
Belfairs Academy



Attendance Policy

February 2023

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1 Aims

Belfairs Academy is committed to providing an effective and efficient education for all students. We will ensure that all students achieve maximum possible attendance and that any problems that impede full attendance are identified and acted upon as soon as possible. The academy will actively promote the value of regular attendance. We recognise academies that have high attendance are effective in promoting a positive attitude to attendance across the whole academy. This policy will be applied fairly and consistently and will always consider the individual needs of students and their families who have barriers to attendance.

2. Statutory framework

Under Section 444 of the 1996 Education Act, a student is required to attend regularly at the academy where they are a registered student. The academy is obliged by law to differentiate between authorised and unauthorised absence. Only if the academy is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised. Persistent absence is where a student 10% or more off school. Severe absence is where a student misses 50% or more of school.

3. Roles and Responsibilities

The various stakeholders in academy attendance have the following roles and responsibilities.

3.1 The Governing body

The governing body has the following statutory duties in relation to academy attendance:

- Ensure that admission and attendance registers are properly kept
- Ensure that attendance statistics are made available to the DfE and the LA, including informing the LA if a student has been continuously absent for 2 weeks or more (without a medical certificate)
- Ensure that attendance data, including authorised and unauthorised absence is provided in the Governing body's annual report to parents and in the academy prospectus.
- Hold principal to account for implementation of policy.

In addition, governors will adopt the following strategies which are recognised good practice:

- Governors agree attendance targets to help the academy to further improve attendance.
- Governors participate in training on attendance issues. In addition, the Governors see that staff receive adequate training on attendance.
- Ensure that the academy monitors attendance and evaluates the success of the academy's Attendance Policy, as part of academy self-evaluation. The results of this process are reported to governors, who monitor attendance and punctuality at the academy on a termly basis.
- The Principal's termly report to governors provides attendance data and an analysis of this data.
- Promoting the importance of academy attendance across the academy's policies and ethos.
- Making sure academy leaders fulfil expectations and statutory duties.

Governors are encouraged to ask questions about:

- The attendance of different groups within the academy;
- Any comparative information with other academies;
- Trends in attendance

The governing body has a designated governor for attendance, which is Mr Michael Upton who links with the academy on attendance matters.

3.2 The Principal

The Principal has overall responsibility for attendance and ensures that the academy meets the legal requirements, sets required targets for attendance and unauthorised absence and publishes attendance figures. The Principal ensures that:

- Staff are provided with a positive approach to attendance across the academy, using agreed strategies.
- Parents and students are aware of their responsibilities regarding attendance and punctuality at the point of admission. This will be supported in the signing of the Belfairs Home Agreement.
- The academy rigorously monitors attendance and will take necessary action to further improve attendance.
- Under The Education (Student Registration) Regulations 1995, there is a duty to make a return to the Local Education Authority where there is a poor pattern of attendance or a student had been absent for more than two weeks.
- The academy works in effective partnership with other agencies which may support attendance issues e.g. Youth Offending Team, Connexions, Social Services, Health Services and Gypsy and Traveller Services.
- Implementation of this policy at the academy.
- Monitoring academy absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

Southend-on-Sea Borough Council LA requires that returns of attendance be made each half-term. The information in these returns is fed back to academies in a class-by-class form and will be monitored by the School Attendance Team.

3.3 Designated SLT for attendance

The SLT member responsible for attendance has responsibility for:

- A clear overview of attendance across all years, colleges and groups of students. This includes a clear focus on boys, girls, Pupil Premium and SEND, LAC, Young Carers, ethnic minorities, EAL and any other vulnerable groups that show low attendance.
- Analyse all attendance data and create a strategic plan in partnership with Year Leaders, Progress Leaders, Form Tutors, LAC and YC Coordinators, SENCO, Pupil Premium Coordinator and any other coordinator that is responsible for a vulnerable group.
- Meet with Attendance Officer at least once a week to look at actions and strategies to improve attendance.
- Identify students that have low attendance and put a support plan in place to improve attendance across the academy.
- Ensure that the Attendance Officer has sightings of all students in the academy and arranges sightings of any student that has not attended the academy in the last 10

school days.

