

Beaumont Leys School



Attendance Policy

Signed: Headteacher

Signed: Chair of Governors

Date:

Reviewed:

Aim

Beaumont Leys School recognises the crucial link between achievement and attendance. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance. This policy is to encourage students to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for students to maximise their chances of success. Our primary aim is that all students have 100% attendance.

Therefore we will:

- Investigate internally as a minimum all attendance which falls below 96%
- Involve the Education Welfare Services in all attendance that falls below 90% (persistent absence)

Key personnel

Headteacher: The Headteacher is the only person who can authorise leave in 'exceptional circumstances'

SLT Link: The SLT link for attendance is Andy York

Year Team Leaders (YTL)

Attendance Officer: Josh King

Legislation and Guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

Responsibilities

All staff have a major role to play in encouraging students to be punctual and to attend school each day.

All staff promote high standards of attendance in all year groups by being a good role model, setting an example to students and rewarding good attendance and punctuality in line with the school reward system.

Parents/Guardians receive regular communications regarding their child's attendance and at parents' evenings

The school will ensure that:

- Students are registered accurately and efficiently.
- Attendance targets are set for individual students, tutor groups and year groups.
- Attendance and punctuality data are regularly monitored and appropriate interventions put into place

Students are expected to:

- Be punctual at all times
- Attend school regularly Inform staff if there is a problem that may lead to absences.

The Parents or Carers will:

- Ensure their child has good attendance (96% and above)
- Inform the school on each day of absence and giving specific reasons
- Work with the school to address attendance concerns

We judge attendance levels using the following criteria.

100%	Outstanding - The aim should be for all individual pupils to have 100% attendance.
98.01% - 99.9%	(With no unauthorised absence) - excellent
96.01% - 98%	Good attendance
90.1% - 96%	Concerns or requires improvement (we acknowledge where attendance is improving)
90% and below	Persistent absentee (we acknowledge where attendance is close to 90% and improving)
50% and below	Severe absentee

All attendance is logged using SIMS codes. See Appendix A for further guidance

Requests for Absence

All term time absence requests must be made directly to the Headteacher. Please note these will only be granted in 'exceptional circumstances'. Requests will be logged by the Attendance Officer with a copy of the acknowledgement letter, so that the appropriate entry can be made to the register.

Since September 2013 we no longer authorise holidays during term time. Parents wishing to take their child on holiday should do so during the school holidays.

Please note: Unauthorised absences may incur penalty notices and a fine of £60 per child per parent/carer.

School Day:

- A warning bell rings at 8.35am.
- The first lesson begins at 8.40am when a second bell is sounded; students should be in lessons and ready to learn.
- Students entering their tutor room after the 8.40am "Bell" are late for school;
- Afternoon registration takes place at the start of Period 3. It begins at 11:50am (Year 8 and 10) and 12:30pm (Year 7, 9 and 11). The school day ends at 3pm.

Attendance monitoring:

The school operates a strategic response to attendance. This includes both rewarding strong and improving attendance whilst responding to poor and declining attendance; if necessary with the force of law.

Part-time Timetables:

'All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs' (DfE, 2020). For example, where a medical condition (supported with medical evidence) prevents a student from attending full-time education or a student is on a pastoral support programme a bespoke timetable may be considered to best meet their needs. A part-time timetable will be time limited, reviewed regularly and agreed in writing with parents/carers. All bespoke timetables MUST be agreed by the Deputy Headteacher with responsibility for safeguarding.

Teaching Staff:

- All teaching staff have a major role to play in encouraging students to be punctual and to attend school each day.
- Have the responsibility of registering students' attendance within the first 10 minutes of each lesson
- All teaching staff will ensure that the registers are completed in accordance with the appropriate regulations.
- Regular lateness to lessons will be monitored by YTLs using SIMS

Tutors

- Tutors have a major role to play in encouraging students to be punctual and to attend school each day.
- Absence notes from parents will be checked by Tutors for their authenticity and will be passed to the YTL for filing.
- Tutors will support the school's focus on attendance by completing a weekly attendance activity in form time
- Tutors will support students to improve by rewarding good and improving attendance.
- Will facilitate student involvement in attendance rewards
- Students who do not have reasons for absence will be monitored through Attendance meetings

Pupil Premium Support

- Work with key students to improve attendance through the direction of fortnightly attendance meetings

