



THE BOURNE ACADEMY

# The Bourne Academy Attendance and Punctuality Policy

## VISION

Our central belief is that everyone is a learner and everyone is a teacher.

## PURPOSE

At The Bourne Academy, we develop literate, numerate global citizens who ASPIRE:  
**A**mbitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

## RATIONALE

The Bourne Academy believes that improving and maintaining Academy attendance requires a committed partnership. This involves parents/carers and families, all Academy staff, Governors, the LA support services and other agencies working constructively and supportively with young people.

Without good attendance, students will not achieve their potential and benefit fully from the learning experiences the Academy provides. Irregular attendance leads to educational disadvantage and puts young people at risk of limited life chances. *Every Child Matters* (2003) sought to keep all young people safe and support them, enabling them to reach their full potential by reducing levels of:

- Educational failure
- Ill health
- Substance misuse
- Teenage pregnancy
- Abuse and Neglect
- Crime
- Anti-social behaviour

We recognise student performance and wellbeing go hand in hand – doing well in education is the most effective route for young people out of poverty and disaffection. Attending and achieving at school is a core requirement of *Every Child Matters*.

In order to fulfil this belief The Bourne Academy adopts appropriate systems to monitor attendance and to employ strategies that encourage good attendance.

## OBJECTIVES

- To achieve levels of attendance and punctuality above national averages and norms
- To create an environment in which students look forward to attending the Academy and lessons
- To improve levels of attendance and punctuality and to reduce the number of students who are persistently absent as defined by the Department of Education (more than 10% absence)
- To generate regular and accurate data for attendance and punctuality so that:
  - colleagues are able to readily access information

- students can be praised / rewarded for their progress and achievements
- parents/carers can be quickly informed of issues; monitoring of individual students and groups is made easy
- causes of absence and lateness and issues of equal opportunity can be identified
- targets are set and reviewed for individual students, groups of students and The Bourne Academy

## **PRINCIPLES**

- The expectation is for 100% 'present' at all classes. The focus is on 'presence' rather than absence. Students should be in class ready for the start of their lessons; late is late.
- To have the fewest number of students whom are Persistently Absent.
- Students should know their own attendance levels and the regular review and reporting of attendance will be part of the student monitoring process
- In order to reduce the amount of time students are not in class, either from sickness or other reasons, there will be high expectations and consistent processes to monitor, follow up and report on attendance
- Students absent at the beginning of the day will receive a personalised phone call from their Head of House or a group text from the Student Support Officer. Heads of House follow up if absence continues.
- There will be clear consequences for students whose attendance falls below agreed levels. Conversely high attendance will be recognised and rewarded
- Attendance monitoring is part of the Academy quality processes. Overall responsibility for achieving high levels of attendance and zero truancy lies with the Leadership Team. Responsibility for achieving high levels of attendance and punctuality at the Academy lies with the, Vice Principal, Education Social Worker, Heads of House and their House tutors and will be part of Performance Management. Responsibility for monitoring attendance and punctuality at lessons lies with the Directors of Learning and their teams of teachers.

### **Students with Disabilities, Learning Difficulties or Other Support Needs**

If a student has a disability or medical difficulty that directly affects their attendance or ability to arrive on time this should be identified by the SENDCO & Head of House, with the student. We will work with the student to ensure that reasonable adjustments and support are in place and levels of expectation set accordingly. Any reviews or disciplinary actions will take into account and be responsive to the needs of students with disabilities, learning difficulties or other emotional, social or behavioural needs. Support will be offered and provided where appropriate

### **Expectations of Staff**

Improvement in attendance and punctuality is the responsibility of all Academy staff. In order to improve attendance the actions required by staff and learners are specified below.

### **Roles and Responsibilities**

It is vital that these responsibilities are carried out to the time-scales specified.

#### Vice Principal:

- Accountability to the Principal for overall attendance and persistent absence figures

#### Student Support Officer will:

- Monitor AM/PM registers are taken accurately and on-time
- Ensure accurate use of attendance codes by all staff
- Ensure that all Academy and off-site provision is marked accurately

- Send each HoH daily record of student absence from the absence line.
- Collate reports on absence and persistent absence including absence of vulnerable groups.
- Ensure attendance statistics are up to date.
- Ensure the number of Persistent Absent students is sent to the Local Authority at the end of each half term.
- Attend weekly attendance meetings with the Vice Principal, Education Social & HoH to record actions.
- Provide attendance data for weekly attendance meetings which is made available to HoH, ESW & VP by 4:00pm the Friday before the attendance meetings
- Send out attendance letters as agreed at the attendance meetings **on the day following the meeting.**
- Work closely with the Education Social Worker to implement the Attendance and Punctuality Policy
- Input all lesson registers received on paper from Teaching/Cover staff
- Provide attendance summaries for all parent teacher consultation evenings to enable teachers to make the link between attendance and attainment.
- Report students who miss more than 10 sessions or more of absence to the Child Missing Education Officer at the Local Authority.