- Visit and have an overview of any student that is on alternative provision and ensure that they have a comfort letter from the provider to show that all staff have been DBS checked.
- Ensure that all students that receive provision off-site are checked by the Attendance Officer and that progress reports are collected to show progress of students at the alternative provider and communicate this with the Progress Leaders.
- Take responsibility to oversee that administrative staff track and monitor requests for inbound and outbound students.
- Compare academy data with local authority and national data.

The designated SLT Lead for attendance at Belfairs is Mrs Natalie Rowland.

3.4 Attendance Officer supported by other administrative staff

The Attendance Officer takes oversight of registration procedures, ensuring that staff keep registers in the correct manner, monitoring overall attendance and advising the Principal and Governors.

The Attendance Officer has responsibility for:

- Attendance. Gives attendance issues a high profile in the academy, through the staff bulletin, assemblies, parent contact, and Student Leader displays such as graphic displays detailing class, year group and whole academy attendance. These will be prominently displayed so that all stakeholders can view the progress being made on the targets set.
- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the principal (authorised by the principal) when to issue fixed penalty notices.
- The designated Attendance Officer is responsible for supporting form tutors and Year Leaders in following up all attendance issues including post registration. This includes providing all up-to-date data.
- The designated Attendance Officer meets regularly with School Attendance Team and will discuss attendance issues highlighted by the academies monitoring system.
- The designated Attendance Officer is responsible for organising spot checks on post registration, truancy at regular intervals and all discrepancies will be reported to the relevant form tutor, who will follow up in accordance with the procedures for other unauthorised absence.
- If contacted by a parent in respect of an attendance issue, the academy will arrange to meet with parents who have concerns as a matter of priority and work with them in the interest of their child.

- The Attendance Officer will contact the parent or carer daily by text and phone call if absence is not notified. If nothing is heard a letter will be sent to enquire about the reason for absence and a home visit may be made. If nothing is heard the parents will be invited into the academy to discuss the issues. If the absence continues for two weeks, the student should be referred to the LA School Attendance Team officer and a meeting will be arranged.
- If there are any Child Protection concerns the designated professional for Child Protection should be informed on the first day of absence. The Attendance Officer will also notify the Year Leader of any attendance concerns after they have contacted their parents and their efforts have failed to achieve improvement. After the Attendance Officer has worked with the parent to achieve good attendance and this has failed a letter will then be sent to parents to explain that as they have failed to sustain an improvement in attendance, they will be referred to Early Help.
- The Attendance officer needs to produce data sheets for attendance on a half termly basis for all stakeholders to analyse.
- The Attendance Officer needs to make daily contact with all students that are on alternative provision and check that these students receive progress reports from the provider.
- The Attendance officer will meet with all Year Leaders on a weekly basis to report and discuss attendance with clear actions for those students that have low attendance.

The attendance Officer is Mrs Charlie Smith

3.5 Year Teams

Year Leaders and Progress Leaders have a vital role to play in raising the attendance and punctuality in our academy.

- The Year Leaders and Form Tutors ensure that registration periods are orderly and calm and that the registers are called promptly and correctly. Registers will be closed 10 minutes after period has started so that the information is available for inspection and processing.
- Form tutors/SWBMs/YLs are responsible for ensuring that eligible students receive Value points and awards for good attendance. This will be recognised by the Year Leader during Celebration Assemblies.
- Form Tutors/Year Leaders are responsible for welcoming students back to academy on their return from absence. They will also notify other staff members as soon as possible if a student is experiencing particular difficulties that led to absence.

3.6 Parents and Carers

Belfairs Academy wishes to work in partnership with parents to achieve good academy attendance.

- Parents and/or Carers have responsibilities, which are outlined in the Home Academy agreement.