Year Team Leaders

YTL are accountable for attendance in their year group as a whole and sub-sets of their year group such as Disadvantaged students etc. Where necessary, attendance will be linked to the Performance Management of YTL. To facilitate this accountability, YTL will

- Notifying the Attendance Officer of attendance problems.
- Discuss with tutors problems relating to student attendance

- Complete 2+ session absences conversations with students on a weekly basis
- Mentor students in the priority cohorts identified each half term.
- Issue students with a detention for each lesson missed without permission where the students will complete the work missed. If students continue to miss lessons without permission the YTL will place them on attendance/punctuality report until one complete week of good comments has been earned. The parents are informed of the truancy and asked to sign a report form daily, supporting the action we are taking in school.
- Communicate and work with parents/carers to address any attendance concerns
- Meet the Attendance Officer on a fortnightly basis to :
 - discuss any student whose attendance falls below 96% and direct actions as appropriate
 - analyse year group attendance, put in place a plan of action to address any attendance concerns
 - proactively implement interventions to improve attendance particularly of key groups and then review the impact of this action.
- Seek support from SENDCo & Pupil Premium champions where it is pertinent to do so
- Involve external agencies, including the Education Welfare Officer, where required to further support individual students and their families to address attendance and punctuality concerns.
- Represent the school at attendance Panel and PACE meetings.
- Attend Attendance meetings every half term (with the Attendance Officer and SLT Lead) to review attendance of their year group and contribute to strategic improvement plan.
- Promote student involvement in attendance rewards

Attendance Officer

The role of the Attendance Officer is to facilitate the SLT Lead and YTL's focus on attendance. Accountability for raising attendance sits with the YTL and SLT Lead. The Attendance Officer holds accountability for the completion of actions as directed by others. Therefore, the Attendance Officer will:

- Meet with the Educational Welfare Officer fortnightly to review whole school attendance for all Years 7-11.
- Monitor and track whole school attendance, generate relevant data and implement strategies to address Attendance concerns.
- Pursue absence without medical support, in consultation with Pastoral staff
- Investigate all cases where a student's attendance falls below 96%. This information is available from the computerised attendance information. The Educational Welfare Officer is informed of all cases where the attendance is below 90% and therefore classed as persistent absence
- Monitor the attendance of any student classed as a Persistent Absentee weekly and work with Pastoral staff to implement strategies to try and support the student to improve their attendance.
- Notify parents of unauthorised absences.
- Generate letters to parents as agreed (Appendix B)
- Lead Attendance Panel meetings and participate in PACE meetings to support individual students and their families to improve attendance.
- Communicate outcomes from EWO actions
- Strategically lead attendance rewards deploying finance and pastoral support staff appropriately

SLT Lead

The SLT Lead holds overall accountability for school attendance and therefore will strategically lead our work on attendance.

- Will meet with the Attendance Officer weekly – prior to and subsequently from the EWO meetings – to insure an appropriate and timely response to attendance.
- Will liaise closely with Attendance Officer and Tutors in checking that registers are completed accurately;
- Will review attendance figures for groups which will be shared with SLT on a fortnightly basis
- Will regularly appraise governors of attendance figures
- Will review attendance with the governor with responsibility for attendance, at least annually
- Will monitor use of the EWO as a resource and ensure this is strategic
- Will oversee the budget for attendance rewards

STUDENT ABSENCE REPORTING PROCESS

All parents should report their child absent on the first day and all subsequent days by telephoning the school (0116 234 4480).

A reason for absence should be given along with an indication of the anticipated length of absence. Where possible, medical evidence should be provided. Where there is evidence of prolonged absence i.e. a sick note, SIMS may be prefilled until the last evidenced date.

Absences in excess of 3 days, where no contact has been received from parents (or students) will generate a communication from the school with potentially a follow up home visit.

If a parent or guardian telephones school to advise of sickness absence on Day 1 and on subsequent days (where sickness absence exceeds originally notified length of time) then there is no need for parents to send in notes in planners on the students return to school.

All school trips and work-based learning activities need to be recorded on SIMS. If students do not attend planned events for any reason, then the teacher responsible for the event needs to notify the Attendance Office as soon as possible.

