass or something similar in their planners.

Absence / Lateness

Regular attendance at school is the responsibility of parents and carers. Under the 1996 Education Act parents commit an **offence** if the child does not attend school regularly. ***If your child cannot come to school because of illness you should advise the school on the first day of absence by telephone and every subsequent day they are absent.***

If no message is received we will assume that your child is absent without your permission. We will then make every effort to contact you. The school requires where possible **two** emergency contact numbers. It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. Please inform us of any changes in writing through the pupil planner or letter to your child's Head of Year. This information can also be updated using the data checking sheet on parents' evenings and review days. Parents are encouraged to ensure that their child brings in a note confirming the reasons for the absence when the child returns to school. Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

The school will only authorise a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the pupil is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupils name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Principal may not authorise medical absence without this evidence.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the school in advance so a decision can be made whether to authorise the absence or not. If an appointment is authorised the pupil should be in school before the appointment and return following the appointment.

The Academy has invested in the 'Truancy Call' system. Each morning parents/carers of any pupils absent from Academy will receive an automated phone call/text message requesting them to provide a reason for the absence. There is a 'staged approach' with regards to phone calls; attendance officer and the Pastoral team also have an identified cohort – identified through Attendance AIM.

If parents are unable to return a call for whatever reason, a written explanation for the absence is necessary upon a pupil's return to Academy. There is a facility for parents to be able to leave a message stating their son/daughter's reason for absence. Parents are informed of this information through reminders on the Academy website.

If any absence, whether covered by a note or not, is considered as an unauthorised absence by the Academy, it can result in a Fixed Penalty Notice. Parents will also be informed by a HOY or the Attendance Officer of our concern.

If a pupil is absent for more than three days and there has been no communication from the family regarding the child's absence after an Attendance Officer home visit then we may consider reporting our concerns for the safety of the child to Social Care. This should be managed by going through the appropriate safeguarding channels.

Where a pupil has truanted school or a lesson then a sanction will be issued to ensure the time missed is caught up. For persistent truancy a pupil may be placed in our internal exclusion centre as a sanction or even excluded from the Academy.

Pupils arriving after 8.30am receive a late mark from their Learning Coach. A note should be brought in to explain the circumstances for arrival after these times. Persistent lateness to Academy can result in an FPN for lateness.

Failure to complete a register will result in an SLT callout and possible further disciplinary action.

Fire registers will be completed by the office staff when registers close.

Absence from Academy

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. This is an offence by the parent. Where pupils' attendance drops below 97% a staged approach to attendance will be implemented in an attempt to improve the pupil's attendance and avoid a parent facing an FPN or prosecution.

Birches Head Academy will robustly monitor and analyse attendance data to promptly identify and address possible concerns and allow for early interventions to support the child/family's underlying needs. This will include;

- Daily and Weekly attendance code analysis
- Specific cohort and group monitoring
- Monitoring of lesson attendance across all subjects
- Welcome back' meeting for all pupils that have been absent– to check wellbeing and ensure there are no ongoing needs that will impact on attendance
- Attendance AIM meetings every Learning Programme

When a pupil's attendance falls below 97% and depending on the number of absences a parent will be sent a stage one letter. If there is no improvement in the pupil's attendance, a second letter will be sent home and an Attendance improvement action plan will be completed with the child/parent with a member of the Pastoral team or Attendance Officer. Where parents fail to attend or there is still no improvement in the pupil's attendance the parent will be sent a stage 3 letter and invited to meet with the SLT Link/Attendance Officer, if still no improvement the Academy will apply for an Fixed Penalty Notice (FPN), Stage 4.

The Academy will request penalty notices to address unauthorised absence. A minimum evidential requirement of 12 school sessions (6 days) within a 12 week period, lost to unauthorised absence by any pupil in the current term will be required to trigger the process.

The Local Authority may:

- A Penalty Notice payable of a **£60 or £120 fine.**
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000.**
- Prosecution under s444(1)(a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment.**

Family Holidays/Leave of absence during term time during term time

Parents/carers do not have an automatic right to withdraw students from the academy for a holiday and, in law, are obliged to ask permission in advance by writing to the Principal, this will then be considered by the Principal and the Governors.

An amendment to the Education (Pupil Registration) (England) Regulations 2006 removed reference to family holidays to make it clear that Headteachers/Principals may NOT grant any leave of absence during term time unless there are exceptional circumstances. This amendment came into effect on 1 September 2013. The definition of exceptional circumstances is left to the discretion of the Principal. Parents/carers will be notified of the decision by letter and may be required to attend a meeting in school to discuss their request.

Reasons for exceptional circumstances DO NOT include annual holidays, cheaper during term time etc. Holidays/time off taken without the Principal's approval will be unauthorised and may be referred to the Education Welfare Officer. Work will not be provided for the students during unauthorised holidays. It is the family's decision to remove a child from the academy for that period of time.

