



Attendance Procedures

At Bradon Forest School we believe that all students will benefit from excellent school attendance. We have a responsibility to ensure all students have the highest attendance possible and that any issues that are preventing full attendance are identified and addressed as quickly as reasonably possible. 96% attendance and above is deemed good.

Aims and Objectives

We intend to establish systems and practices which will:

Create an ethos in which excellent attendance is the norm.

- Maintain a safe and secure environment where students feel valued and welcome, thereby positively encouraging attendance.
- Raise student awareness of the importance of punctuality and uninterrupted attendance and encourage a sense of responsibility in students.
- Celebrate excellent school attendance.
- Support students and families who experience difficulties maintaining good school attendance.

The Law

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register. Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their children's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444 (1) of the Education Act 1996; which may lead to prosecution. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000). In February 2004, section 23 of the Anti- Social Behaviour Act gave powers to designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's attendance at school. Since September 2015 the Persistence Absence percentage has changed from 15% to 10%.

Attendance Policy

Responsibilities

Students have the responsibility to:

- Attend school regularly.
- Have good punctuality.
- Arrive appropriately prepared for the day.

Parents/carers have the responsibility to:

- Encourage students regular school attendance and be aware of their legal responsibilities.
- Encourage that children in their care arrive to school punctually and prepared for the school day.
- Contact the school before 9.00am on the morning of each day of the student's absence by calling the school absence line on 01793 773013 or emailing absence@bradonforest.wilts.sch.uk
- Try to book medical appointments outside of school time.



All absence phone calls and emails should explain the reason for the absence. Medical evidence is required if an absence is recurring or persistent, including attendance at medical appointments.

Bradon Forest School has the responsibility to:

Complete registers accurately and punctually during tutor and every lesson.

- Assist the Attendance Administrator in following up any unexplained absences upon the student's return to school.
- Inform the Attendance Administrator/Head of Year/Deputy Head Attendance/Safeguarding team of concerns.
- Be alert to signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible.

The Legal Framework

Regular school attendance of children of compulsory school age is the responsibility of the parent / guardian and is a legal requirement in accordance with section 444 (1) of the Education Act 1996. Parent/Guardians are committing an offence if they fail to comply with this legislation and legal action can be instigated.

Attendance Procedures

Rewards

Certificates are awarded 3 times a year for students who have achieved 100% attendance. In addition, those who have 95-100% attendance are put into a draw for an Attendance Event. A Headteacher's award is given to any student who has 100% attendance by the end of a full year.

Good attendance will regularly be celebrated during assembly and in tutor time. Improving attendance will also be rewarded with regular praise and communication home.

Pupil Premium (PP) Students

We are aware that attendance issues are more significant for some of our students in receipt of the Pupil Premium. As such, the staged attendance approach will be triggered earlier for these individuals and we will also implement the support of our Parent Support Advisor and PP Co Ordinator to mentor students and work with key families.

Responding to non-attendance

Student attendance is monitored daily by the Attendance Administrator, the Year Team, and the Deputy Headteacher with responsibility for attendance. When a student does not attend school, the school will respond in the following manner:

If there has not been contact about a student absence, the Attendance Administrator will send a text home to initiate contact. If there is still no response, a First Day Absence call will be made.

Any student whose falls below 96% attendance or misses 8 or more sessions (4 full days) overall will have a Stage 1 attendance meeting (Pupil Attendance Meeting – PAM) with their Tutor or the Parent Support Advisor (PSA). Parents will be informed of this.

For all students who have 90% attendance, a letter will be sent home to parents to inform them of the significant impact of lost learning.

Any student whose attendance falls below 90% overall will have a Stage 2 attendance meeting (School Attendance Meeting – SAM) involving the parent, student, and the Head of Year (or PSA). An accompanying SAM plan will be sent home. Failure to improve attendance after this meeting will result in a further meeting where parents/carers could be informed that no further absence will be



authorised without medical evidence being provided. Continued failure to contact the school to report a student's absence may result in a referral to The Safeguarding Team, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check. Failure to comply with the expectations set by the Attendance Administrator may result in further action, by either a referral to appear before the Governor's Attendance Panel, issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

Lateness

AM Registration 8.45am – 9.15am. Registers are closed at 9.30am

If a student arrives late (after 8.45am) they must 'sign in' at the school reception and the minutes late will be recorded on the register alongside a comment stating the reason for the lateness. For every lesson in the school day the class teacher will record if a student is late to any lessons. This information is monitored by the pastoral team and sanctions are imposed.

Lateness after registration closes is recorded as an unauthorised absence (U) and parents/carers will be notified of this absence via Schoolcomms.

Authorising of absences

Absences that the school is unable to authorise include:

- Holidays during term time.
- Arrival after the registers close at 9.30am without prior notification.
- Shopping trips, even if this is for school uniform.
- Birthday celebrations
- Looking after a relative/pets.
- Tiredness due to extra-curricular activities.
- All unexplained absences

Medical Appointments

Parents are encouraged to arrange medical appointments outside of school hours but where this is not possible the school should be notified in advance by emailing absence@bradonforest.wilts.sch.uk or sending a letter to the attendance officer. Where it is not possible to arrange appointments outside of school hours, students are encouraged to attend school either side of their appointment where possible.

Religious Holidays

We will authorise absence for major religious holidays. It is the responsibility of the parent/carer to inform us in advance of their intention to keep their student at home. If parents/carers do not inform the school any days missed will be recorded as an unauthorised absence. Requests for extended absence for religious observances should be made in writing to the Headteacher at absence@bradonforest.wilts.sch.uk

Holidays

The school holiday dates are published a year in advance, and it is essential that parents/carers take their family holidays during the school holidays. It is the school's policy not to authorise absence during term time for holidays and any absence of this nature will be recorded as unauthorised.

