



Attendance Procedure

Rationale

Bradon Forest School is committed to encouraging all students to attend school on a regular basis. Regular attendance is essential to ensure that students' learning is not seriously interrupted and their level of attainment affected. Poor or irregular attendance places children at risk and in some cases can result in them being drawn into patterns of anti-social or criminal behaviour.

Aims and Objectives

- The school aims to establish, maintain and improve the attendance of all students. This will allow each student to have continuity of learning and therefore the opportunity to fulfil his or her potential.
- The school ensures that all absences are followed up swiftly and consistently, in accordance with guidelines.
- It is the responsibility of the school to encourage attendance and take seriously any problems that may lead to non-attendance. We will support any students with difficulties in order that they can sustain their attendance. In such circumstances, the school will work closely with the Education Welfare Service and other outside agencies.
- Very good attendance and improved attendance are recognised and rewarded termly (see Appendix 1).
- The school sets annual objectives to self-improve together with the Education Welfare Officer (EWO) to reflect its commitment to regular attendance of all students.
- Teachers are responsible for taking attendance registers in all lessons via SIMs Lesson Monitor and it is essential that registers are completed accurately at the beginning of each lesson.
- The Pupil Level Annual Schools' Census (PLASC) collates attendance for tracking and monitoring.

Responsibilities of Staff

- It is the Headteacher's role to improve and maintain good attendance within the school
- Staff support parents and carers to ensure regular and punctual attendance by dealing with any attendance issues in a sensitive way.
- The Assistant Headteachers responsible for attendance and KS3 / KS4 are responsible for general attendance procedures for Key Stages 3 and 4 and have oversight of fortnightly tracking of attendance alongside the Attendance Administrator.
- The Heads of Year are responsible for maintaining a high level of attendance in the school and for raising awareness through assemblies, target setting, regular fortnightly meetings with the EWO and parental contact and attendance clinics for students and parents.
- Attendance Administrator/Tutors are responsible for the day-to-day administration including the collection of attendance notes and following up any absences. All attendance notes should be entered on the system on the day of receipt or immediately passed to the Attendance Administrator.



- The Assistant Headteachers responsible for attendance and KS3 / KS4 manage the Attendance Administrator on attendance issues, lateness and other detentions/sanctions, in consultation with BRY/DAV and the EWO. (The monitoring of attendance lateness is overseen by the Attendance Administrator.)

Parental Responsibility

- It is the responsibility of the parent/carer to ensure that their child arrives at school on time and is ready for the school day. A Home-School Agreement is signed by parents and carers.
- Parents and carers should work in partnership with the school to help their child/children understand the importance of attending school regularly.
- Parents and carers work in partnership with the school and outside agencies to resolve issues relating to non-attendance.
- Parents and carers should avoid taking their child out of school in term time (see Appendix 6: Requests for Leave of Absence during Term Time). This information is also available on the Bradon Forest School website.
- Parents and carers should not keep their children off school to attend medical/dental appointments, unless absolutely necessary.

Parents and carers are requested to contact the school office on each day of their child's absence by e-mailing absence@bradonforest.wilts.sch.uk, by texting 01793 250075 or by using the dedicated telephone line 01793 773013.

A letter is required on the child's return to school. If a student is absent for one day without contact from parents or carers the school will contact home either personally or via Schoolcomms. Parents and carers are asked to notify the school of any circumstances which may affect their child's attendance.

Attendance Procedure

Attendance registers are legal documents which may be required as evidence in court under the regulations governing student registration. **Staff are required to take an attendance register within the first ten minutes of every lesson (see Appendix 2 for attendance codes). The register must show whether each student is 'present', 'present at an approved educational activity', or 'absent'.**

The Attendance Administrator/tutors are responsible for collecting and recording absence information provided by parents via letter, text, e-mail or telephone message. On each day of absence a text/e-mail will be generated to the parent/carer via the Schoolcomms system. If appropriate tutors will follow the response up in the first instance either personally or via the Attendance Administrator if agreed by the Head of Year.

