

## ATTENDANCE POLICY

LEADERSHIP RESPONSIBILITY: MS L HACKLING

DATE: NOVEMBER 2022

REVIEW DATE: NOVEMBER 2023

HEADTEACHER

SIGNED: 

# Attendance Policy

## 1. Introduction

Bridge Learning Campus recognizes that for students to achieve their potential they must have excellent attendance and punctuality. As a school we aspire to 100 % and aim to overcome barriers that might prevent this.

To support students and parents/carers Bridge Learning Campus will:

- Promote good attendance and reducing absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Create a safe and supportive environment where all students can thrive

Bridge Learning Campus will also support parents/carers to perform their legal duty to ensure their children [of compulsory academy age] attend regularly and will promote and support punctuality to the academy and to lessons.

This document should be read in conjunction with the following Campus policies:

- Behaviour policy
- Safeguarding policy
- Community partnership agreement

### 1.2 Campus Vision

“The UK’s leading all-through school, investing in children’s lives for their global futures”.

Inculcating positive habits of attendance and punctuality within our pupils is essential if they are to be genuinely ready for a successful global future.

## 2. Scope of the policy

**2.1** This policy meets the requirements of the school attendance guidance 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Student Registration) (England) Regulations 2006
- The Equality Act 2010
- The Education (Student Registration) (England) (Amendment) Regulations 2010
- The Education (Student Registration) (England) (Amendment) Regulations 2011
- The Education (Student Registration) (England) (Amendment) Regulations 2013
- The Education (Student Registration) (England) (Amendment) Regulations 2016

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- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

## 2.3 Planned medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Any absence interrupts the continuity of a student's learning and should be avoided other than in exceptional circumstances. Applications for other types of absence in term time must also be made in advance. Information relating to whether the academy can authorise such absences can be found in section 4.

## 2.4 Lateness and punctuality

A student who arrives late (after 8.40) but before the register has closed will be marked as late, using the appropriate code

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Students arriving late to their lesson may be issued with a late detention.

Students will monitor their own attendance and punctuality as part of their attendance curriculum. Students will be rewarded on a weekly and termly basis for meeting and exceeding targets for attendance.

Persistent absence and lateness will be subject to sanction in line with the Campus behaviour policy.

## 2.5 Following up absence

The school will follow up ALL absences to ascertain the reason and will ensure proper safeguarding action is taken where necessary. The school will send a message via Arbor to parents/carers alerting them that their child has not arrived at school. This may be followed up with a phone call to ensure the student is safe and where arrangements can be made to ensure the student returns to school as quickly as possible. A member of staff may visit the student's home to discuss attendance.

## 2.6 Reporting to parents

Parents/carers can view their child's attendance using the Arbor App, they will also receive updates on attendance when academic reports are issued. In addition, all students will discuss their current attendance weekly during one of their tutor time sessions. When a student has improved or maintained perfect attendance rewards will be issued in this sessions. Parents and carers are encouraged to track their child's attendance and punctuality to school and lessons using the Arbor

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App. Attendance is reviewed weekly by the attendance team and where there are concerns, parents/carers will be contacted to discuss what support Bridge Learning Campus can offer.

## 2.7 Authorised and unauthorised absence

The Headteacher may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances', in this case a Request for Absence Form must be completed - see appendix 3.

Please refer to the Department for Education for the latest guidance.

## 2.8 Legal sanctions

Where support has not led to sustained improvement, or in cases of extended holiday absence.

Parents/carers may be fined for the unauthorised absence of their child from school, where the child is of compulsory academy age. Penalty notices are administered by Bristol City Council.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days.

Failure to pay within 28 days could result in prosecution for failure to ensure regular attendance to school.

## 2.9 Strategies for promoting attendance

Bridge Learning Campus regularly reviews the curriculum to ensure it meets the needs of all students of all abilities. In addition, Bridge Learning Campus will work with students, parents and carers to reward good attendance and support in overcoming any barriers that may be preventing a student accessing school.

## 3. Roles and Responsibilities

**3.1** Bridge Learning Campus believes that attendance is everyone's responsibility. However, as a school a consistent approach to monitoring attendance has been adopted (please see the flow chart in Appendix 1) to intervene and offer support to children and families at the earliest opportunity.

Parents/carers are responsible for:

- Ensuring their child attends the academy each day it is open, dressed in full uniform and adhering to the Expectations for Learning Policy.
- Immediately contacting the school if their child is unable to attend.
- Ensuring they provide their most up to date contact details.