We recognise that there may be occasions where a parents/carers feel there are extenuating reasons for requesting leave during term time. In such circumstances, they must write to the



Headteacher at absence@bradonforest.wilts.sch.uk outlining the reason for the request and the dates the student will be absent from school. The Headteacher will inform parents/carers of the decision in writing.

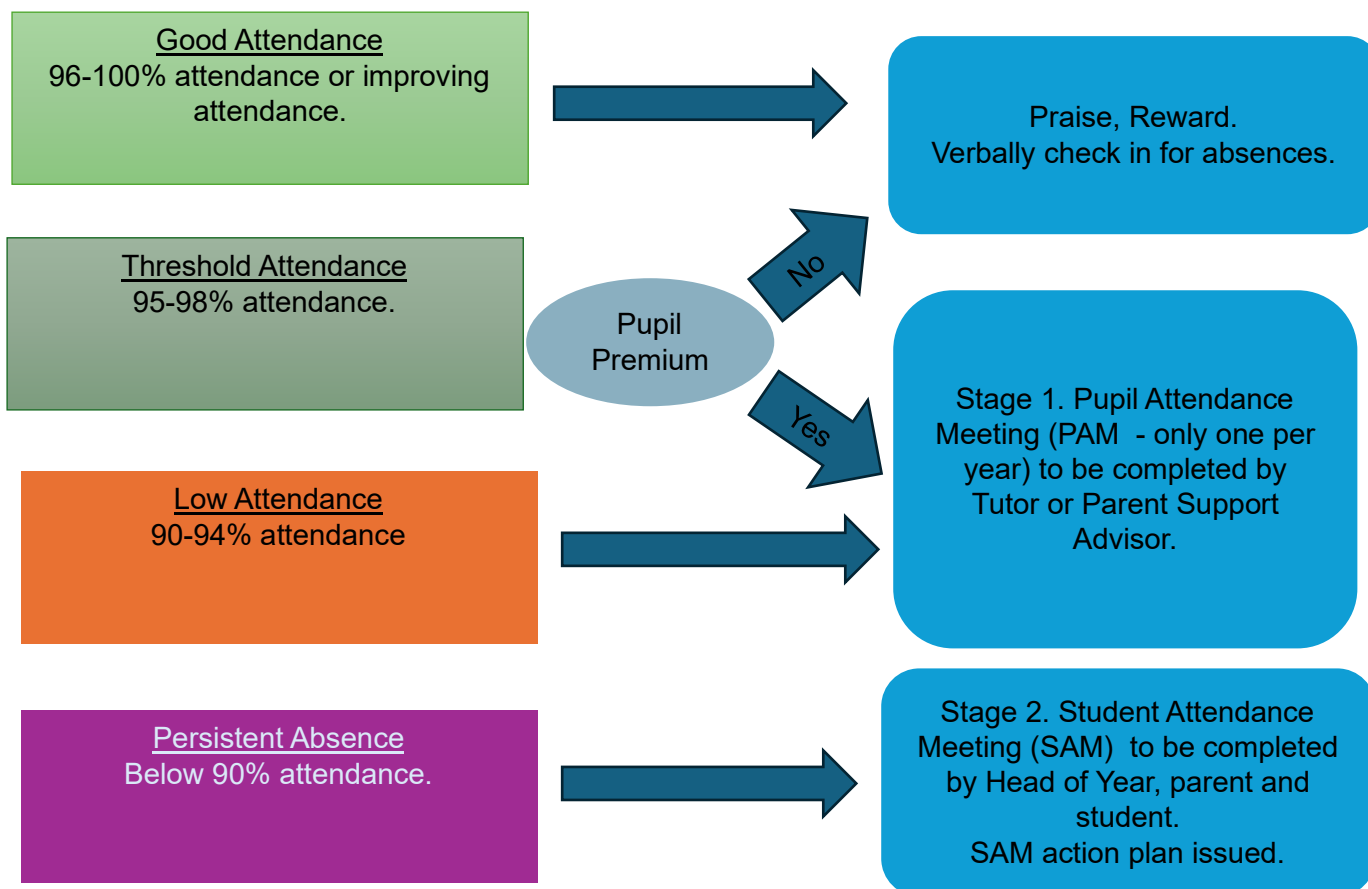
Requests for long periods of absence will not be authorised.

If parents take their children on holiday during term time without authorisation the school can apply for a Penalty Notice to be issued in accordance with the provisions of the Education Act 1966 and the Education and Inspection Act 2006. The fine from September 2013 will be £60 if paid within 21 days of receipt of the Penalty Notice, increasing to £120 if paid after this date, but within 28 days. Failure to pay can result in a referral to court. ([Attendance and behaviour - Wiltshire Council](#))

Penalty Notice

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, but which seeks to improve a student's attendance. (See Penalty Notice information leaflet).

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with the Attendance Administrator Where a child is taken out of school for a holiday during term without the authority of the Headteacher, each parent is liable to receive a penalty notice for each child. Where attendance has fallen below 90% or there are more than 10 unauthorised absences during a six-month period. Except for unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.



All students with persistent absence will be discussed at fortnightly attendance meeting and referred to the Education Welfare Officer. Parents will be invited to attend an attendance meeting with the Head of Year, Attendance Administrator and Parent Support Advisor. Parents failing to attend the meeting will escalate to the next step. No further absence may be authorised without medical evidence. Penalty warning notice issued.

Refer to Local Authority for a Local Authority Attendance Meeting. Issue a penalty notice warning.