

Bluecoat Trent Academy

Attendance Statement of Practice



Our Vision is:

Strive for excellence; shape the future

Our Values are:

Care

Aspiration

Respect

Excellence

Document Owner	Principal
Date Reviewed	July 2022
Approved by AAB	<i>First meeting: December 2021</i>

We aim to develop confident students who recognise themselves as **citizens** of the world. They will have a strong sense of justice and doing what is right. Students will feel part of a local, national and global community, believing in others and working together towards a common purpose. We want our students to be **aspirational** about their futures, be resilient and have a good understanding of where they have come from and who they are. Our belief is that we should value, care and **respect** each other. This will be reflected in the harmonious family that makes up Bluecoat Trent. We encourage students to develop belief in themselves in order to be the best they can be and strive towards **excellence** in all that they do. Students will develop into respectful, supportive and considerate members of the community who are passionate about making a difference.

Introduction

This document summarises Bluecoat Trent Academy's ethos and operational procedures for attendance and punctuality in line with the Trust Policy for Attendance and Punctuality.

Related Policies, Statements of Practice and procedures

- Behaviour Statement of Practice
- Inclusion policy
- RSHE policy
- Safeguarding Policy
- Safeguarding Statement of Practice
- Anti-bullying Policy

At Bluecoat Trent Academy we have high expectations when it comes to attendance and punctuality. We expect our students to attend school every day on time, ready to learn. Regular attendance means that children have a much better chance of reaching their full potential throughout each and every year.

Families will be given a consistently clear message about why they are expected to attend every day and understand clearly the importance of being punctual to the academy and all lessons across the day. We will use an online system called Go4Schools to record, monitor and track all of our pupils' attendance and punctuality and parents and carers can access this data at any time to also review their child's performance in these areas.

Below is an outline of key staff and their roles placed in supporting our pupils with their attendance and punctuality to the academy:

Role of the tutor- tutors will play a very important pastoral role for all pupils and central to this will be ensuring that key messages around attendance and punctuality are frequently given within their form group. Any concerns a tutor may have with a pupil's attendance or punctuality will be forwarded in the first instance to the pupil's Year Leader for further enquiry. Tutors will have regular conversations with those pupils falling within the attendance bracket of 96-98% to help encourage regular attendance as expected and outlined in the Trust Policy.

Role of the class teacher- the class teacher will use G4S to record all pupils attendance to every lesson and registers will be taken within the first 15 minutes of each period in order to track all of our pupils movement and quickly and proactively address any absence. It is vital that pupils are in every timetable lesson they have in order to ensure their progress is strong and they are not missing vital learning opportunities.

Role of the Year Leader- it will be the role of the Year Leader to ensure that attendance and punctuality are constantly a high priority and pupils are aware of their own attendance percentage but also that of their year group on a weekly basis. This will not only be done via daily visits to tutor groups and reviewing group performance but also in weekly assemblies where key analysis of data will be given to the year group as a

whole. The Year Leader will also contact home each day a pupil is absent to offer support for their return and avert any long periods of absence. The Year Leader will monitor all pupils' attendance however specific focus and intervention will be on those within the 96.9-90% bracket.

Role of the Attendance Administrator- this staff member will support our pastoral team by maintaining regular communication with home and school to ensure positive patterns of attendance are evident for all pupils. They will meet regularly with the Year Leader to review data and specifically monitor the attendance of those pupils within the 90% and below bracket.

Role of the Principal- the Principal will have an overview of attendance for all groups of pupils and constantly strive for above national average trends for all pupils. Through the weekly line management meeting with the Year Leader all absences will be tracked and monitored in addition to those pupils that have been late to the academy. Should there be a need for intervention then this will be initiated by the Year Leader and in extreme cases via the Education Welfare Service. They will also support when parent/carer meetings are needed and attendance contracts are being issued to ensure compliance and prevention of further concerns.

Rewards

The role of rewards and praise will be key to promoting our values and celebrating those pupils that do meet our expectation of being in the academy 100% of the time. We will endeavour to reward every pupil each week that they achieve both 100% attendance and punctuality through the allocation of positive points using Go4schools, this acknowledgement will also be complimented at the end of every term where we will issue further rewards for such achievements. Not only will we reward pupils for attending each day but we will also reward pupils who support with attendance at wider academy events and activities through various different forums and opportunities for example visits to the local theatre, ice skating etc.

Attendance Rewards

The following examples illustrates the rewards that pupils will be given if they have 100% attendance and/or 100% punctuality each week and each half term.

Weekly:

Pupils achieving 100% attendance are rewarded with 1 positive point

Pupils achieving 100% punctuality are rewarded with 1 positive point

Half Termly:

Pupils achieving 100% attendance each half term are rewarded with 3 positive points

Pupils achieving 100% punctuality each half term are rewarded with 3 positive points

Positive points are accumulated and rewards are given at the end of a half term, term and academic year for e.g. golden early lunch ticket/sweet treats/non uniform days/whole academy Summer Festival/prom tickets/

Award for 100% attendance and punctuality over 5 years at the end of Key Stage Celebration of Success evening, Archway Trust Awards event

Sanctions

As an Academy we will set rigorous targets for both attendance and punctuality and will be committed to monitoring and improving both areas for all of our pupils. When a pupil is late to the Academy there will be clear sanctions in place to challenge the pupil however communication will also be made to the home, to offer support should it be needed to prevent further lates. We will expect 100% attendance and punctuality and constantly remind and promote this priority to all pupils, however, when a pupil does not meet our expectations, there will be clear sanctions and follow up actions that all of our staff follow, an example being an immediate same day break time detention for any pupil that is late to the Academy.

