



THE BRUNTS ACADEMY

Attendance Policy

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1. Core Statement

‘Outstanding Attendance’ is considered to be 98% and above and ‘Good Attendance’ considered to be 96% and above. Anything below 96% is a cause for concern and below a ‘satisfactory’ level and this would trigger an investigation into the circumstances and a decision being made as to whether further action should be taken by the Academy.

Students whose attendance falls below 90% will be classed as a ‘Persistent Absentee’ in line with government classification. If their attendance falls to this level we may make a referral to Family Service who will work with the family to improve attendance or may take legal action where necessary. Students who meet these criteria will be monitored and if their attendance fails to improve a Penalty Notice fine may be issued.

The Academy target is to be above 96%.

The Academy operates a first day of absence notification to reduce truancy, which may also include unannounced visits to the home.

2. Aims

Ensuring all pupils have high attendance is a key priority of the academy. Pupils are entitled to a full-time education and we know that pupils with high attendance do better at school than those with high absence rates. We also know that absence can be a sign of other risks in a young person’s life.

The aim of this document is to set out how we create and maintain a positive culture that supports and values good attendance. It includes how we:

- Promote good attendance and punctuality
- Follow up absences
- Communicate and work with families to reduce absence
- Monitor absences and analyse patterns of absence
- Work with local partners to support high attendance and reduce absence

3. Penalty Notice

Where all voluntary support options are unsuccessful or not appropriate (such as an unauthorised holiday in term time), the local authority can take forward legal intervention to formalise support and / or enforce attendance. This includes fines or a penalty notice. The arrangements for these procedures are found



<https://www.nottinghamshire.gov.uk/media/127161/code-of-conduct-for-penalty-notices.pdf> The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher or Principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice

4. Punctuality

All students are expected to attend the Academy when it is in session. Students are expected to be on site by 8.15am. Registration begins at 8.20am prompt.

Students arriving late will be given a late mark.

The Academy operates a 'late gate' system during the course of the year to improve punctuality. The Academy reserves the right to apply an appropriate sanction such as monitoring report, detentions, including no notice end of day detentions, and referrals, but each case is judged upon its circumstances. In any case, parents/carers will be informed.

Students are expected to stay on the premises all day, including lunchtime and only leave at the end of the Academy day, unless other arrangements have been made with the Academy. Failure to comply with this will lead to parent/carer being notified that the student has left the premises without authorization, as well as notifying the Police and a sanction may be issued.

4.1 The Punctuality Process

Bath Lane, Park Avenue and Windmill Lane entrances have staff on duty for late gates daily until 8.30 am. All students arriving into school later than 8.20 need to sign in at student reception (where they will be given a late slip for their class teacher to sign upon arrival to their lesson).

Morning (AM) registers close at 9.15 am and afternoon (PM) registers close at 2.15pm. Students arriving after these times will be coded U (Late, after registers close) on that register. This is a non-attendance and will impact a students overall attendance figure.



Class teachers will sanction students who are late to other lessons.

There is a graduated response to be adhered to for repeat offenders;

- Tutor conversation and phone call home.
- Punctuality report to tutor for 3 weeks. (PN letter sent)
- SEL meeting with parents.
- Punctuality report to SEL for 3 weeks.

5. Recording attendance

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of each lesson of each school day including tutor time.

It will mark whether every pupil is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

We will use the DfE codes to detail the attendance and absences.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

6. Reasons for Absence

Unplanned absence

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by **08:30** or as soon as practically possible by calling 01623 623149 option 1 or by emailing bruntsattendance@bruntsacademy.org

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness, or the student is under attendance monitoring.

If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

The Principal will not authorise for any of the following reasons:



- Term-time holidays (including visiting family abroad)
- Study leave
- Trivial illnesses
- Looking after the house or waiting for workmen/deliveries etc
- Looking after siblings, including dropping them off at school or nursery.
- Helping with housework or a family business.
- Being unhappy or not getting on with other pupils in school.
- Being up late the night before, including family problems.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment and supplies evidence to support. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision.

7. Holidays in term time

Holidays in term time will not be authorised by the Academy. The law says that parents do not have an automatic right to take their child out of school for holidays during term time. All requests must be submitted in writing to the attendance team prior to the requested absence. The Academy will not authorise term time holidays unless in exceptional circumstances authorised by the Principal.



7.1 Leave of absence

A leave of absence is granted at the principal's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as but not limited to:

- Death or serious illness of a parent or sibling.
- Return of a parent from active service (forces).
- Approved public performances.

If your request for a term time holiday or other absence is refused and your child is still taken out of school, this will be recorded as an unauthorised absence and a penalty notice will be actioned.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence. Evidence may be required to support any request for leave of absence.

8. Missing Children

If no notification has been received from parents/carers regarding their child's absence after 10 school days, the Academy will report the child as 'missing from education' to the Local Authority for them to immediately investigate.

