

## 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

## AIM

At The Bourne Academy, students and staff should enjoy learning, experience success, and develop their full potential. The aim of the Attendance Policy reflects this and recognises that regular attendance and good punctuality has a positive effect on the motivation and attainment of students and staff. Although all staff have a role in promoting and supporting good attendance, the senior leader responsible for the strategic approach to attendance is the Vice Principal, Ashley St John ([ashley.stjohn@thebourneacademy.com](mailto:ashley.stjohn@thebourneacademy.com)). Kelly Franklin, Director of Personal Development, Behaviour and Welfare ([Kelly.franklin@thebourneacademy.com](mailto:Kelly.franklin@thebourneacademy.com)) has day-to-day responsibility for the effective running of attendance systems.

## PRINCIPLES

There is a clear link between poor attendance at school and lower academic achievement at GCSE level (Level 2), with poor attenders much less likely to achieve five good passes at GCSE, including English and Maths. Similarly, research clearly demonstrates a strong correlation between high absenteeism in schools and poor pupil attainment when studying Level 3 qualifications. Equally, promoting and enforcing good attendance ensures that young people gain an understanding of workplace expectations.

In accordance with Keeping Children Safe in Education 2022, we recognise that Children Missing Education (CME) and Children Missing out of Education (CMOE) are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life. They are also more likely to suffer from poor mental health.

## OBJECTIVES

- To provide an effective and efficient system for monitoring attendance and punctuality.
- To recognise the external factors which influence student attendance and work with students, their families, and external agencies where applicable to address these.
- To encourage students to take full advantage of their educational opportunities by attending school regularly.

## Day-to-day practice:

### Attendance

- Gates will open for all year groups at 8.30. Gates will be shut at 8.40
- Line-ups start at 8.40 and finish at 8.45
- Tutors will take a register by 8.50
- The Attendance Officer will circulate a list of all absent students to the Pastoral Team by the end of period 1 PM registration will be marked via P4 lesson registrations
- Class teachers must take an electronic register within five minutes of the start of their lesson
- Any students who are missing from a lesson, but are present in school, should be alerted to the pastoral team via a blue slip
- Students who truant a lesson are sanctioned with a one-hour detention from the class teacher
- A parent should report an absence by calling the student absence line by 8.30. the number is 01202 528554 – select option 1
- If a student is absent without notification from home, a text will be sent by the Attendance Officer by 9.45
- On the second day of absence, regardless of whether there has been notification from home, a phone call home will be made by the Head of House or Attendance Officer
- On the third day of an unexplained absence, a visit home will be made by a member of the pastoral team, where possible
- If a student's attendance falls below 96%, a letter one will be sent to parents – this will occur after the weekly attendance meetings
- If a student's attendance continues to be a concern at subsequent attendance meetings a letter two will be sent – this will either be to notify the parent of a meeting or a general expression of concern. This will be at the discretion of those attending the weekly attendance meetings
- Subsequent poor attendance may result in legal action being taken. This could include penalty notices or prosecution
- Legal action will only be considered as a last resort when all other interventions have not been successful
- Where attendance continues to be a concern, despite intervention, appropriate referrals to outside agencies may be completed – these include BCP school inclusion, BCP re-integration team and Children's Social Care
- Half-termly reviews will identify those at-risk of becoming persistent absentees (PA), and targeted intervention will be put in place, which could include parenting contracts
- Students who have excellent (and in some cases improved) attendance will be celebrated
- Each term, parents will receive their child's attendance data – this includes overall attendance, lates, unauthorised and authorised absence
- In the case of poor attendance in 6<sup>th</sup> Form, a student may have their place terminated.

### Punctuality

- Students are expected to be in school by 8.40 and be at line-ups for 8.45. If a student arrives after the gate has shut, they will gain their attendance mark via the late room (isolation)
- They will be marked as 'L' (late)
- If a student arrives after tutor time they will be marked as 'U' – arrived after the registers have closed in compliance with DfE guidance

- On the third occasion of lateness (in a half term) a student will complete five lessons in isolation and complete a two-hour Principal's DT the following Friday, 3.00-5.00.
- All lateness following the third occasion will result in the same sanctions
- If a student arrives before the gate is shut, but is late for line-up, they will receive a 'strike' on their first Impressions card (FIC Card)
- In Years 12-13 all lateness is managed by the Head of 6<sup>th</sup> Form and will be sanctioned accordingly
- A text will be sent home on the first occasion a student arrives after the gate is shut. This will also happen on the second occasion
- On the third (and subsequent) occasions, a text will be sent home notifying the parent of the sanctions
- Where appropriate, if lateness continues to be a concern, parents will be invited to meet with the Head of House and/or the education social worker
- If a student is late for a lesson, the teacher will give them a strike on their FIC card
- The Academy does not issue late passes. It is the responsibility of the parent(s)/carer(s) to ensure that their child arrives to school on time
- Where punctuality continues to be a concern, parent(s)/carer(s) may receive a penalty notice for lateness.

