



ATTENDANCE POLICY

In Brief

Bournemouth School is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

Aims

The whole school community (students, parents and carers, teaching and support staff and school governors) have a responsibility for ensuring good school attendance and have important roles to play by:

- Encouraging all students to avoid any absences from school.
- Ensuring all school absences are accounted for.
- Acting early to address patterns of absence.
- Building a strong relationship with families to ensure pupils have support in place to attend school.
- Organising the school curriculum and lesson plans so as to encourage pupils to attend purposeful, informative and interesting lessons and activities.
- Discouraging parents or carers from removing their child from school for annual holidays, except in the most exceptional of circumstances and even then, only after it has been approved.

Legislation and Guidance

This policy is in line with the '[working together to improve school attendance](#)' guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on '[school attendance parental responsibility measures](#)'. These guidelines are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Section 1 School roles and responsibilities

All staff (teaching and support) at Bournemouth School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.

The Governing Body

The governing body is responsible for:

- Ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare and good attendance of the pupils at school.
- Promoting the importance of school attendance across the school's policies and community.
- Ensuring school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the headmaster to account for the implementation of this policy.
- Reviewing this policy within the Governing Body's cycle of policy reviews.

The Headmaster

The headmaster is responsible for:

- The implementation of this policy at school and communicating it with parents/carers through the school website.
- Monitoring pupil absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, when necessary.

Senior Attendance Champion

The Deputy Headteacher is responsible for attendance within the Senior Leadership. This person is responsible for:

- The implementation of this policy at school.
- Setting high expectations for school attendance and punctuality and communicate these regularly to pupils and parents/carers.
- Overseeing attendance across the school and evaluating progress, including the efficacy of the school's strategies and processes.
- Offering a clear vision for attendance improvement.
- Having an oversight of data analysis.
- Creating intervention reintegration plans in partnership with pupils and their parents/carers.
- Make sure all staff (including temporary or supply staff) know the importance of good attendance, are consistent in their communication with pupils and parents, and receive sufficient training and professional development to allow them to perform the task accurately.
- Overseeing, directing and co-ordinating Bournemouth School's work in promoting regular and improved attendance.

The Senior Attendance Champion responsible for attendance is Katie Ateaque and can be contacted via KAteaque@bournemouth-school.org.

The Attendance & Safeguarding Officer

The Attendance & Safeguarding officer (ASO) is responsible for:

- Monitoring and analysing attendance data and trends.

- Ensuring that up to date attendance information is available and relevant issues are shared with the Senior Attendance Champion and the Senior Leadership Team.
- Reporting concerns about attendance to the Senior Attendance Champion, and reporting it on My Concern when necessary.
- Providing attendance reports to class teachers, form tutors and Heads of Year (HoY) when necessary.
- Attend attendance meetings with parent/carers and discuss strategies or plans to improve attendance.
- Ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- Working with Pastoral Support Assistants (PSA), Heads of Year (HoY) and form tutors to tackle persistent and severe absence issues.
- Communicating with external agencies, e.g. BCP Inclusion team and MASH, to get support or advice about pupils with persistent and severe school absences, or when the pupil's absence is cause for concern, and making inter-agency referrals when deemed appropriate.
- Advising the Senior Leadership Team when to consider issuing a fixed-penalty notice

The Attendance & Safeguarding officer (ASO) is Suzanne Picot and can be contacted via spicot@bournemouth-school.org .

Form Tutors and Heads of Year

Form tutors and Heads of Year (HoY) are responsible for:

- Recording attendance, using the correct codes (see appendix 1 for the DfE attendance codes), twice a day for form tutors, and at the start of each session for other teaching staff.
- Monitoring absences in their class/year and working with the pupils and their families to improve attendance. For persistently or severely absent pupils, the ASO is made aware.
- Working with the Pastoral Support Assistants (PSA) and ASO in guiding families about how to improve attendance.
- Attend attendance meetings, sometimes with the ASO, pupil and parent/carers, to raise concerns and discuss how to improve low attendance.

Pastoral Support Assistants

The Pastoral Support Assistants (PSA) are responsible for:

- Making and taking calls from parent/carers about pupil absences on a daily basis and recording it on SIMS as appropriate.
- Ensuring attendance data is completed accurately, with the correct codes used in the registers.
- Contacting pupils from the First Day Calling list who are absent from school.
- Working with their HoY and ASO to support pupils and families in improving attendance.
- Support pupils with low attendance, trying to determine if there are any problems they need support with which could be impacting their attendance and implementing the strategies at school.
- Maintaining good communication with parents/carers if their child is persistently absent or late, and work together to improve their attendance.

School admin staff

The school admin staff will be responsible for:

- Taking calls from parent/carers/pupils about absences on a day-to-day basis and recording it on SIMS.
- Transferring calls from parents/carers/pupils to the appropriate staff to discuss attendance.

Parents/Carers

Parents and carers are expected to:

- Ensure their children receive an appropriate and full-time education. This is a requirement under Section 7 of the 1996 Education Act.
- Make sure their child attends school every day, on time.
- Call, email (office@bournemouth-school.org) or report electronically online their child's absence **before 09:00am** on the day of the absence, and on each subsequent day of absence, advising when they are expected to return, if known.
- Work in collaboration with the school, emphasising the importance of regularly attending school and communicating any issues at home that may be a hinderance to their child's attendance.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Provide medical evidence for longer-term or persistent absences, when requested by the school.
- Avoid removing their child from school for annual holidays, except in exceptional circumstances and even then, only when permission has been granted for the absence.