Guidance for Parents

What should parents/carers do if their child is ill and cannot come into the Academy?

We ask all our parents/carers to contact the Academy on each day of their child's absence before 8:00am to explain the exceptional reason for their child's absence. This can be done by either leaving a message on the student absence line. We encourage you to send your child to the Academy if it is a minor illness. If throughout the day they become more ill, your child's Year Leader will contact you and discuss whether they need to stay at school or if they should go home.

What should parents/carers do if their child needs to leave the Academy during the school day?

A letter/email needs to be sent to your child's Year Leader and the Attendance Officer ahead of time so that we are made aware of the reason as to why they need to leave early. Students must sign out in Student Reception, if they leave during the Academy day.

Medical Appointments

Whenever possible, all medical appointments should be made outside of Academy hours. We are aware that some appointments have to be made during the Academy day. For these we need to see medical cards or appointment letters from the relevant medical professional, in order for this absence to be authorised.

Unauthorised absences

If a reason is not given for your child's absence via the student absence line or Parent Mail before 8:00am, you will receive a text message from the Academy asking for an explanation. Should we not be able to contact you we will record your child's attendance as unauthorised. We will continue to try and contact you to ascertain the reason for your child's absence (contact will be attempted in a number of ways; text messages, calls & voicemails, emails, letters and home visits). Unauthorised absence is looked at closely by the Educational Welfare Team. We always in the first instance support parents/carers in getting their child back into the Academy. However persistent absenteeism impacts significantly on a child's progress and so we will use a firm line alongside government legislation if necessary.

Holidays during Term Time

If you wish to request a family holiday during term time, this request will need to be made in writing to the Principal (either letter or email). It will be the Principal that will then decide whether they allow the student to take time off from the Academy. Please note that it is exceptionally rare for any holidays to be authorised during term time as students already have 13 weeks of Academy holidays. Should you still wish to take your child out of the Academy during term time, this will be marked as an unauthorised absence on your child's attendance record. Due to concerns surrounding the amount of unauthorised absences and the impact this has on student's education, we will request that the Local Authority issue penalty notices to parents/carers if they take their child out of the Academy during term time.

Absences for Religious Observance

In accordance with guidelines from the DFE the Academy will authorise one day of absence for any Religious Observance on any one occasion. Parents/carers will be advised in advance of the agreed dates and parents must confirm the absence for their child under the normal guidelines for reporting a pupil being absent. All other absences will be unauthorised.

Penalty Notices

If your child does not attend the Academy regularly we will work with you to try and support better attendance. This is done through attendance meetings with your child's Year Leader and the Attendance Officer. However, should this not work, we will request legal action from the Local Authority (if applicable). This may be a penalty notice of £60 per child per parent/carer. If this remains unpaid after 21 days it will rise to £120 per child per parent/carer. If it remains unpaid after 28 days it may be referred to the Magistrates court. A penalty notice is an alternative to prosecution and is in place to secure better attendance.

Children Missing in Education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area and we endeavour to maintain a close relationship with the local authority in order to ensure the safety of all of our pupils. A pupil going missing from education is a potential indicator of abuse or neglect and so we will always follow robust procedures to ensure we are monitoring and reporting any pupils missing on repeat occasions to help minimise risk of future missing occurrences. We will always ensure we follow our safeguarding practises to alert key agencies and awareness for pupils that may travel to conflict zones or we believe may be at risk of FGM or forced marriage (further procedural information is contained in our Safeguarding policy). We shall ensure we make the local authority aware of any pupil on our register that triggers the following;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education.
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have been certified as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.

Punctuality

To the Academy

We expect students to arrive at the Academy each morning no later than 8:25am. The whistle to indicate the students need to move to their tutor rooms is sounded at 8:25am and students should be sat in their seats no later than 8:30am, otherwise they will be marked down as late. Students that are late to the Academy for no authorised reason will receive a 15 minute break time detention. If a student is late on 3 separate occasions, they will then receive a negative point and will need to sit a 1 hour detention. Parents and Carers will be notified via text message of the afterschool detention. Should a student not attend the after school detention they will be placed in the Independent Learning Unit (ILU) the following day and will sit the after school detention that same night. Should your child be persistently late, your child's Year Leader and/or Attendance Officer will arrange to meet with you to help support you getting your child to the Academy on time.

To Lessons

We expect every child to arrive at their lessons on time and be ready to work. Student lateness is recorded through the week for every lesson. At the end of break and lunch a whistle is sounded just prior to the bell to ensure all students know it is the end of their social time. You will be informed if your child shows a pattern of lateness to lessons that we are concerned about. Students who are persistently late will be placed on an attendance and punctuality card and could be issued with a negative point for defiance and no-cooperation.