If a member of staff is suspicious of a student's absence, the school office should be informed immediately and appropriate action will be taken. When a student returns from a long term absence the school puts in place a variety of strategies to help in this reintegration process. All students who have been absent for a significant period of time are treated sensitively and given an individual plan allowing them to access the curriculum once again. A reduced timetable and alternative curriculum provision, monitoring by tutors and mentoring by staff or students are put in place in order to benefit the student.



Unauthorised absence is any absence that has not been agreed by the school or has not had a satisfactory explanation from parents or carers (the code 0 should be used in SIMs). An unauthorised absence will result in contact with home and the student will be placed on a target card to monitor their attendance if the tutor/Head of Year authorises this.

Lateness: Any student arriving after 8.45am must report to Student Services and sign the late book. A late mark will be recorded up to the end of Period 1, after this time the student will be recorded as being absent for the whole session.

Students who need to leave the school site during the day must bring a letter from their parent/carer to show their tutor plus they must remember to sign out at Student Services before leaving the site. Tutors need to sign the letter before returning it to the student to enable them to show the class teacher when they need to leave. The student must give the letter to staff in Student Services when they sign out.

Any unexplained absence from lessons should be followed up by the subject teacher. The call out system may be used to locate a student. Parents or carers should be contacted should a student go off the school site without permission.

Persistent absence will result in school procedures being adopted. This will include; monitoring through the tutor and Head of Year. Students who have an attendance of 90% or less will have involvement with the EWO and outside agencies. (See Appendices 3, 4 and 5 for flow chart of procedures and monitoring of attendance).

Attendance surgeries within school will be held for students whose attendance drops below 90% as a preventative measure.

Lateness to lessons is recorded by teaching staff on the SIMs register and monitored as part of our pastoral support system. Sanctions are put in place to support students who persistently arrive to lessons late.

Strategies for Improving and Maintaining Good Attendance

Individual students are rewarded on a termly basis for 100% attendance. Students who have significantly improved attendance are also rewarded. Each student is congratulated and will receive an attendance certificate in assembly. At the end of the school year, a certificate is given to those students who maintain this level of attendance. This is overseen by DAV/BRY.

In order to help maintain attendance, Bradon Forest School offers a broad and balanced curriculum which includes individual pathways so that all students can achieve. Individual mentoring is given to students in order to allow them to achieve to the best of their ability. This adds to students' positive outlook towards their engagement in education.

Attendance is closely monitored through the tutor. Attendance data is given to Heads of Year on a regular basis and fortnightly meetings are arranged between the EWO and DAV/BRY.

Monitoring and Evaluation

Fortnightly monitoring of attendance takes place with DAV/BRY. Attendance is a standing agenda item at all Pastoral meetings. Fortnightly meetings with the EWO are used to highlight areas of concern. School attendance targets are reviewed with the Education Welfare Service (EWS) annually.



The objectives are set at the start of each year in collaboration with the EWO and updated in Term 5 in readiness to address progress made to further improve attendance. This is the strategic tool for oversight of attendance by subgroups, vulnerable groups, etc.

Staff training takes place annually in line with the school's Continuous Professional Development.

Parents and carers are informed of the Attendance Procedure and school procedures through the Home School Agreement, regular school newsletters, and the school prospectus.

Students are regularly reminded of the importance of regular attendance by tutors and subject staff. In addition, attendance related issues are presented during assemblies as and when appropriate.



BRADON FOREST SCHOOL



This certificate is awarded to

«Forename» «Surname», «Reg»

for

100% Attendance

Signed by:

Chair of Governors

Headteacher



Attendance Codes

Code	School Meaning
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual Registration.)
C	Other authorised circumstances
D	Dual registration (attending other establishment.)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family Holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not medical/dental appointments)
J	Interview
K	PE Non-participation (no PE kit)
L	Late (before register is closed)
M	Medical/Dental Appointments
N	No reason yet provided for absence
O	Unauthorised circumstances
P	Approved sporting activity
Q	Internal isolation
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit
W	Work experience
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age or COVID-19 related
#	Planned whole or partial school closure



Appendix 3

Date:

Name:

Address:

Dear

I have noted from the register that’s attendance had deteriorated and has now fallen to%. As we are well into the school term this relates to a good proportion of’s schooling and is clearly a cause for concern.

