

Brunts Academy: Attendance Policy Summary #CultureOfHighAttendance #AttendanceMatters

This policy summary is written considering the statutory guidance which was updated in August 2024: [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

The Brunts Academy is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent academy attendance for **all**. This is based upon the belief that only by attending the academy regularly and punctually, will children be able to take full advantage of the educational opportunities available to them.

Attendance is everyone's responsibility.

We are committed to working in partnership with children, families, and other agencies to achieve the best outcomes for students via the early help and other pathways available. Parents and carers play a fundamentally important role in securing high attendance.

High attendance (at or above **96%**) which is fewer than 7 days absence a year, improves attainment, progress, and enables improved development of personal, social and employability skills. It also promotes a child's safety and welfare.

Celebrating high attendance. We will:

- Adopt a whole academy approach to attendance: **"Attendance is everyone"**.
- Develop a **culture of high attendance** through our Tutor and personal development input, weekly and daily.
- Provide details on attendance in our communications to stakeholders.
- Reward students through Class charts, and, for example, non-uniform days, for high and improving attendance/punctuality.

Parents/carers are expected to send their child to the academy daily and encourage exceptional punctuality, and:

- Notify us promptly of any absence on the day: 01623 623149 Op1 and leave a voicemail, or via the Arbor App
- Communicate any known absences, such as medical appointments, well in advance.
- Refrain from taking their child out of the academy for holidays in term time- typically, these will be unauthorised.
- Make a formal **request for absence** should this be needed, using the proforma on the website.
- Ensure their child arrives promptly to the academy daily, and always before 0825.
- Provide the academy with 2 emergency contact numbers for safeguarding purposes.

Supporting High Attendance

Where attendance is proving difficult or becomes a concern, the academy will use our graduated response and work in support of families and children to improve the situation. We also work with the local authority and other partners to remove barriers to high attendance, for example, early help referrals and attendance support meetings. Academy staff wish to help parents/carers in securing high attendance for their child by listening to challenges and working together to support improvement.

The updated statutory guidance recognises that many children experience difficulties attending school, but these difficulties including relationship problems, worries about assessment and anxiety should not prevent normal academy attendance, and that absence is only likely to make these problems worse.

Where support is not working, or there is limited, or no engagement:

The academy will work increasingly closely with the family and the local authority and use a range of support structures, which may include attendance contracts and education supervision orders. Where support has been exhausted or there is no positive response, and as a last resort, the local authority will use enforcement to protect a child's legal right to an education.

Penalty Notices

The academy (and local authority) will issue penalty notices as part of the National Framework guidance, including for unauthorised holidays. Where a parent/carer removes a child for a holiday in term time, which is unauthorised, for 10 or more sessions (5 days), we will issue a penalty notice, one per child, at £160 each, which is reduced to £80 with payment within 21 days. If there is a repeat of absence for a holiday in a three-year period which is unauthorised, a second penalty notice will be issued, of £160 per child but this is not reduced. On a third occasion, the local authority will take the parents to court, Penalty notices can also be issued for any period of 10 sessions of unauthorised absence in a ten-academy week rolling period, and if a child is seen in a public place, without justification, during academy hours, during the first five days of a fixed term suspension or permanent exclusion. Liability for penalty notices falls on both parents, where there is parental responsibility.

Safeguarding

Absence from the academy can sometimes be linked to safeguarding concerns, especially when absence increases, and a child is persistently or severely absent. All children with attendance less than 90% will be recorded on the academy safeguarding database, CPOMS and their wellbeing monitored with attendance interventions and actions to ensure we fulfil our statutory requirement to keep them safe. The academy will complete safe and well checks for more vulnerable children and record these including home visits on the third day of absence with no positive contact with a parent/carer, and after five days even if reasons for absence are reported to ensure children are safe. These visits also offer opportunities to discuss the child's welfare and establish additional support as required. The academy works with external agencies where there are worries about attendance to ensure children are safe.