Heads of House & Education Social Worker will:

- Staff reception each morning from 8:40-9:00am (in accordance with rota) to record and sanction latecomers.
- Staff Late LOST (loss of social time)detentions(in accordance with rota) and sanction all students who don't attend.
- Attend weekly attendance meetings
- Ensure agreed actions are followed up
- **Monitor daily by 10am** the absence record for students in their House and liaising with the Student Support Officer, follow up immediately any worrying absences, e.g. of students on report
- Be responsible for following up any unauthorised absence on 1<sup>st</sup> day of absence (authorised & unauthorised)
- Notifying Children's Social Care of any students subject to a Safeguarding plan of any absences (authorised or unauthorised)
- Be responsible for following up incidents of truancy
- Formalise action plan to improve attendance of students who fall below the Academy target
- Action Plan for students who are at risk of becoming Persistent Absence students
- Undertake home visits as required for students who are refusing to attend the Academy or are having a prolonged period of absence.
- Consider a referral to MASH for students whose attendance falls below 50% (Safeguarding)
- On 6<sup>th</sup> day of unauthorised absence do a Home Visit (Safeguarding) or sooner if there are safeguarding concerns for the student.
- Pick up any student issues from buddy house during attendance meetings

Education Social Worker (ESW) will:

- Organise and coordinate the Academy attendance improvement plan
- Chair and organise weekly attendance meetings and agree actions with VP, HoH & Student Support Officer

- Liaise with external agencies on strategies to improve attendance and punctuality
- Adopt good practice from other local Academies and schools who have excellent attendance
- Work closely with staff to implement the Attendance and Punctuality Policy
- Meet with VP fortnightly for line management meetings.
- Attend monthly meetings with other ESW in LA
- Monitor and review the Attendance and Punctuality Policy
- Attend meetings with HoH and Parents/Carers according to agreed actions
- Complete Home Visits either alone or with HoH where there are safeguarding and/or attendance concerns
- Work with referred cases
- Seek to prosecute where appropriate and attend court as required.
- Request Penalty Notices for unauthorised holidays or periods of unauthorised absence.
- Ensure the Children Missing Education Procedure is adhered to.

Tutors will:

- Ensure AM register is taken and codes input accurately **by 8.55am**
- Alert HoH with any attendance/punctuality concerns
- Update attendance codes for any absence on student's return to Academy
- Pass any notes relating to student absence to the HoH at weekly House meetings
- Encourage good attendance and challenge poor attendance as necessary.

Teaching Staff (including cover staff) will:

- Ensure a prompt start and end to lessons.
- Complete an accurate register **within 10 mins of the start of each lesson**
- Alert HoH 'on call' by sending a blue form to Reception for any suspected lesson truancy
- Send a paper copy of lesson register to Reception if Progresso is unavailable **within 10 mins of the start of each lesson**
- Sanction students who are late to class more than once by issuing a Detention

Directors of Learning will:

- Support their team to ensure excellent attendance and punctuality to lessons

Receptionist staff will:

- Update AM/PM registers for any students signing in/out
- Update AM registers as L (Late) for any students arriving **after 9am**
- Mark any students arriving after 9.30 am with a U (Late code)
- Update 'Late list' once HoH duty is over and challenge any student they suspect of trying to sign themselves in without a valid reason

Learners will:

- Ensure that they attend all lessons and arrive promptly, properly equipped and prepared
- Understand the expectations of attendance, the levels at which follow up action will happen and what the consequences will be
- Always try to keep health and other appointments out of Academy hours where possible
- Not take on work commitments that clash with learning; any absence for work will be counted as unauthorised absence

- Commit to complete outstanding work as homework from missed classes due to poor punctuality or attendance, with support as appropriate.