#### **Long Term and authorised absence**

- Students that are absent long-term for medical reasons will be set work via Show my Homework
- In extreme cases, or where appropriate, alternative medical provision may be sought by the Education Social Worker, through BCP inclusion, with the exception of students with an EHCP
- Family holidays in term time will not be authorised. Any unauthorised leave of absence is likely to result in legal action being taken, this may take the form of a penalty notice.
- Requests to attend medical appointments, or permission to be absent for exceptional circumstances should be given in writing via the student's tutor. Medical appointment requests should be accompanied by official evidence
- Pastoral staff will conduct safe and well sightings every ten days for students who are not attending school.

#### **Children Missing Education**

- Children who are not attending school and are not being provided with suitable alternative educational provision will be referred to the BCP School Inclusion as Pupils Missing Out on Education
- A representative from the school will attend regular multi-agency reviews, to monitor the student's progress and work towards re-integration into the mainstream school setting where appropriate
- Children who are not attending school need to be seen on a regular basis for safeguarding requirements, this may include a home visit being undertaken by the Education Social Worker.

## Monitoring and intervention

- Weekly attendance meetings take place between the Director of Personal Development, the Educational Social Worker, the Attendance Officer and all Heads of House
- The purpose of these meetings is to use data to target appropriate interventions and actions to improve student attendance
- Data for vulnerable groups will be analysed on a half termly basis through the attendance meetings and effective strategies identified for appropriate support
- All students who have an attendance figure of below 96% with a further absence will be discussed at the weekly attendance meetings
- Identified students at risk of becoming PA will receive bespoke interventions. These may include referrals to the Education Social Worker, Academy/Local Authority Navigator, support from the school inclusion team, attendance reports, parental meetings, and group incentive reward schemes
- Identified students with historic or ongoing poor attendance will receive an attendance mentor (a member of staff with an established positive relationship with the student). This mentor will work with the student and family to raise attendance and will be a day-to-day contact for the student
- Students who are persistently absent will be individually discussed at half termly persistent absence attendance meetings. (Persistent absence is **when a pupil's overall absence equates to 10 per cent or more of their possible sessions**)
- PA students will receive a PA letter which advises of the potential for penalty notices and prosecutions
- The Academy follows the Local Authority guidelines and thresholds for prosecution
- A particular focus will be given to severely persistent absenteeism. This is a student with attendance of below 50%. More intensive support will be sought across a range of partners.

## Rewards and Recognition

- There are weekly attendance prize draws for any students attending on the day of the draw, which will change each week. Prizes will vary deliberately, ranging from AirPods to lunch queue passes
- At the termly celebration assemblies, students with 100% attendance for that term will be recognised
- The end of year celebration assemblies will recognise 100% attendance for the whole academic year
- A termly pizza party for the House (across year groups) for the best attendance
- House points are awarded by tutors during Friday registration for tutees who have attended for the whole week
- There are Ad-hoc group rewards for focus groups identified via weekly attendance meetings e.g. meals/breakfasts/vouchers etc
- Attendance mentors will issue rewards to mentees for improved attendance
- In cases of exceptional attendance, students will be rewarded
- Tutor group, House attendance and prize winners will be celebrated on an attendance board, in addition to TV screens around the Academy.

## Changes to the Academy roll and Elective Home Education

- In accordance with our statutory duty, the school will notify the local authority before removing any student from the school roll outside of normal transition times, to minimize the risk of children missing education.
- Parents who wish to electively home-educate (EHE) their child will be advised not to
- Where a parent insists on EHE they will be required to notify the Principal in writing including their rationale
- At this point, the Academy will notify the Local Authority.

## The role of the Form Tutor

- To arrive on time for morning line-ups, modelling good punctuality
- To mark the register daily before 8.50, ensuring accuracy (safeguarding)
- To forward any absence notes to the Attendance Officer
- To discuss individual and tutor data every Friday during tutor time, celebrating good attendance and challenging poor attendance
- Issue House points every Friday tutor time for those with 100% attendance.

## The role of Class Teachers

- To arrive promptly for line-ups if teaching the lesson after break or lunch, modelling good punctuality
- To mark the register within the first 5 minutes of every lesson
- To send a blue slip (notifying duty staff) for any student who is marked present in the Academy, but has not arrived for their lesson
- To send a red slip (notifying duty staff) for any previously identified vulnerable student who is marked present in the Academy, but has not arrived for their lesson
- To issue a strike on their FIC for any student who arrives late to their lesson without permission
- To issue detentions for truancy from their lesson. This should be accompanied by a phone call home
- To discuss a student's lesson attendance at PTC's, including any subject-related reasons for poor attendance and any resultant negative impact on progress
- To notify the Head of House of any patterns of absence from their lessons.