Government guidelines ask for students’ attendance to be 90% or above and I feel it my duty to make you aware of how much time is missing. We are aware that some absences are naturally unavoidable, but we would be grateful for your support in encouraging to attend school on every possible occasion and try to ensure that his/her attendance percentage improves.

Bradon Forest School encourages parents to make contact immediately their child becomes unwell. A telephone call to the school office or to our dedicated absence telephone number 01793 773013 on the first day of absence is requested. Alternatively, parents can send a text to 01793 250075 or e-mail absence@bradonforest.wilts.sch.uk. If an absence continues for several days, a follow up call is appreciated. Please note that a letter is required on a child’s return to school after each absence.

As’s attendance has fallen to such a low percentage, it has been necessary for me to inform the Education Welfare Officer, who may wish to speak to you. Parents have a legal responsibility to ensure regular attendance and failure to do so could result in action being taken.

Thank you for your support in this matter.

Yours sincerely

Head of Year



Student Absence Procedures

If a student is absent for one day without explanation from parent or carer, the school office will send a Schoolcomms message to alert parents of absence.



Upon return to school, the student must give the Tutor a letter explaining his/her absence which needs to be passed immediately to the Attendance Administrator. The Attendance Administrator will amend the code on SIMs as appropriate and will return the note back to the Tutor for filing. Unauthorised absence will result in contact home and a student may be placed on a Target Card to monitor attendance.



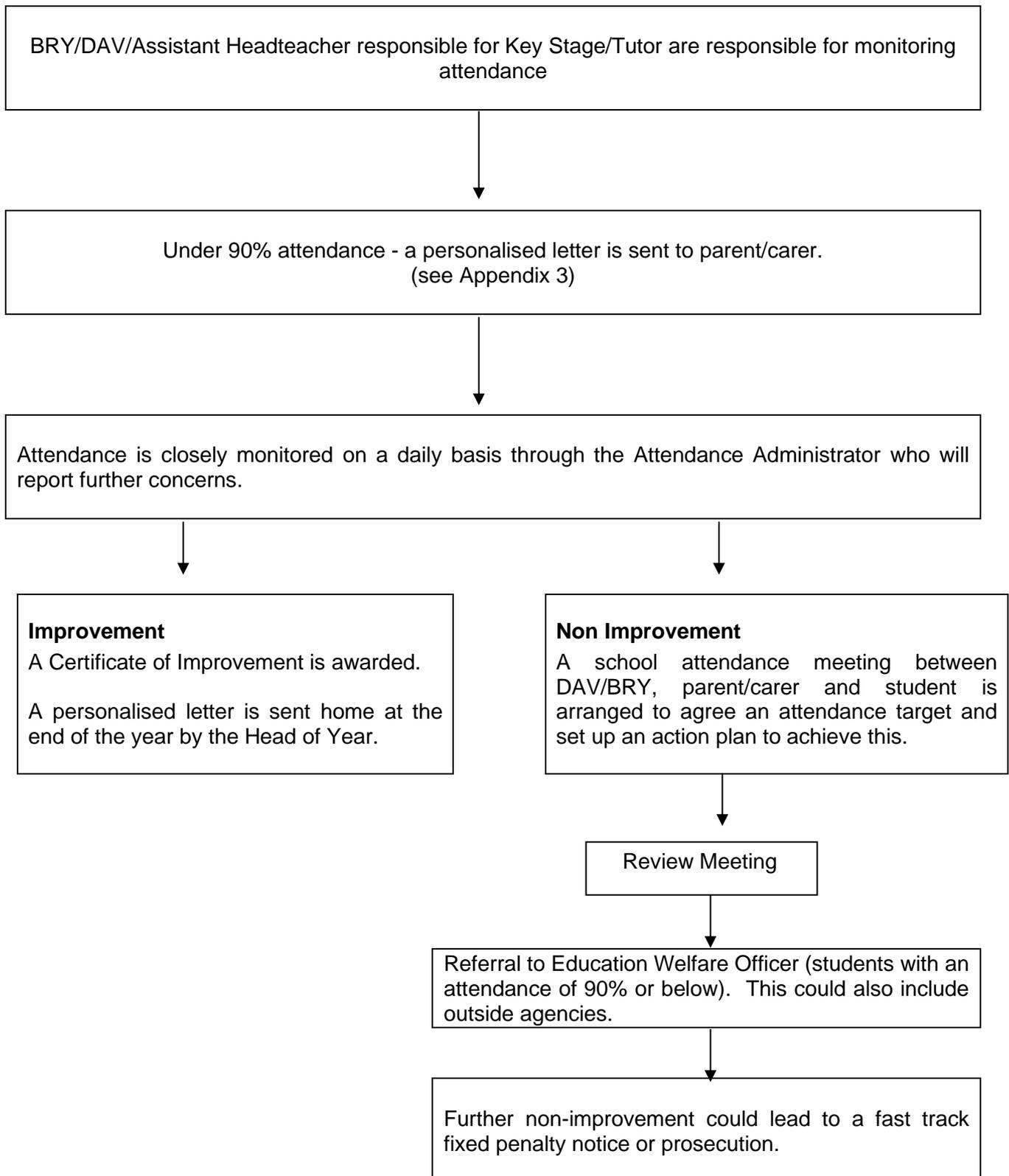
Attendance is monitored on a daily basis by the Tutor, Attendance Administrator, Assistant Headteacher responsible for Key Stage. Any concerns about a student's absence must be passed on to the Assistant Headteacher responsible for Key Stage/Head of Year by the Tutor. The Education Welfare Officer and DAV/BRY meet on a fortnightly basis to discuss student attendance.