Parents/Carers are expected to:

- Ensure their child(ren) attend the Academy every day and are on time
- Book holidays out of term time
- Arrange visits/ non-emergency medical appointments out of Academy hours eg Wednesday afternoons
- Inform the Academy of child(ren's) absence on each day of the absence
- Provide medical evidence if their child is ill eg copy of prescription for medication

**Attendance Procedures and Checklist:**

Heads of House meet weekly with ESW, Student Support Officer, and Vice Principal. Every student whose attendance is below 96% is discussed and actions put in place. If appropriate, an Early Help Assessment is completed or a referral made to MASH. [See appendix 6].

- Attendance concerns – Letter 1 [Appendix 1]
- Formal warning - Letter 2 [Appendix 2]
- Attendance Meeting with HoH & ESW– Letter 3 [Appendix 3]

**Family Holidays**

Parents/carers should not take students on holiday during term time. The Academy does not approve holidays and the absence is recorded as unauthorised. Penalty notices will be requested from the Local Authority if an unauthorised holiday is taken.

**Attendance**

Non-attendance at the Academy for any reason is an important issue that must be treated promptly and seriously. Every case is different and there is no standard path that can be followed in applying intervention strategies. In some cases, prosecution may be used as the last resort when other intervention strategies have failed to bring about an improvement in attendance. In other cases prosecution may be the only appropriate response where acting early will prevent problems from worsening. In all cases of non-attendance the Head of House will be fully informed as to the reasons for absence and the situation of each individual child in their house.

**Resolving attendance problems**

While the parent/carer is primarily responsible for ensuring their child attends regularly, where Academy attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the student, parent/carer the Head of House and Education Social Worker.

The issues behind the non-attendance may be complex and the type of intervention required will depend on each individual case and an external agency assessment may be appropriate. The Early Help Assessment provides an appropriate framework for identifying the issues. This should be the first assessment used unless there are concerns that suggest an urgent need for a specialist assessment.

Further Detailed guidance [www.dfe.gov.uk/schoolattendance](http://www.dfe.gov.uk/schoolattendance).

**Punctuality**

Due to the need to ensure punctuality to both the Academy and lessons, students must be made to realise lateness is totally unacceptable. It is vital that Tutors and Teachers are in their room on time at the start of each session in order to set a good example to students.

If students are late to lessons on more than one occasion, the Subject Teacher should follow this up. The student will be placed in Detention for 30 minutes. The Subject Teacher will phone home to notify the parent/carer. If the lateness persists it should be referred to the Director of Learning. If a student is late on more than one occasion for more than one subject, the HoH will place the student in Detention for 60 minutes.

### **Mornings**

Poor punctuality at the start of the day is dealt with by the Head of House or Education Social Worker.

Students who arrive after 8:40am are late and will be marked 'L' on Progresso by the Education Social Worker or Head of House on duty. Students who arrive after 9.30am will be marked with a 'U' code by reception.

Students who arrive after 8:40am will be issued with a breaktime LOST in C&E9 the same day. If they do not attend, they will be put in lunch time LOST. Non-attendance to both is sanctioned by the Head of House ie hour at the end of the day.

Subject teachers will contact parents/carers of perpetual offenders who are late to class and will also notify the Head of House.

Tutors must be in the tutor bases with their register by 8:35am in order to be able to commence registration promptly at 8:40am.

### **Internal Truancy**

Class teachers take a register for EVERY class throughout the day. If a student has been marked present in a previous lesson, but is not present in class, the teacher sends a blue slip to reception. The Head of House 'on call' will locate the student and return her/him to class. If the student has missed the lesson for no good reason (truanted), (s)he will be placed in Detention by the subject teacher for the subject(s) missed until all time has been made up.

If the child is not located, the Head of House checks:

- the previous lesson for accuracy of registration
- if the student is in an alternative, legitimate activity eg music lesson/counselling/literacy support/First Aid or has been signed out of the Academy for a medical appointment
- with peer group of missing child

If the student is not located within 15 minutes a phone call is made to the parent/carer. If the student has gone home without permission, the Head of House will arrange Detention for the student in the subject(s) missed. If the student has not gone home, the police should be notified.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy

*Reviewed by the Principal and Governing Body on 22<sup>nd</sup> March 2018*

*Next review due March 2020*

Appendix 1

13th March 2018

Parent/Carer of [REDACTED]

[REDACTED]  
BOURNEMOUTH

Dorset  
[REDACTED]

**RE: Attendance Matter - [REDACTED]**

Dear Parent/Carer of [REDACTED]

According to our records [REDACTED] attendance at The Bourne Academy has fallen below the Academy target of 96% which is set by the Government and ensures that all students receive the best possible education. Please find attached a printout of [REDACTED] attendance which is showing her current percentage as 93.52%.

