



**BROOK MEAD**  
ACADEMY

**ATTENDANCE AND PUNCTUALITY  
POLICY**

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## Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Principal will take a key role in monitoring and evaluating the policy. The policy along with other academy policies will be available on the academy website. The Academy Council will review the policy annually and assess its implementation and effectiveness.

<b>Version:</b>	1.0
<b>Date created:</b>	May 2021
<b>Author:</b>	Principal
<b>Ratified by:</b>	To be considered by Academy Council 10/06/2021
<b>Date ratified:</b>	
<b>Review date:</b>	

### Revision History:

<b>Version:</b>	<b>Date:</b>	<b>Author:</b>	<b>Summary of Changes:</b>
1.0	May 2021	RHI	New Policy

## Section 1. Aims

Our school aims to meet its obligations with regards to attendance by:

- **Promoting good attendance and reducing absence, including persistent absence.**
- **Ensuring every pupil has access to full-time education to which they are entitled.**
- **Acting early to address patterns of absence.**

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly.

At Brook Mead Academy, we know that good attendance is crucial to the future educational success of our pupils. Good attendance at Brook Mead Academy is defined as 97% and above; pupils who fall below this level will not be able to fulfil their education potential. It is our mission to ensure that every pupil has access to a knowledge rich curriculum and the opportunity to engage positively with the school. It is important to us that all pupils are able to enjoy a feeling of belonging to their class and school community.

The school aims to achieve good attendance by operating an attendance policy as part of which staff, pupils and parents / carers, the local community and the Educational Welfare Service work in partnership. Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. The Academy will rigorously monitor attendance ensuring a quick and early intervention if attendance falls to an unacceptable level.

Attendance will be promoted and celebrated by staff and the school will liaise with parents / carers and outside agencies to support this. This policy states the school's focus and with it, the roles and responsibilities of key stakeholders.

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise the opportunities available to them. Missing out on education severely affects young people's chances.

The aims of the policy are:

- To give a clear outline of our strategies to promote good attendance and punctuality.
- To explain the roles and responsibilities of all stakeholders (Tutors, Inclusion Team, Attendance Administrator, EWO, pupils and parents);
- To explain the procedures for monitoring attendance;
- To clarify the systems and procedures in place for dealing with poor attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time-keeping for all pupils and this will be communicated through regular contact with parents/carers.

The Academy recognises and adheres to the Education Act 1996 for Attendance, Truancy, Excluded Pupils, Persistent Lateness and Unauthorised Holidays in Term Time. It also adheres to the Local Authority Code of Conduct and the latest DfE guidelines.

## Section 2. Legislation and Guidance

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 Academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) 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.

## Section 3. Academy Procedures

### 3.1 School Day Timings

Pupils should be on site by 8.20am. The school day will follow this pattern:

Monday - Thursday		Friday	
8.25am	Line up	8.25am	Line up
8.30am	Registration / Assembly / Tutor time	8.30am	Registration / Tutor time
8.50am	Lesson 1	8.50am	Lesson 1
9.40am	Lesson 2	9.40am	Lesson 2
10.30am	Break	10.30am	Break
10.50am	Lesson 3	10.50am	Lesson 3
11.40am	Lesson 4	11.40am	Lesson 4
12.30pm	Lunch	12.30pm	Lunch
1.20pm	Lesson 5	1.20pm	Lesson 5

<b>2.10pm</b>	Lesson 6	2.10pm	End of day
<b>3.00pm</b>	Bonus Time: Extra Curricular activities		
<b>3.40</b>	End of school day.		

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Only authorised persons may complete registers and they must be taken at the same time twice a day.

Electronic registers are used in every class as part of the School's Information Management System (Bromcom).

If for any reason the electronic register cannot be taken, then the office administration team will provide a paper register and Pupil Support will input it on the electronic register from the office.

AM registers will remain open until 9:30am, any child arriving after 8.50am but before 9.30am will be marked as late. Any pupil arriving after this time, without an acceptable reason, will be classed as unauthorised and counted as absent for the whole session.

PM registers will be taken during Lesson 4 each day.