Referrals to the Education Welfare Officer are recorded and kept on the student's file. Students who have been absent for a significant period of time will meet with the Tutor/Head of Year to agree a suitable reintegration plan.



Appendix 5





INFORMATION ON BRADON FOREST SCHOOL WEBSITE



REQUESTS FOR ABSENCE DURING TERM TIME

The school term dates for Bradon Forest are advised two years in advance and are available on the school website. The early notice of academic year dates is designed to help families when planning future holidays. A detailed parent/student calendar for the academic year is published on the school website and is updated weekly, providing further detailed information that will help inform advance planning.

It is expected that students will not be absent from school during term time although we realise that this is sometimes impossible. You may wish us to consider your request under exceptional circumstances, for example, close family bereavement or serious illness of a family member. The school may agree the absence in special circumstances with consideration being given to a student's attendance, attainment and public examinations. However, students who miss school for any reason are clearly disadvantaged and it may harm your child's academic progress. We would ask that parents avoid any term time absence.

Absences may only be authorised at the discretion of the Headteacher. Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the reasons relating to your application below and attach supporting evidence, if applicable. Approval cannot be given retrospectively and in such circumstances we must classify the absence as 'unauthorised'. (Please see the relevant document on our school website which includes the Wiltshire LA information explaining Penalty Notices issued for Unauthorised Leave of Absence during Term Time.)

Please note that:

- Due to the changes in the national examination/assessment system, Year 10 and Year 11 students will be significantly affected by term-time absences.
- Under the new system, many assessments cannot be taken at different times and results/grades will be affected if the preparation time or the actual assessments/examinations are missed.

A 'Request for Absence Form' is available from the school office or you can download a copy from the Bradon Forest website; when completed it should be returned to Student Services for processing. A copy is attached as Appendix A.

Information from Wiltshire Council on Penalty Notices for Unauthorised Leave of Absence taken during Term Time (September 2017) is attached as Appendix B.



Appendix A



REQUEST FOR ABSENCE FORM

It is expected that students will not be absent from school during term time although we realise that this is sometimes impossible. You may wish us to consider your request under exceptional circumstances, for example, close family bereavement or serious illness of a family member. The school may agree the absence in special circumstances with consideration being given to a student's attendance, attainment and public examinations. However, students who miss school for any reason are clearly disadvantaged and it may harm your child's academic progress. We would ask that parents avoid any term time absence.