Good Academy attendance is vital to [REDACTED] education and recent research has found that 17 days missed from school can lead to a drop in a GCSE grade. With your support we are encouraging all students to reach their full potential and we need very high attendance to achieve this.

We will be monitoring [REDACTED] punctuality and attendance on a daily basis to ensure there is an improvement. If you are experiencing any difficulties with [REDACTED] attendance at The Bourne Academy please contact Mrs L Burbidge, Head of House or Mrs Beer, Educational Social Work for further guidance using the contact below:

Via Academy Reception: 01202 528554

Via Head of House Mobile: 07848028709 (call or text)

Via Email: Lisse.Burbidge@thebourneacademy.com

Jackie.Beer@thebourneacademy.com

We look forward to working together with you to resolve this matter and further improve [REDACTED] attendance at The Bourne Academy.

Yours sincerely,

*Mrs L Burbidge*

*J Beer*

Mrs L Burbidge

Mrs J Beer

Head of House

Education Social Worker

13th March 2018

Parent/Carer of [REDACTED]

[REDACTED]  
BOURNEMOUTH

Dorset  
[REDACTED]

**RE: Attendance Letter 2 - [REDACTED] (13DP)**

Dear Parent/Carer of [REDACTED],

We recently wrote to you to express our concerns about [REDACTED] poor attendance levels. Our records show there has been no significant improvement since that letter. We expect all students to reach, or in fact exceed, our target of 96% attendance. Falling below this level is unacceptable and action will be taken.

I have attached the current attendance report which shows that [REDACTED] current percentage at The Bourne Academy is 93.52%.

Under Section 7 of the Education Act 1996 parents/carers have a duty to ensure that their children attend school regularly. Non-attendance at the Academy should only occur for legally authorised reasons and the Education Social Work Service has a statutory duty to discharge the Local Authority responsibility to enforce children's attendance at the Academy and can bring prosecutions under Section 444 Education Act 1996. Upon conviction the maximum penalty is a term of imprisonment not exceeding three months or a fine up to £2,500 or both.

We will be monitoring [REDACTED] punctuality and attendance on a daily basis to ensure there is an improvement. If there is no improvement you will be required to attend a formal attendance meeting at the Academy.

I look forward to working together with you to resolve this matter and further improve [REDACTED] education at The Bourne Academy. Should you need any guidance please contact me on 07848028720 (call or text) or via email [Nikita.Crawford@thebourneacademy.com](mailto:Nikita.Crawford@thebourneacademy.com).

Yours sincerely,

*Miss N Crawford*

*J Beer*

Miss N Crawford

Mrs J Beer

Head of House

Education Social Worker



13th March 2018

Parent/Carer of [REDACTED]

[REDACTED]  
BOURNEMOUTH  
Dorset

**RE: Attendance Formal Meeting Request - [REDACTED] (13DP)**

Dear Parent/Carer of [REDACTED],

We recently wrote to you to express our concerns about [REDACTED] poor attendance levels. Our records show there has been no significant improvement since that letter. We expect all students to reach, or in fact exceed, our target of 96% attendance. Falling below this level is unacceptable and action will be taken.

I have attached the current attendance report which shows that [REDACTED] current percentage at The Bourne Academy is 93.52%.

You are now invited to a formal attendance meeting on **13/03/2018 at 9.30 am**. If this time is not convenient you need to contact me directly on the number below to arrange a suitable time. If you are unable to attend a meeting at the Academy we can arrange a home visit. Failure to attend or re-book this appointment will result in an automatic referral to the Educational Social Worker.

Under Section 7 of the Education Act 1996 parents/carers have a duty to ensure that their children attend school regularly. Non-attendance at the Academy should only occur for legally authorised reasons and the Education Social Service has a statutory duty to discharge the Local Authority responsibility to enforce children's attendance at the Academy and can bring prosecutions under Section 44 Education Act 1996. Upon conviction the maximum penalty is a term of imprisonment not exceeding three months or a fine up to £2,500 or both.

We look forward to working together with you to resolve this matter and further improve your child's education at The Bourne Academy.

Yours sincerely,

*Miss E Farrell*

*J Beer*

Miss E Farrell  
Head of House

Mrs J Beer  
Education Social Worker