## The Role of the Head of House

The contact details for these members of staff are as follows:

Anvil	Lauren Orchard	<a href="mailto:lauren.orchard@thebourneacademy.com">lauren.orchard@thebourneacademy.com</a>
Calshot	Affolake Lewis	<a href="mailto:affolake.lewis@thebourneacademy.com">affolake.lewis@thebourneacademy.com</a>
Hurst	Jaqueline Brown	<a href="mailto:jaqueline.brown@thebourneacademy.com">jaqueline.brown@thebourneacademy.com</a>
Kingswear	Emma-Jo Farrell	<a href="mailto:emmajo.farrell@thebourneacademy.com">emmajo.farrell@thebourneacademy.com</a>
Portland	Kirsty Twigg	<a href="mailto:kirsty.twigg@thebourneacademy.com">kirsty.twigg@thebourneacademy.com</a>
Trinity	Emily Hitchins	<a href="mailto:emily.hitchins@thebourneacademy.com">emily.hitchins@thebourneacademy.com</a>

Head of Year 11            Tom Peacock            [tom.peacock@thebourneacademy.com](mailto:tom.peacock@thebourneacademy.com)

Head of 6<sup>th</sup> Form            Dean Taafe            [dean.taafe@thebourneacademy.com](mailto:dean.taafe@thebourneacademy.com)

- To review House attendance on a daily basis and make the appropriate contact home
- To review attendance of their House at weekly attendance meetings and take action as appropriate to improve attendance
- To be accountable for the attendance of students in their House
- To ensure that students in their House are recognised and rewarded for good or improving attendance
- To assist the Attendance Officer and Educational Social Worker (ESW) with first-day calling
- To ensure that House tutors are fulfilling their responsibilities around attendance
- To organise and attend relevant meetings with parents/carers and coordinate plans to improve individual student attendance
- To support the Education Social worker with home visits where possible.

## **The Role of the Education Social Worker (ESW) and Attendance Officer**

The contact details for these members of staff are as follows:

Jackie Beer (Education Social Worker)            [jackie.beer@thebourneacademy.com](mailto:jackie.beer@thebourneacademy.com)

Alex Mitchell (Attendance Officer)            [alex.mitchell@thebourneacademy.com](mailto:alex.mitchell@thebourneacademy.com)

- To provide pastoral staff and senior leaders timely and accurate data when applicable, including for the weekly attendance meetings
- To provide attendance data for tutors on a weekly basis
- To ensure the correct letters are sent home where attendance is a concern
- To coordinate, direct and participate in safe and well sightings every ten days for students who are not attending school
- The ESW may undertake home visits on any students where there are concerns about attendance.
- To report all students who are Missing Education to the Local Authority
- The ESW will meet all late students when they arrive. This will involve a conversation around the reason for their lateness and ensuring that they are correctly coded and receive a sanction where appropriate
- The Attendance Officer will send daily text messages to students who are absent without a reason
- The Attendance Officer will maintain an up-to-date attendance information board
- To collate data for Governors
- To analyse attendance data and ensure support is targeted to specific students or cohorts of students.
- To analyse attendance data and identify any patterns/areas of concern and target support appropriately.
- The Education Social Worker will complete Parenting Contracts with parents/carers when appropriate.
- The Attendance Officer will request Penalty Notices from the Local Authority for unauthorised leaves of absence or poor attendance.

- The Education Social Worker will complete prosecutions or seek other legal orders to support attendance. Other legal orders may include Education Supervision Orders or Parenting Orders.
- The Education Social Worker will meet regularly with the School Inclusion Team and discuss students whose attendance is a concern.
- The Education Social Worker will review all students who are in Alternative Provision on medical grounds
- If a student has been issued with an EHCP the Alternative Provision will be reviewed by the SENDCO.

## **The role of Parent/Carers**

- To ensure that their child attends daily and on time
- To contact the school before 8.30 to explain any absence.
- To request, in advance, any planned absence
- To make medical appointments out of school time as far as possible
- To not take any holidays or leaves of absence during term time
- To attend meetings scheduled with Academy staff where attendance is a concern
- In rare instances parents must provide medical evidence when requested to confirm their children are absent for genuine medical reasons.

## **Day to Day Practice and Role of Sixth Form Office**

### **Day to Day Practice**

- Sixth Form students are not required in for study periods and these are X coded
- Sixth form students are all required to attend morning registration on all days they have a P1 lesson and Wednesdays regardless of their timetable
- 6<sup>th</sup> Form admin checks student attendance against individual timetables at several points throughout the day. If a student is absent when due in a lesson, a text is sent home. Parents are called after 3 consecutive days of absence.
- AM marks are given if a student is in attendance for P1, P2 or P3. PM attendance is awarded if a student is in attendance for P4, P5 or P6
- If a student is late or truants a lesson a detention is arranged via the class teacher.

### **Role of Sixth Form Office**

- To facilitate day to day attendance monitoring process
- To provide Head of Sixth Form with attendance reports ahead of weekly attendance meetings.
- To send letters of concern home to parents of any student with attendance that is becoming a concern
- To arrange meetings with parents and Head of Sixth Form.

*Reviewed and approved by the Governing Body on 5 July 2022*

*Next Review Date: July 2023*