### **3.2 Lateness to School**

- Pupils are expected to arrive for school by 8.20am.
- When the first bell goes at 8.27am, pupils are expected to make their way to the line-up area.
- Any pupil arriving at form time after 8.30am will receive a late mark.
- If a pupil arrives late to school after 8.50am they must report to reception where they will receive their mark and the reason for lateness will be explained. The Attendance Administrator will issue them with their absence code and if clarification needed, will refer it to the Lead Behaviour and Safeguarding Officer (LBSO).
- As a result of being late to school 2 times in a week (Monday to Friday), (Code L or U) pupils will be issued with a 30 minute after school detention (D3).
- Failure to attend the 30 minute detention, will result in a full day in the Reflection Room (D4).
- Lateness after 9:30am will be unauthorised and persistent lateness may result in a referral to the Education Welfare Service and a Penalty Notice may be issued.
- Please note that if a parent/carer reports that there are extenuating circumstances that have prevented a pupil from arriving on time, then we will, of course, take this into consideration.

### **3.3 Lateness to Lessons**

- Any pupil arriving to lesson after the register has been taken will be classed as 'late'. The register will be marked with the 'L' code.
- If the pupil doesn't have an explanation of their lateness to lesson, the teacher will record in the behaviour section as 'Late to lesson without reason'.
- Pupils will be issued with a 30 Minute (D3) after school detention if they are late to 3 lessons in a week.

### 3.4 Truancy

If the pupil is known to have been in school, but has not attended all, or some of their lessons without reason, then they are classed as truanting.

If this does occur, there are a range of sanctions which can be issued. This process will be administered by the LSBO.

- The sanctions will include but are not limited to:
  - The pupil losing their break time or lunchtime for between one day up to a week
  - D3
  - D4
  - D5
  - Other community duties.

The sanction used would be at the discretion of the inclusion team but all truancy must be recorded on BROMCOM and all sanctions also recorded in BROMCOM.

Parents would be notified that their child has truanted either via BROMCOM parent App or by a member of staff calling them.

Sometimes parents/carers believe that their child is at school, but the pupil has not actually entered the building. Should this happen, the school would naturally believe the pupil to be absent and would contact the parent/carer for a reason for the absence. If we are unable to contact the parent then messages will be left to make sure that the parent is aware of the absence. At this point the truancy would come to light. In this situation we would advise the parent/carer to contact the child themselves, but if they do not get any response, then we would advise that they contact the police. For this reason, it is important that parents keep the school informed of any changes of contact details.

### 3.5 Authorised and Unauthorised Absence:

There are two types of school absence:

- Authorised where the school approves the pupil's absence.
- Unauthorised where the school will not approve the pupil's absence.

Only the school can authorise the pupil's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a pupil's absence without medical support.

If a child is ill, the parent/carer is to call the school before 9.30am and notify the school of the child's absence, the reason and when the child is to be expected back in school (Tel 0116 214 3149) or via the Bromcom Parent App.

Our expectation is that:

- Parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known. If parents do not contact the Academy within 24 hours of an absence, this will be marked as unauthorised.
- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card. Please also note whole day absences for medical appointments will not usually be authorised. Parents/carers are expected to book routine dental, medical or opticians appointments outside school hours.
- If the pupil is not in school by 9.30 am. and the school has not been contacted by the parent/carer, then a message will be sent via text or App to find out why the pupil is not in school. Where the school is also unsure of the reason for illness, or needs clarification about this, then the parent/carer will also be contacted.
- If there has been no communication on the first day of absence, the relevant staff member will follow up by telephone at their earliest convenience.
- If a pupil is absent and no contact has been successful by the Academy, it will be referred to the Education Welfare Officer and if then still unsuccessful, the pupil may be referred to Social Care in line with the Academy's Child Protection and Safeguarding Policy.
- Pupils' attendance is monitored and tracked against an 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor attenders/persistent absentees including prosecution.

### **3.6 Persistent Absenteeism (PA)**

- A pupil becomes a 'persistent absentee' when their attendance falls to 90% or below for whatever reason. Absence at this level will cause considerable damage to any child or young person's educational prospects and the fullest support and co-operation is needed from parent/carers to tackle this. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark (93% or below) is given priority; parents/carers will be informed of this immediately and remedial action will be taken.