If a term time leave of absence over five school days is not agreed and it is recorded as unauthorised absence in the register, this will automatically be referred to the Education Welfare Service at the Local Authority which could result in:

The Local Authority may:

- A Penalty Notice payable of a **£60 or £120 fine.**
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000.**
- Prosecution under s444(1)(a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment.**

The maximum number of Penalty Notices/fines which the Local Authority will issue in respect of an individual child in a twelve-month period is two. The Local Authority will then consider presenting the case at the Magistrates Court where prosecution may be considered.

It is important for parents / carers to note that the school will not authorise ANY leave of absence unless the school feels the circumstances are unavoidable.

Early Identification and Intervention: assess, plan, do and review

Every pupil has a right to a full-time education and Birches Head Academy sets high attendance expectations for all pupils. Birches Head Academy will consider the individual needs of pupils and their families who have specific barriers to attendance and will consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

For any child/young person who is absent from school it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including form tutors, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, when needed. These strategies are discussed in Guidance and Support meetings.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs such as an SDQ, SEND assessments and wellbeing assessments or may include the holistic needs of the family, such as an Early Help assessment. Assessments will include the views of the child/young person as well as parents/carers and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child/young person is experiencing underlying emotional based needs that are contributing to non-attendance. Stoke on Trent Council has developed guidance for schools - Emotionally Based School

Non-attendance: Good practice guidance for schools (revised November 2021). This is a whole school framework with a graduated approach to support the early identification and intervention of children/young people who may struggle to cope in school/attend school.

Information from assessments will inform a SMART action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Early Help and Prevention and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child / young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services.

Absence Codes

According to the DfE guidance the following codes are used for authorised absence on the register.

Code I: ILLNESS

Schools can request medical evidence from parents / carers if they feel the authenticity of an illness is in doubt.

Code M: Medical or dental appointments

Parents / Carers are encouraged to arrange appointments out of school hours, but the school will authorise if confirmation of the appointment is provided.

Code C: Other circumstances

This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – family funeral.

Code D: Dual Registered

This code will be used if a pupil is registered at two schools.

Code J: Interview

This code will be used when it has been agreed that the pupil can miss school to attend an interview or entrance exam.

Code P: Approved sporting activity

This code will be used in times of approved sporting activities in school times, i.e. – training sessions, trials, and sporting events.

Code R: Religious Observation

This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.

Code V: Educational visits and trips

Code W: Work Experience

According to the DFE guidance the following codes are to be used for **unauthorised** absences on the register:

Code G: Family holiday not authorised by the school or in excess of agreed period

If a school does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence.

Code O: Absent from school without authorisation

If the school is **not satisfied** with the reason given for absence they should record it as unauthorised.

Code U: Arrived late to school after registration closes

If a pupil arrives after registers close without any written or verbal confirmation from parents/carers to explain their lateness, the school will mark the pupil with the U code. This means that, although the pupil is in school, she is marked absent for the entire morning. This will be marked as an unauthorised absence and could result in prosecution for parents/carers if the pupil is persistently late. This could lead to an FPN being applied for.

School attendance, safeguarding and children missing education.

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school'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, serious crime and to help prevent the risks of their going missing in future (Keeping Children Safe in Education (updated September 2022) and Children Missing in Education Nov 2013, updated Sept 2016). Concerns of this nature should also be passed to the Academy DSL.

Notifying the Local Authority

The Academy must also notify the Local Authority of any pupil who is to be deleted from the admission register.

Our Academy will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

Where a child leaves our school without a destination or another school is not identified we will follow Stoke On Trent Children Missing Education Procedures.

Reluctance to attend school

Sometimes a pupil may seem anxious about leaving home to go to school. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g., that they do not want to do particular subjects, feel that they have no friends or are being bullied. If this is the case please contact the school as soon as possible to speak to your child's Head of Year.

The Academy reserves the right to either contact the parents / carers directly or make an immediate referral to Social Care or the police if the school feels a pupil is potentially at-risk while being taken out of school during term time.

Persistent Absence

The school has a responsibility to reduce the number of pupils whose attendance is below 90% over the school year. **Pupils with attendance below 90% fall into the 'Persistent Absentee' category.**

According to the DFE guidance 'If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the Local Authority'. In addition, 'Local Authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

In order to avoid a pupil falling into this category a staged approach will be used where possible to ensure that attendance below 97% improves. This includes letters to parents, staged meetings and action plans to ensure that attendance improves.

These meetings will also help to identify any concerns which may be causing the pupils absence and allow staff and parents to identify strategies to improve this.

When a pupil's attendance falls below 90% at any stage of the year a staged meeting will be held with Academy pastoral / Attendance staff. In addition, pupils will be monitored by the Form Tutor, Head of Year, Learning Coach and SLT who will track their attendance on a weekly basis. Staff will contact parents to discuss the attendance concerns and formalise an **Action Plan** to secure an improvement in attendance.