- Parents should ensure their children attend regularly and punctually.
- If a student is late to the academy on two or more occasions from Friday to Thursday they will receive a 75- minute detention on the next Friday. Parents will be informed of this sanction.
- Parents should provide the academy with up-to-date information about points of contact and those with 'parental responsibility'.
- Parents or carers should contact the academy on each day of the student's absence. They should state the reason for their absence and also the date on which they are expected to return.
- When an appointment has been made for medical reasons, these should be made outside academy time when possible, the appointment card should be shown in advance to the form teacher. Parents should also ensure that their children are properly equipped and fit for the learning environment.
- Parents should inform the academy of any relevant factors (e.g. bereavement) which could affect the child's attendance and behaviour.
- Parents should avoid taking holidays in term time.
- Parents are required to follow the current government guidelines when a student is either being tested, isolating or has received a positive test for COVID19. Guidelines and information are outlined on the academy website [here](#).
- Make sure their child attends every at 8:40 on time.
- Call the academy to report their child's absence before 8:40 on the day of the absence and each subsequent day of absence and advise when they are expected to return.

3.7 Students

Students are expected to attend the academy regularly and punctually and be appropriately prepared for lessons. It is expected that students will arrive early by 8.30am and be in the academy in time for the first bell at 8.35am. Students may not leave the academy before 14.45pm.

4 Strategies for promoting attendance:

Belfairs Academy will offer an environment in which students feel valued and welcomed. The academy's ethos demonstrates that students feel their presence in the academy is important, that they will be missed when they are absent / late and that follow up action will be taken.

- A varied and flexible curriculum will be offered to all students. Every effort will be made to ensure that learning tasks are matched to student's needs.
- A variety of methods will be used to contact parents in order to alert them of any attendance concerns the academy has, such as first day calls, text messaging, letters, e-mails and home visits

- Attendance data will be regularly collected and analysed in order to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy / practice.
- Good attendance awards will be presented at the end of term and year at celebration assemblies along with value points as appropriate.
- Students whose attendance is a cause for concern will be set targets for improvement. The Attendance Officer along with Year Leader and Tutor will monitor and review these targets.
- Parents will be reminded regularly (via newsletters, the academy brochure, academy website, parents evening, etc.) of the importance of good attendance.
- Students who are absent through sickness for any extended period of time will (when appropriate) have work sent home to them and will be re-integrated back into academy upon their return.
- Students who have been absent for whatever reason for an extended period of time will (when appropriate) have individually tailored programs prepared for them.
- The Principal will make an annual report to the academy's governing body on attendance matters.
- Student Leaders will, when appropriate, liaise with other agencies – Educational Psychology Service, Social Care and other agencies – when this may serve to support and assist students who are experiencing attendance difficulties.

4.1 Recording attendance by:

- Keeping an attendance register and place all students on this register
- Take the attendance register at the start of every lesson of each school day and mark them as:
 - Present
 - Attending an approved off-site activity
 - Absent
 - Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date that the amendment was made
- The name and position of the person who made the amendment.

We will record:

- Students 11 – 18 attendance and whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- Nature of circumstances where a student is unable to attend due to exceptional circumstances
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- We will keep every entry on the attendance register for 3 years after the date on which the entry was made.
- Pupils must arrive in school by 8.35 on each school day.
- The register for the first session will be taken at 8.40am. The register must be sent within the first 10 minutes of the lesson.

4.2 Unplanned absence:

- The student's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 8.40am or as soon as practically possible by texting the academy or leaving a message on the academy absence line stating the name of student that will be absent, their tutor group and the reason for their absence.
- We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the academy may ask the students 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.

4.3 Planned Absence:

- Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the academy in advance of the appointment. Parent/Carer of students needs to let the academy know prior to absence by text or telephone call via absence line, the name and tutor group of the student that will have a planned absence, The reason for the planned absence and when the student will be absent.
- However, we encourage parents/carers to make medical and dental appointments out of academy hours where possible. Where this is not possible, the student should be out of the academy for the minimum amount of time necessary.
- The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 7 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality:

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code'

4.5 Following up unexplained absence:

- If a student is absent, the attendance office will make every attempt to contact the Parent/Carer of the students that are absent without authorisation.
- Where any pupil we expect to attend school does not attend, or stops attending, without reason, the academy will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the student's emergency contacts, the academy may contact social services or the police.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer.