Appendix A

Codes for use on SIMS

Present	
/ \	Present (AM,PM)
L	Late arrival before the register has closed
Approved Education Activity	
B	Attending any other approved educational activity (changed definition from 19/08/2024)
K	Attending education provision arranged by local authority (new from 19/08/2024)
P	Participating in a sporting activity
V	Attending an educational visit or trip
W	Attending work experience
Authorised absence	
C	Leave of absence for exceptional circumstance (changed definition from 19/08/2024)
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (new from 19/08/2024)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable (new from 19/08/2024)
E	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointments)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution (new from 19/08/2024)
M	Leave of absence for the purpose of attending a medical or dental appointment
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
Unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Not counted in possible attendances	
D	Dual registered at another school (i.e. pupil attending other establishment)
Q	Unable to attend the school because of a lack of access arrangements (new from 19/08/2024)
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available (new from 19/08/2024)
Y2	Unable to attend due to widespread disruption to travel (new from 19/08/2024)
Y3	Unable to attend due to part of the school premises being closed (new from 19/08/2024)
Y4	Unable to attend due to the whole school site being unexpectedly closed (new from 19/08/2024)
Y5	Unable to attend as pupil is in criminal justice detention (new from 19/08/2024)
Y6	Unable to attend in accordance with public health guidance or law (new from 19/08/2024)
Y7	Unable to attend because of any other unavoidable cause (new from 19/08/2024)
Z	Pupil not on admission register
#	Planned whole school closure (changed definition from 19/08/2024)

Appendix B

Letter 1

<<Student Name>>

Attendance: <<percentage attendance %>>

Total days missed: <<number of days missed>>

Date

Dear <<Parents Name>>

I am writing to inform you of our concern regarding <<forename>>'s attendance. At Beaumont Leys School we are committed to raising attendance levels to ensure every student achieves their full potential. Research shows there is a direct relationship between attendance and achievement. Students with good levels of attendance make the best progress in school both academically and socially.

Attendance Matters – Every Day Counts!

Attendance	Weeks Absent	Days Absent	Lessons Missed
95%	2	9	40
90%	4	19	80
85%	6	29	120
80%	8	38	160
75%	10	48	200
70%	11.5	57	230
65%	13.5	67	270

Working together is the most effective way of making progress with your <<son/daughters>>'s attendance. I therefore request that you contact me within two weeks of receiving this letter so we can discuss how best to support <<forename's>> attendance to school on 0116 2344480 or by emailing <<insert email address>>.

Yours sincerely

<<insert name>>

Year Team Leader

Letter 2

<<Student Name>>

Attendance: <<percentage attendance %>>

Total days missed: <<number of days missed>>

<<Date>>

Dear <<Parents Name>>

I am writing to inform you of our continued concern regarding <<forename>>'s attendance. There has been no significant improvement in their attendance following the previous letter advising you of our concerns. Please find attached a copy of <<forename>>'s attendance certificate.

At Beaumont Leys School we are committed to raising attendance levels to ensure every student achieves their full potential. Research shows there is a direct relationship between attendance and achievement. Students with good levels of attendance make the most progress in school both academically and socially.

I must now inform you that any further absence from school will require medical evidence to be supplied. Examples of medical evidence includes:

- GP/Dental appointment cards
- Hospital letters
- Copies of prescriptions
- Photos of prescribed medication

Any future absence not covered by medical evidence will be recorded as unauthorised and this may lead to a referral to our Education Welfare Officer, legal proceedings and a fine being issued.

Working together is the most effective way of making progress with your <<son/daughters>>'s attendance. I therefore request that you contact me within two weeks of receiving this letter so we can discuss how best to support <<forename's>> attendance to school on 0116 2344480 or by emailing <<insert email address>>.

Yours sincerely

<<insert name>>

Year Team Leader

Letter 3

<<**Student Name**>>

Attendance: <<percentage attendance %>>

Total days missed: <<number of days missed>>

<<Date>>

Dear <<Parents Name>>

With reference to our letter dated <<insert date>>, <<Forename>> has now had a total of <<insert number>> unauthorised absences this year.

In line with our attendance procedures, we will now make a referral to the Education Welfare Officer, Naina Zavery who will be in contact with you.

I look forward to seeing a marked improvement in your child's attendance. If you would like to discuss this matter further, please contact me on 0116 234480 or email <<insert email>>.

Yours sincerely,

<<insert name>>

Year Team Leader