### **3.7 Religious Observance**

- Leicester is a vibrant and diverse city which promotes respect for the faiths and values of its communities. There are many religions celebrated in our schools and it is important that we recognise the diversity of the population.
- In Leicester City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence, where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, we will seek advice from the parents' religious body to confirm whether the day is set apart.

### 3.8 Brook Mead Academy Strategy

Brook Mead Academy operates a 'traffic light' system in relation to school attendance. See appendices (Brook Mead Academy strategy). At each stage there will be appropriate interventions:

- **'Green'** signals a good school attendance, where the pupil's attendance is above 97% (97% to 100%);
- **'Amber'** signals a pupil whose attendance is causing concern. This is where a pupil's attendance is between 92% and 96.99%;
- **'Red'** signals a pupil who has poor attendance and their attendance level is below 92%.

See Appendix 1

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### 3.9 Medical Evidence

- If letters/notes come from parents/carers directly to the tutor, then these should be signed and dated by the tutor and sent to Pupil Support.
- If a teacher receives verbal communication, then it must be recorded on the electronic register for the appropriate days and the Attendance Administrator informed. Evidence must be provided upon the pupils return to school in order for the absence to be authorised.
- All information about absences and logs of the school's attempts to contact home is recorded electronically on Bromcom and in pupil absence records.
- Unfortunately, there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved with the child in order to be able to support the child in the most appropriate manner. The school will request for the parent to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances, it is not appropriate for the parent to contact the school every day and a more appropriate frequency of communication will be established with the parent. This bespoke arrangement will be put in place by the LSBO.
- Prior to requests for formal medical evidence being supplied, the school will contact parents/carers to explain the impact of falling attendance and try to find a solution in a time limited way.

### 3.10 Holidays in Term Time

- There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Principal to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.
- Notice of your intention to take your child out during term time should be made via an application form available from School. **If we do not receive formal notification, but are aware that you are on holiday, then the below remains the same.**
- The education (pupil registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A pupil may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Head teacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Due to the timing of internal year examinations and the GCSE and vocational examination period falling in the months of May and June, the school cannot condone any absence during this period except in the most exceptional of circumstances. Pupils who are knowingly taken from school to go on holiday during this period will be referred to Education Welfare for Penalty Notices to be issued.

Please refer the Government website for details of these notices and their present value [www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance](http://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance).

### **3.11 Communication with Parents/Carers**

- Attendance to be communicated to parents/carers during Parents' Evenings.
- Parents/carers are regularly informed about attendance issues via the Brook Mead Bulletin.
- Letters are sent about absence and lateness, stressing the legal requirements for pupils to attend and the financial penalties that may be served for non-attendance.
- Parents/carers of pupils whose attendance is a cause for concern are sent letters to inform them of the school's intended actions in line with the 'traffic light' banding system. See appendix 1.
- The school will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the school.
- The Bromcom Parent App displays current attendance, updated daily.

### **3.12 Taking a Pupil Off Roll**

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal / leaver form completed.

A pupil of compulsory school age shall have his/her name deleted from the admissions register when:

- The pupil is registered at our school in accordance with the requirements of an school attendance order and another school is substituted by the Council for that named in the order, or the order is revoked.
- The school has received written notification from the parent / carer that they are educating the pupil themselves. (Elective Home Education). Brook Mead Academy reserves the right to delay the process where there are safeguarding concerns.
- The pupil has ceased to attend our school and no longer lives within a reasonable distance of the school and has registered with another Local Authority.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the school within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both the school and the Council will make reasonable enquiries to find out where the pupil is, to include letters, home visits, telephone calls and all other available searches of council records. Only when all lines of enquiry have been exhausted and on the advice of the EWO, will the pupil be taken off roll.
- The pupil has been continuously absent for a period of not less than 20 school days and both the school and EWO have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries will be made. In such cases we will ensure the EWO is informed and procedures concerning missing children and missing children protocol will be followed prior to taking a pupil off roll.
- The pupil had died.

