

ATTENDANCE POLICY

LEADERSHIP RESPONSIBILITY: MISS L HACKLING

DATE: JANUARY 2024

REVIEW DATE: JANUARY 2025

HEADTEACHER

SIGNED: 

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:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Creating 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 The Campus Vision

“The UK’s Leading All-through School, investing in children’s lives and 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
- 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.

2.2 By law, all schools and academies (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. See appendix 1 for the DfE attendance codes.

The law requires the register to be taken twice a day at the start of the morning session and once in the afternoon session.

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 without a late pass will be sent to intervention,

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 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.

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

2.8 Legal sanctions

Parents/carers may be fined for the unauthorised absence of their child from school, where the child is of compulsory academy age.

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 Children Missing Education (CME) and removing pupils from roll

If the Campus has reason to believe the pupil may no longer be living at the address held on record and staff are unable to confirm the whereabouts of the pupil through the usual processes, staff will follow the CME and Pupil Tracking guidance given by Bristol City Council, and make CME referrals as appropriate.

If a parent/carer notifies the Campus in writing that the pupil and family are moving out of the area and the pupil no longer requires a place, the pupil will be removed from roll. From the date of moving.

The Campus will add and delete pupils from roll in line with the law and make any additional CME referrals as appropriate, in accordance Bristol City Council's CME and Pupil Tracking guidance.

When removing a pupil from roll due to Elective Home Education (EHE) or Permanent Exclusion the Campus will also follow the relevant LA EHE and Exclusion notification processes.

2.10 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.

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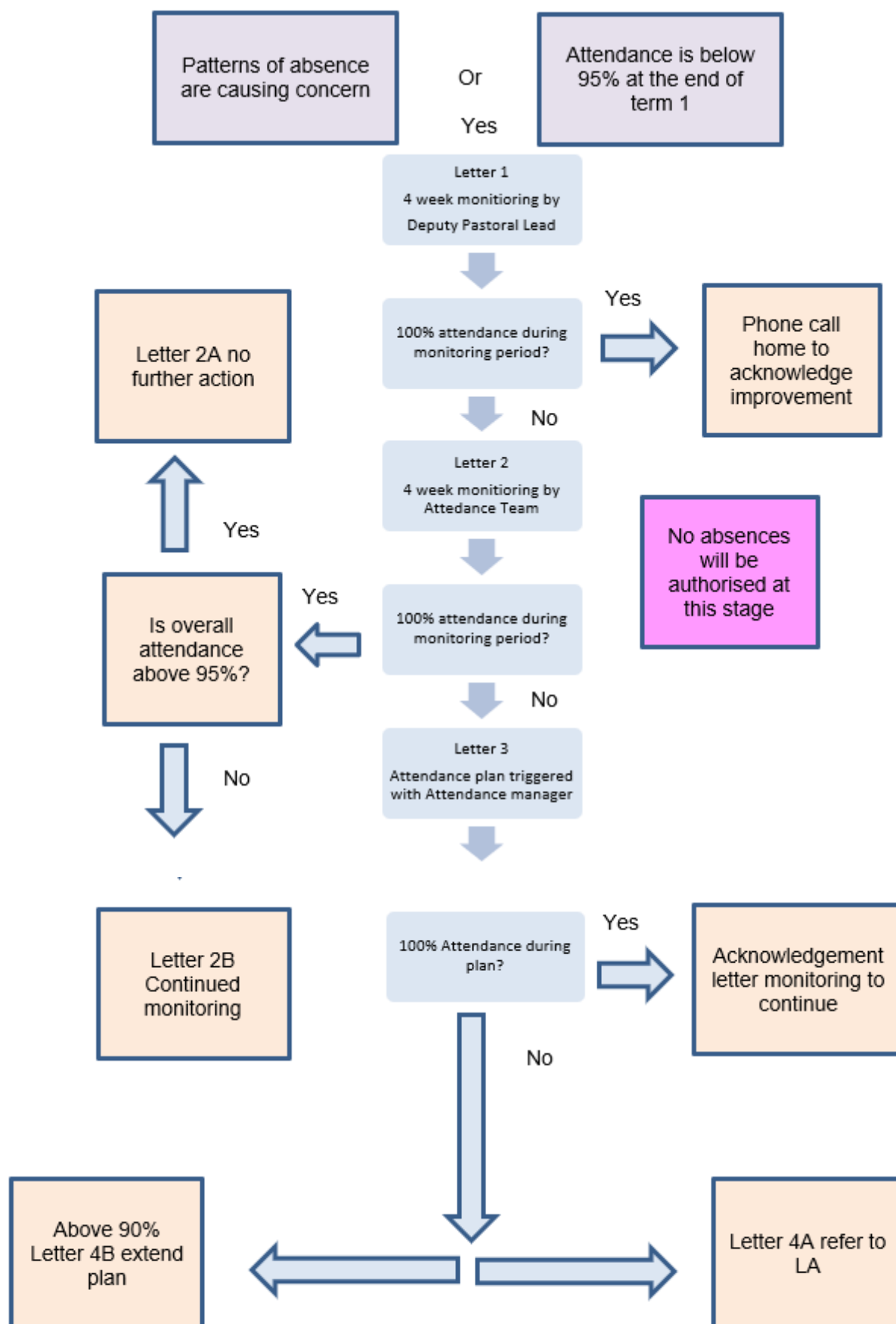


Parents/carers are responsible for:

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

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Appendix 1: BLC Attendance Procedure Flow Chart



This policy recognises and permits local authority attendance teams to escalate procedures where both the school and local authority feel appropriate.

Appendix 2: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the academy
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the academy
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

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Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory academy age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned academy closure	Whole or partial school closure due to half-term/bank holiday/INSET day