This will contain improvement targets with set timescales and an overview of the support provided by the school to support the child and their family. Parental failure to comply with the contract may be used as evidence if the Local Authority decides to issue an FPN or prosecute parents.

Where an attendance meeting is called, the reasons for absence will be identified and different strategies to improve attendance will be considered

- A supportive action plan will be agreed.
- An attendance target date for improvement will be set.
- The pupil's attendance will then be closely monitored for a period of no more than 4 school weeks.

If the parent fails to attend this meeting without reasonable justification this could result in an FPN being issued to parents/carers or court proceedings under the 'Single Justice' process. Under section 444, an FPN will be **issued for £60 to both parents**. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500 or three months in prison.

What happens next?

Whilst the intention of the School Attendance meeting is that attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Unauthorised Absence and Fixed Penalty Notice

An absence may be coded as 'unauthorised' if:
no reason for absence has been given medical evidence is not received when requested a request for a leave of absence has been unauthorised a pupil arrives at school after registration has closed.

Parents/carers should be aware that Birches Head Academy may contact the Local Authority if a pupil has 10 or more unauthorised absences in the current term with a view to issuing a Fixed Penalty Notice or other legal action. The Fixed Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court.

Religious Observance

We recognise that some pupils may need to participate in days of religious observance. Where a day of religious observance falls during school time and has been exclusively set apart for religious observance by the religious body to which the pupil belongs, we ask that parents/carers notify Birches Head Academy in writing in advance where absence is required due to a religious observance.

Enforced School Closure

If Birches Head Academy was forced to close for a period of time, we have the facility to operate an online virtual school. The expectation is children will still engage with ALL activities when work is set on Microsoft Teams. Procedures for online learning will be sent to parents as and when required.

Impact

All pupils will achieve by developing knowledge and skills on their journey through school. Due to robust monitoring of attendance, all pupils, including vulnerable children and children with special educational needs and disabilities (SEND), will have fair and equitable access to school in order to achieve the best possible outcomes. Pupils will leave Birches Head Academy ready for a successful transition to their next steps in education or employment.

Punctuality

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved. Poor punctuality can lead to your child:

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future.

Pupils who arrive after the school gate closes will have to enter the school through the main entrance where they will be met by their year group Learning Coach to register or sign a late register at the reception desk. Pupils who arrive late to school will receive a late mark which will result in them receiving a same day after school detention for 30 minutes. Parents will be alerted to this through the school text system. Under rules set out by the Government 'Schools don't have to give parents notice of after-school detentions or tell them why the detention has been given' available at: <https://www.gov.uk/school-discipline-exclusions>

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments out of school time.

Roles and Responsibilities

Improving Attendance – What Parents can do:

- Provide where possible **two** emergency contacts to the school.
- Notify the school on the first day of absence.
- Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
- A child should attend school before and after their appointment.
- Encourage your child to take responsibility for being on time for school ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.

- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
- Leave of absence during term time is not a parental right. If there are special or exceptional circumstances, please contact the Principal and decision will be made if the absence can be authorised or not.
- Talk positively about going to school.
- Monitor your child's Internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
- Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact school before the concerns escalate.

Improving Attendance – What school does:

- Mark the registers twice a day.
- Informs any parents / carers who have not contacted the school of the absence of their child on a particular day.
- Maintains records and monitors attendance of pupils on a regular basis.
- Authorises absences in accordance with the Government guidelines. Please note that **only** the school can authorise absence.
- Contacts parents / carers when the attendance falls below acceptable levels and / or when particular patterns of absence are causing concerns.
- Undertake an Early Help Assessment where it is deemed appropriate.
- Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision.
- Works with external agencies to maintain good attendance and to support the pupil / family with any issues that may affect attendance and punctuality to school.
- Provides reintegration support for pupils returning from absence.
- Maintains a range of strategies to encourage good attendance by means of rewards.
- Inform parents of individual pupils' attendance record each term at Parents' Evening.
- Works with relevant external agencies if a pupils' attendance becomes a concern, i.e. – Social Care, Early Help Services, Police, YOT, SEND.
- Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.

- Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
- Hold stage meetings to support and improve attendance.

Rewards and incentives

Positive attendance will be celebrated by both Form Tutor and Head of Year on a regular basis. Pupils with good attendance will also be celebrated at weekly achievement assemblies and at the Academy awards ceremonies.

Attendance Additional Intervention Meeting (AIM)

Attendance AIM meetings take place as scheduled every Learning Programme as per the Academy calendar. AIM meetings may be called as needed to address concerns identified in particular year groups. These meeting will be chaired by the Assistant Principal and attended by the Head of Year, Learning Coach and Attendance Officer. In these meetings action plans will be agreed and cohorts and strategies identified to improve pupil attendance.