- The pupil has been permanently excluded and the exclusion has been upheld by Academy Councillors.
- The pupil attends a special school and the Council gives consent for his/her name to be removed.

If we are told that a pupil is leaving to attend another school, staff will establish the pupil's new address, the name and address of the new school and the date the pupil will start there.

Confirmation will then be sought from the receiving school. Whenever a pupil leaves, us a Common Transfer File (CTF) will be completed. If we are concerned about any aspect of a transfer or a pupil has "disappeared" the matter will be referred immediately to the Education Welfare Service who will investigate missing pupils as part of Leicester City Local Authority Missing Children's protocol.

## Section 4. Legal Action

### 4.1 Penalty Notices

To be read in conjunction with the school's Exceptional Pupil Leave, Behaviour Management and also the following documents:

Penalty Notices under Section 23 (1) Anti-Social behaviour Act 2003 and S444A & S444B Education Act 1996 for unauthorised absence.

### 4.2 Children Missing in Education

Where a pupil has not returned to our school for ten days after an authorised absence or is absent from the school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs; [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/children\\_missing\\_education\\_-\\_statutory\\_guidance.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf)

### 4.3 Children Who Cannot Attend School Because of Health Needs

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory school age and who
- are permanently resident in the LA and
- who are not in school for 15 days or more, whether consecutive or cumulative due to ill health and

- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority plans for this.

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the school for 15 days for health reasons or as soon as it is clear that a health-related absence from the school will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g. if the school has made arrangements for a pupil, or the child is receiving education at a hospital school.

#### **4.4 Children in Public Care**

Mrs Aylmer-Teago (Lead Behaviour and Safeguarding Officer) is the coordinator who liaises with the LA Children Looked after Team. The Virtual School will be contacted each day whether the pupil is attending or is absent. Attendance will also be reported as part of the Personal Education Plan.

#### **4.5 Elective Home Education**

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer, we will inform the LA and once approval has been received, the pupil may be taken off roll and a leaver's form will be completed.

#### **4.6 Off Site Provision**

The Inclusion Team is responsible for the setting up and maintaining of off-site provision. This includes liaising with the Bromcom co-ordinator to ensure the pupil's registration status is correct and with the Attendance Administrator so CLM can be maintained correctly. The Off-site provision log must also be kept updated. The Attendance Administrator will ensure the CLM registered are correctly recorded in Bromcom.

## Section 5. Rewards

### 5.1 Rewards

Celebrating success is an integral part of school life at Brook Mead Academy. There are many ways in which good attendance is celebrated. Some include:

- Assemblies to celebrate 100% and improved attendance.
- Free “Brook breakfasts”
- Lunch queue jump pass
- Newsletters
- Letters and postcards home to parents/Carers for both 100% and most improved.
- Whole tutor class initiatives – for example, flexible use of “prep time”.

## Section 6. General Data Protection Regulations

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

## Section 7. Roles and Responsibilities

All stakeholders play a vital role in ensuring pupils are attending school regularly and on time. Below are the roles and responsibilities of key stakeholders in ensuring pupils attend Brook Mead Academy.

Stakeholder	Role and Responsibility
Tutors	<ul style="list-style-type: none"><li>✓ To keep an accurate attendance register.</li><li>✓ To praise pupils for punctuality and good attendance.</li><li>✓ To liaise with the LBSO and Attendance Administrator as appropriate around reasons for pupil absence.</li><li>✓ To mentor and support pupils to achieve a good level of attendance.</li><li>✓ To support school initiatives such as competitions for improving school attendance.</li></ul>
LBSO /Attendance Administrator	<ul style="list-style-type: none"><li>✓ To ensure that all pupil absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers).</li><li>✓ To maintain an overview of the attendance of pupils in their year group.</li><li>✓ To praise and celebrate pupils for punctuality and good attendance in assemblies.</li><li>✓ To be a point of contact (along with the tutor) and offer appropriate support around improving the attendance.</li><li>✓ To liaise with and support the Attendance Administrator in the monitoring of attendance and arranging for the parent to be informed when their child has dropped below 97% attendance (this amounts to 6 days in an academic year).</li><li>✓ To liaise with targeted support and other agencies around the attendance of their year group.</li></ul>