4.6 Reporting to parents/carers

Belfairs reports to parents on attendance at least once per term. This is shared via the academy Progress Report.

5 Attendance concerns

When a student from this academy is absent for no apparent reason it is the duty of **all staff** to consider possible causes. When considering reasons, they should bear in mind factors that could relate to child protection, behaviour, discipline and the anti- bullying policies. The form tutor will have a particular role to play in identifying reasons for absence and addressing such issues, with the support of the whole academy staff.

6 A staged approach

The academy adopts Southend-on-Sea LA's policy, strategy and guidance document. The Early Help Family Support Team can be contacted via email on SchoolAttendance@Southend.gov.uk or telephoning 01702 212336.

If you need help and support, an Early Help Family Support Officer is on duty every day between 9am and 5.30pm and can be contacted on 01702 215783 or via EarlyHelpContactPoint@southend.gov.uk or via Civic Centre, Victoria Avenue, Southend-on-Sea SS26ER.

7 How to request a leave of absence

Parents/Carers need to make any request for leave of absence to the principal in writing at least one month ahead of date of leave of absence. This request needs to include period of absence, reason and how the parent will support their child to avoid them falling behind. The principal will reply in writing whether the leave of absence is granted or not and if the absence will be authorised. It is only in extreme circumstances that leave of absence will be granted and absence authorised.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see section 4.4)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the students' 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 travellers. 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 student is attending educational provision.

- Study leave is granted following consultation between Aspect 1, 2 and 3 teams and authorised by the principal.
- Modified Learning Plan requests will only be granted when all other options have been exhausted and need to be agreed in consultation with Deputy Headteacher.

8 Holidays during term time

This academy seeks to minimise the amount of absence taken in term time and The Governing Body of this academy will not authorise any absence due to holiday.

Should a student fail to return without any other contact to the academy, following notification to the Education Welfare Service, they may be taken off roll after ten school days. (Education Student Registration) Regulations 1995:

S.9(e).

The Governors will not authorise any holidays at times when students are scheduled to take public examinations. Parents will be notified as soon as these dates are known.

9 Attendance Team

Whole Academy Attendance	Local Authority
Senior Leader for Attendance: Mrs Natalie Rowland Attendance Officer: Mrs Charlie Smith	Local Authority School Attendance Team

A fixed term penalty notice will be issued for example when support is not appropriate for a situation (e.g. for unauthorised holiday in term time) or not engaging and making progress and improving attendance in spite of interventions and support.

10 Attendance Concern

If a student's attendance drops below 95% a letter will be sent to you confirming your child's attendance and advising of the need for the attendance to improve.

If no improvement is recorded then the following intervention stages are triggered:

Stage 1:

When a student's attendance falls below 93%, a letter will be sent to you advising you that future absences will be subject to providing medical evidence to support the absence.

Stage 2:

If the attendance continues to fall below 90% (Persistent Absence Threshold) you will be contacted to attend a meeting with the Attendance Officer. A plan/set of strategies will be put in place to encourage good attendance as a supportive measure.

Stage 3:

If there is still no improvement, you will be contacted to attend a meeting with your child's Year Leader. It may be necessary for the school to refer the case to the Early Help Family Support Service who may conduct home visits.

Stage 4:

If there is still no improvement, you will be contacted to attend a meeting with a member of the Senior Leadership Team. If all interventions are unsuccessful, you will be invited to attend a review panel meeting. This meeting will include a member of the Early Help, Family Support and Youth Offending Services and a member of the governing body. At this meeting, a final warning letter will be given with a view to issuing you with a fixed penalty notice.

Post 16:

Attendance at Post 16 is calculated on attendance to timetabled lessons.

11 Attendance Codes

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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 pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school 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 pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day