Absences may only be authorised at the discretion of the Headteacher. Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the reasons relating to your application below and attach supporting evidence, if applicable. Approval cannot be given retrospectively and in such circumstances we must classify the absence as 'unauthorised'. (Please see the relevant document on our school website which includes the Wiltshire LA information explaining Penalty Notices issued for unauthorised absence during term time.)

This form should be completed and handed to Student Services who will pass it to the Headteacher.

Name of student:	Date of birth:	Tutor Group:
Name of siblings:	School:	
First day of absence (date):		
Final day of absence (date):		
Total number of school days requested:		
Reason for absence to be taken during term time:		
Signature of Parent/Carer:	Date:	
Please print name:		

Information to be completed by Attendance Administrator

Attendance to date this academic year:		%	Recorded by Office: YES NO
Total sessions absent this academic year:			
Total unauthorised sessions absent this academic year:			



PENALTY NOTICES FOR UNAUTHORISED LEAVE OF ABSENCE DURING TERM TIME

s444A and s444B Education Act 1996 & The Education (Pupil Registration) (England) Regulations 2006

Information for Parents and Carers (September 2017)

What are s444A and s444B of the Education Act 1996?

Section 444A and section 444B of the Education Act 1996 give powers to the Local Authority (LA) to issue Penalty Notices where the parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

Why are these powers available?

Reducing absence from school is a key priority at both national and local level. Missing school reduces a pupil's educational attainment and life chances.

What is a Penalty Notice?

A Penalty Notice is an alternative to prosecution and is used to try and secure an improvement in a pupil's school attendance without the need to appear in Court. As long as the penalty is paid the Penalty Notice enables parents or carers to discharge their potential liability for prosecution for the period covered by the Penalty Notice.

What are the costs?

Payment of £120 is required within 28 days of receipt of the Penalty Notice; this sum is reduced to £60 if paid within 21 days. If the penalty is not paid in full within 28 days the LA is required to commence proceedings in the Magistrates' Court for the original offence of your child's poor school attendance. If you plead guilty or are found guilty the Courts have a wider range of options which could include a maximum fine of £1000. In addition a Parenting Order could be imposed.

Penalty Notices are issued to each parent for each child and payment is required for each Penalty Notice issued.

Who issues them?

The Local Authority through the Education Welfare Service.



How are they issued?

By post to your home.

Can I be prosecuted if I pay the penalty but my child is still missing school?

Yes. You will not be prosecuted for the period included in the Penalty Notice – payment discharges your liability in this respect. However, legal proceedings might be considered for further periods of poor attendance not covered by the Penalty Notice, depending upon the circumstances.

When are they issued for unauthorised Leave of Absence

Penalty Notices are issued for absence taken during term time where the leave of absence has not been authorised by the school or an absence has not been requested in advance and pupil will have had a minimum of 10 sessions (5 school days) lost to unauthorised leave of absence during the previous six months up to and including the day the Education Welfare Service is notified.

What is unauthorised Leave of Absence?

- A parent has made a request for leave of absence in term time and this has not been agreed by the school;
- A parent has not applied leave of absence in advance of the absence (the regulations do not allow retrospective approval); or
- If the parents keep the child away from school for longer than was agreed, the extra time is recorded as unauthorised

When can Leave of Absence be authorised?

Amendments made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) make clear that headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances.

Why have I received this leaflet?

This leaflet is sent to parents in Wiltshire to inform them of the extended use of Penalty Notices for unauthorised leave of absence or for parents who have requested leave of absence during term time.

If the leave of absence you have requested is not agreed by the school and your child's total unauthorised leave of absence amounts to 10 or more sessions (5 school days), continuous or aggregated within the previous six months within the current academic year the Education Welfare Service will be notified. The six months includes all unauthorised leave of absence up to the day the Education Welfare Service is notified.

Following this notification from a school that a parental request for a leave of absence in term time has not been authorised and the leave of absence is taken the Local Authority will issue a Penalty Notice to each parent for each child.

What can I do now?

If the leave of absence that you have requested is not authorised you are advised not to take your child out of school.

Who can I discuss this with?

In the first instance talk to your child's school; otherwise the Penalty Notice Officer can be contacted on:

Tel: 01722 438123

Email: PNLO@wiltshire.gov.uk