After 5 days of absence and continued non-response, the Academy will issue a potential holiday letter.

9. Roles and Responsibilities

9.1 The Trust recognises its responsibility for overseeing Attendance issues within the Academy and for setting and reviewing appropriate strategic targets.

9.2 The Principal and SLT understand their role and recognise that many conditions encourage good attendance; they will therefore seek to ensure that the conditions and climate are appropriate. Due consideration will be given to the quality of the Academy, its ethos and classroom experience; appropriate curriculum opportunities; effective pastoral care; quality relationships; and good communication systems with parents and external agencies.

9.3 Parents/ carers have a duty to ensure that their children receive full time education. The Education Act 2002 places the responsibility for enforcing school attendance on the Local Authority. This responsibility is delegated to the Academy.

Legal action will be instigated against parents/carers in relevant circumstances using the wide range



of available options including:

- Family Services referrals
- Penalty Notices
- Attendance parent meetings
- Attendance panel meetings
- Court Action under Section 444(1) and (1)(a) of the Education Act 2002

Court action can be initiated swiftly should the Local Authority deem it necessary.

The responsibility of parents/carers is to ensure the following:

- The child attends the Academy regularly and on time;
- To contact the Academy immediately on 01623 623149 option1/Bruntsattendance@bruntsacademy.org if their child is going to be absent; on each day of absence.
- Absences of 5 days or more will require medical evidence. All evidence must be dated accordingly and have clear details including the student's name. Failure to produce evidence following 5 or more days absence will result in the absence being recorded as unauthorised.
- To notify the Academy of any known absence in advance i.e. Medical appointments with evidence.
- Refrain from taking their child out of the Academy in term-time. The Academy does not authorise absence unless for medical purposes or exceptional circumstances. The Academy will determine if an absence can be authorised and reserves the right to decline any request for absence that is deemed to be detrimental to a student's attendance and affect their education e.g. holidays. It is also encouraged that if a student is going to be absent from the Academy, s/he collects work from the relevant teachers, completes this and hands the work to the teacher/s for marking upon their return, to help them avoid falling behind in lessons.
- Please ensure their son/daughter arrives at the Academy by 8.15am. Students who are late due to a late drop off, will be sanctioned in line with the Academy's policy.
- Parents whose child/ren truant from the Academy, or who take holidays within term time or whose child/ren is found to be in a public place during the first five days of exclusion may be issued with a Penalty Notice.
- Provide the academy with more than 2 emergency contact numbers for their child.

9.4 Senior Leaders and Key Stage Leaders

- To oversee and monitor whole school attendance.
- To liaise with Year Progress Leaders and the Attendance Officer.
- To ensure that attendance and punctuality is a regular item at Year Leader meetings.

9.5 Heads of Year

- To oversee and monitor overall year group attendance working with tutors and



Attendance Officer.

- ii) To check attendance data.
- iii) To monitor student attendance patterns –identifying students in danger of becoming PA.
- iv) To co-ordinate action with the tutors, Wellbeing Team, Attendance Officer and parents.
- v) To promote and recognise positive attendance through our rewards system

9.6 Tutors:

- i) To have a key role in promoting, maintaining and monitoring good attendance
- ii) To be on time for registration.
- iii) To record student attendance, lateness, liaise with the Attendance Officer and Wellbeing Team and complete registers accurately.
- iv) To act as a role model.
- v) Make Attendance Officer aware on the first day of student absence.

9.7 Subject Teacher

- i) To be on time for all lessons.
- ii) To support student attendance by keeping accurate class registers on Lesson Monitor at the beginning of each lesson.
- iii) To act as a role model.

9.8 Attendance Team

- i) To compile the registration data on a daily basis using electronic registration.
- ii) To record details from parents who phone in with absence information.
- iii) To make contact with parents/carers to ascertain reasons for absence using the following priority:
 - Students at risk
 - Looked after children
 - Free School Meals Students
 - Serious known absentees
 - Students below 80, 85, 90% attendance
- iv) To liaise with Assistant Headteacher, Year Leaders, Wellbeing Team and Form Tutors on a regular basis to share information on absentees, holiday applications, social problems and attendance panels.
- v) To be the main point of contact for parents re absence.
- vi) To refer and liaise with Family Services for students where attendance drops below 90%.
- vii) To be in attendance at panel meetings when requested.
- viii) To undertake home visits as necessary.

9.9 Family Services

- i) To liaise with the Assistant Headteacher, Year Leaders, Mentors and SENCO regarding concerns over student absence through providing monthly updates on all referred students.



- ii) To meet regularly with the Assistant Headteacher and the Attendance Officer to deal with attendance issues.
- iii) To monitor with the Year Leaders the attendance of each year group.
- iv) To attend termly inter-agency meetings.

9.10 Other external agencies including Social Services, Looked After Children Team, the Home Tuition Service, Health Services, the Education Psychology Service, Children & Young People's Services and the Inclusion Support Service will be involved as appropriate.