<p>Attendance Administrator</p>	<ul style="list-style-type: none"> <li>✓ Regular and prompt recording of attendance.</li> <li>✓ Early contact with parents when a pupil fails to attend school without providing a good reason.</li> <li>✓ Pupils with attendance below 97%, whether absences are authorised or not, will be closely monitored.</li> <li>✓ All pupils' attendance is monitored daily, and every week data from the electronic register is analysed.</li> <li>✓ To implement the 'traffic light' banding system when monitoring attendance every week.</li> <li>✓ Statistical evidence for the whole Academy and for individual classes is analysed every week and shared with staff monthly.</li> <li>✓ The Attendance Administrator and LBSO review pupils' attendance at their bi-weekly meetings.</li> <li>✓ The Attendance Administrator will meet with the EWO in accordance with the agreed meeting schedule.</li> </ul>
<p>Pupils</p>	<ul style="list-style-type: none"> <li>✓ Attend school every day.</li> <li>✓ Be punctual to all lessons and be appropriately prepared for the day.</li> <li>✓ Inform their tutor of any problem or reason that is known in advance that may prevent them from coming to school.</li> <li>✓ Follow the correct procedure of informing a member of staff if they need to leave the school grounds for any reason during the school day. Pupils must not leave the school site without permission.</li> </ul>
<p>Parents</p>	<ul style="list-style-type: none"> <li>✓ Provide the school with up to date home and emergency contact details.</li> <li>✓ Ensure their child attends school every day, as is their legal duty as parents/carers.</li> <li>✓ Contact the school on the first and each subsequent day of absence, unless a definite date of return is known. Parents/carers should offer reasons for the absence but whether or not the absence is marked as authorised is a decision that can only be made by the school.</li> <li>✓ Ensure their child arrives on time and well prepared for the school day. Morning registers are kept open until 9.30 am. Pupils arriving after 9.30am without a reasonable explanation will be marked with a 'U' code. This counts as an unauthorised absence which could lead to legal proceedings.</li> <li>✓ Contact the school in confidence whenever any problems occur that may affect their child's attendance or performance in school.</li> </ul>
<p>The Governing Body</p>	<ul style="list-style-type: none"> <li>✓ The Academy Council is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.</li> </ul>

The Principal	✓ The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring Academy level absence data and reporting it to Academy Councillors. The Principal also supports other staff in monitoring the attendance of individual pupil's and issues fixed-penalty notices, where necessary.
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## Brook Mead Academy Strategy

## Appendix 1

The school is a welcoming, supportive environment for learning to take place where pupils feel safe and happy at school. There are clear links between regular attendance and educational outcomes for pupils. At Brook Mead Academy, we expect every pupil to have a minimum attendance of 95% and we will promote the importance of excellent attendance to achieve this. Attendance is a responsibility shared by all stakeholders including staff, parents and pupils. The senior member of staff responsible for attendance, will oversee the strategy and evaluate its impact.