10. How we monitor attendance

The Brunts Academy will

- Share attendance data daily with the DfE, LA and Trust.
- Engage with termly Target Support Meetings with the LA School Attendance Support Team.
- Work with Social Care, Police and Health as Attendance Partners.
- Deliver Home Visits and Parent Contract meetings as necessary.
- Lead and participate with EHA and TAF with an Attendance Improvement focus.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and implement effective strategies.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- Agree a joint approach for all severely absent pupils with the local authority.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Where required, put in place additional support and adjustments, such as home visits, an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school compares attendance data to the national average, and shares this with the governing body.

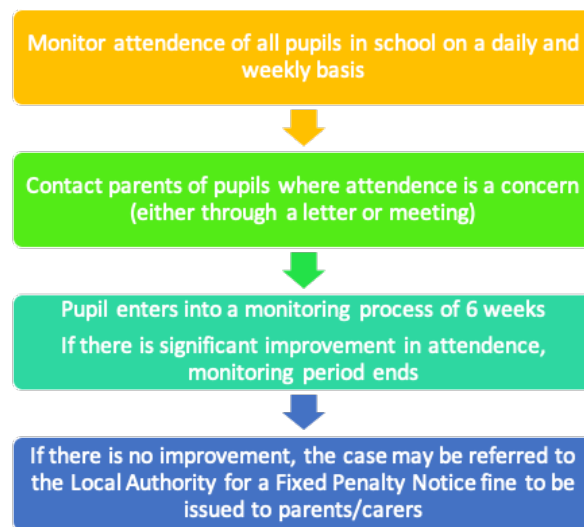


Monitoring attendance

The Brunts Academy will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the academy and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term by the trust and DfE and published at national and local authority level through the DfE's school absence national statistics releases. The academy will compare attendance data to the trust and national average.



Analysing attendance

The Brunts Academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

The Brunts Academy will:

- Provide regular attendance reports to the class teachers and other academy leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Reducing persistent and severe absence



Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, at risk of or persistently or severely absence to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance such as Early Help.

11. Addressing Poor or Declining Attendance

At the Brunts Academy we work diligently to help students attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

We address poor attendance through our attendance pathway:

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	Inclusion in termly attendance incentives Attendance Recognition certificates
96%-98%	Some learning opportunities are being missed	Tutors to notify students when attendance falls below 98% and discuss reasons for unauthorised absence.
93-95%	Risk of underachievement	Attendance to be monitored by tutors. Heads of Year to develop an attendance plan with student and parent and set targets for students with unauthorised absence meeting thresholds (refer to the table below). Attendance Officers to send notification to parents of initial monitoring through text message. SLT termly parental attendance plans
90-92%	High risk of underachievement	Attendance Officer weekly discussion with Heads of Year and Senior Vice Principal.



		Attendance Officer develops an Attendance Support Plan with student and parent for students with unauthorised absence meeting thresholds (refer to the table below). Referral to Education Welfare Service
Under 89%	Severe risk of underachievement	Parental contract meetings to take place with members of the SLT. Formal warning letters issued.

Unauthorised absence thresholds for 2022-2023

	Days missed at 98%	Days missed at 95%	Days missed at 92%	Days missed at 89%
Half term 1	0.5 days	1.5 days	2.5 days	3 days
Half term 2	1.5 days	3.5 days	5.5 days	7.5 days
Half term 3	2 days	4.5 days	7.5 days	10 days
Half term 4	2.5 days	6 days	10 days	13.5 days
Half term 5	3 days	7.5 days	12 days	16.5 days
Half term 6	4 days	9.5 days	15 days	21 days

12 Monitoring arrangements

This policy will be reviewed as guidance from the trust or DfE is updated, and as a minimum annually by the Principal.

13 Rewards

Although the Academy recognises the ultimate aim of achieving good attendance for its own intrinsic benefits, it appreciates the importance of recognising good achievement with rewards and of deploying sanctions for certain for truancy and poor punctuality.

Rewards will take the form of achievement points to those students meeting the agreed targets, positive contact with home to praise individual students, celebration assemblies and extrinsic rewards.

Termly targets will be recognised at assemblies at the end of each half term and commendations will be awarded at the annual Awards Evenings in June.



14 Reintegration Policy

When long-term absentees return to school it is important that they are sympathetically treated by all staff.

Re-integration often fails because it is unplanned; the student is sent back to his/her original timetable as if nothing has happened. Staff should be reminded to be sensitive, confine any remarks about the absence to 1:1 situations and to bear in mind the context of the attendance issue.

For each student, the Year Leader should liaise with others to draw up a re-integration action plan. This plan will acknowledge the reasons for the student's absence, and may involve a reduced timetable in the first instance and temporary additional support in the Student Development Centre.

All staff who teach the student need to be advised in advance of an anticipated return so that they can plan how to re-introduce the student to their lessons. A risk assessment will be completed with the student where necessary.