Green	Attendance Matters	Intervention
97%- 100%	<p>Pupils with good attendance records generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life. Regular school attendance patterns encourage the development of other responsible patterns of behaviour.</p> <p>Pupils whose attendance at Brook Mead Academy is within these parameters will be congratulated and receive positive encouragement to maintain their high levels of attendance. They will also be rewarded in other ways for their good punctuality and attendance to school.</p>	<p>Form Tutor</p> <ul style="list-style-type: none"> <li>- Praise pupils for punctuality and good attendance</li> <li>- To support school initiatives such as competitions for improving school attendance.</li> <li>- To liaise with the LBSO and Attendance Administrator as appropriate around reasons for pupil absence.</li> <li>- Mentor and support pupils to achieve a good level of attendance.</li> </ul> <p>LBSO</p> <ul style="list-style-type: none"> <li>- To praise and celebrate pupils for punctuality and attendance in their year group assemblies.</li> <li>- To support all school initiatives on improving attendance and punctuality</li> <li>- Celebration texts home and attendance achievements shared on social media and school screens</li> <li>- Liaise with Attendance Administrator in monitoring those pupils in danger of dropping below this range.</li> </ul> <p>Attendance Administrator</p> <ul style="list-style-type: none"> <li>- Send congratulations letters at the end of the year.</li> </ul>
Amber	Attendance Matters	Intervention
92%- 96.99%	<p>Attendance at this level is a cause for concern. Reasons for absence(s) may be authorised in some cases and any unauthorised absences will be chased up by the pupil's tutor, with support from the Attendance Officer.</p> <p>Early intervention is the preventative measure. If the pupil's attendance does not improve after the care, support and intervention provided, we are bound to inform parents that should their child's attendance fall below 90% then a decision will be made to proceed with legal action.</p>	<p>Form Tutor</p> <ul style="list-style-type: none"> <li>- Speak to pupil about reasons for absence</li> <li>- Forward any attendance or pastoral concerns to the AHOY and Attendance Officer</li> </ul> <p>LBSO</p> <ul style="list-style-type: none"> <li>- Build relationships with pupils and parents</li> <li>- Congratulate and celebrate pupils when attendance improves</li> <li>- Fortnightly monitoring meetings with Attendance Administrator</li> <li>- Chase up any unauthorised absences with support from Attendance Administrator</li> </ul> <p>Attendance Administrator</p> <ul style="list-style-type: none"> <li>- Build relationships with pupils and parents</li> <li>- Chase up unauthorised absences.</li> <li>- Meeting with parents and pupils who are at risk of becoming PA (Persistently Absent- below 92%)</li> <li>- Prepare an Attendance Display for parents' evening</li> </ul>

		<ul style="list-style-type: none"> <li>- Multi- agency involvement (if needed)</li> <li>- Pupil attendance reports</li> <li>- Completion of an EHA (Early Help Assessment) and or Attendance action plan.</li> </ul>
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Red	Attendance Matters	Intervention
Below 92%	<p>A pupil with this level of attendance is in a high-risk group and will be identified as persistently absent (PA). The PA list is reviewed daily and the identification of pupil need will take place via the Action Plan/ EHA.</p> <p>A key member of staff will be allocated to ensure the support is available.</p> <p>Prosecution will take place where circumstances allow when a pupil is below 90%</p>	<p>LBSO</p> <ul style="list-style-type: none"> <li>- Personalised incentives, recognition and rewards for individuals</li> <li>- Parental meetings with Attendance Administrator where required.</li> </ul> <p>Attendance Administrator</p> <ul style="list-style-type: none"> <li>- 1-2-1 support</li> <li>- Chase up medical evidence if applicable</li> <li>- Meetings with parents</li> <li>- If attendance improves a letter will be issued to congratulate and recognise the improvement. Attendance will continue to be monitored</li> <li>- If attendance does not improve, a letter will be sent of possible next step including a School Attendance Panel Meeting with the EWO.</li> <li>- Prosecution</li> </ul>

## Attendance Matters

Attendance	Outcome	Missed Time	Missed Learning
100%	0 days absent	0 lessons	All lessons are attended; therefore, all possible learning can happen
99%	2 days absent	10 lessons	
98%	4 days absent	20 lessons	
97%	6 days absent	30 lessons	
96%	8 days absent	40 lessons	The equivalent of one academic year of Religious Education, Art, Drama or music lessons
95%	10 days absent	50 lessons	
93%	14 days absent	70 lessons	The equivalent of one academic year of History or Geography lessons – one of the compulsory EBACC qualification at GCSE
90-92%	15-20 days absent	100 lessons	The equivalent of one academic year of English, Maths or Science lessons
86-89%	21-27 days absent	120 lessons	There are 120 guided learning hours in one GCSE qualification
81-85%	28-38 days absent	174 lessons	Absence at this level is worth the equivalent of missing an entire GCSE's worth of learning
80% and below	39+ days absent	228 lessons	The equivalent of almost two GCSE's worth of learning
<b>A pupil who has attendance of 80% and below for 5 years will miss 1140 lessons throughout their secondary career. This is equivalent of 20 GCSEs learning time!</b>			