Pupils

Pupils are expected to:

- Be aware of the importance of regular school attendance. If they are having difficulties that are hindering them attending school, they should speak with their form tutor or HoY.
- Attend all timetabled lessons.
- Be punctual to lessons.
- Follow school procedures if they arrive late (see section 2)
- Arrange to see their subject teachers to identify any work they may have missed, when they return from an unauthorised absence. Pupils must then submit that work on or before the arranged deadline.

Section 2 Recording Attendance

Attendance register

Bournemouth School will keep an attendance register of all registered pupils. This is updated accurately twice each day by the classes' form tutor. The register will be taken at:

- The start of the day between **08:30 - 08:40** for all pupils.
- Once during the afternoon session between **12:30 – 12:50** for all pupils.

Any student who arrives after registration will need to sign in at reception.

Similarly, it is important that any student leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day also report to reception and sign out.

In order to track pupils' whereabouts throughout the day, deal with any truancy that occurs after morning or afternoon registration and to ensure the safety of pupils, subject teachers will take a register at the beginning of every lesson to record absence and lateness.

Unplanned absences

Parents/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 09:00am or as soon as practically possible. This can be done by telephone, email or by submitting an absence notice through the school website. When doing this, parents/carers should give their name, tutor group and a brief reason for their child's absence.

Any pupil who is absent will be marked as an *Unauthorised absence - O* - unless leave has been granted by school in advance, or the reason for the absence is known and accepted by the school as legitimate. More information and examples as to when absence is usually **authorised** can be seen in section 3.

However, a note or explanation from the parent/carers does not guarantee the absence will become authorised. The decision whether or not to authorise an absence will always rest with the school. More information and examples as to when absence is usually **unauthorised** can be seen in Section 3.

If absence is persistent or severe, the PSA will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

Planned absences

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. However, parents/carers are still encouraged to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

If absence is persistent or severe, the PSA will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

If absences start to become excessive and a concern to their education, the school may consider contacting other agencies, if necessary, for advice, e. g. the Inclusion Team, the Police, Children's Social Care.

Following up unexplained absence

Registers are checked for accuracy each morning and all messages received are entered into Arbor. When a pupil does not attend school, or stops attending without reason, the school will:

- Email parent/carers of all students who have an unauthorised absence. This is designed to prompt parent/carers to inform the school of the reason behind their child's absence, or to alert the school to any potential issues.

- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained. This will be done no later than 5 working days after the session.
- If a pupil's absence remains unauthorised for three or more days, the school will then contact home to establish the reason behind the absence and offer support as necessary. This period will be reduced if there is a safeguarding concern.

When trying to contact parent/carers, if the school cannot reach any of the pupil's emergency contacts, the school may consider doing a home visit or contacting other agencies if necessary, e.g. the Inclusion Team, the Police, Children's Social Care.

A home visit may be arranged after 3-5 consecutive days of unexplained absence, although, the school reserves the right to conduct home visits as deemed necessary, based on individual circumstance.

Where a reason for absence is given and accepted by the school at a later stage, the register will be amended. The decision about whether an absence is authorised or unauthorised is determined by the school.

First Day Calling

Parents/carers of pupils who have been identified as vulnerable may be added to the First Day Calling list. The parent/carers of such pupils will be phoned by the Pastoral Team on the first day a pupil is absent without explanation, to establish a reason for absence. This helps to identify pupils at an early stage who do not have a good reason for absence or who may be absent without their parent/carer's knowledge.

The attendance of these pupils will be monitored daily, and in some cases attendance at every lesson will be checked.

School will call the parent/carer on each subsequent day that the absence continues without explanation, to ensure proper safeguarding action is taken where necessary. If absence continues or starts to become a concern, the school may consider doing a home visit and/or involving other outside agencies for guidance e.g. BCP Inclusion Team, Children's Social Care.

A home visit may be arranged after 1-3 consecutive days of unexplained absence, although, the school reserves the right to conduct home visits as deemed necessary, based on individual circumstances.

Lateness and punctuality

The first register will be kept open until **09:30** and the second session will be kept open until **14:25**. Any pupils arriving **after 08:30** and **after 12:35** but before registers close, will be marked as *Late (before registers close)*- *L*. Anyone arriving after registers have closed will be marked as *U(late after registers close)*. This is in accordance with the DfE attendance codes (see appendix 1).

Pupils who arrive late without good reason will be sanctioned as appropriate. **It is important that the school knows who is in the building and therefore it is important that all pupils arriving late sign in at reception.**

If a pupil starts to persistently struggle with punctuality and lateness, parents/carers will be made aware by their HoY or Form Tutor. A meeting may be arranged with the parent/carers and the pupil to discuss the barriers to punctuality and come up with strategies to overcome it.

If punctuality does not improve, the school may:

- Seek further advice and guidance from other external agencies e.g. Inclusion team, UP in BCP, MASH etc.
- Put the pupil on an attendance contract (see Appendix 2 for Year 7-11 & Appendix 3 for Years 12 & 13).

Child Missing from Education (CME)

In accordance with the BCP guidelines (2022) and DfE (2016), CME is defined as pupils of compulsory school age who are not registered at a school and are not receiving suitable education otherwise than at school.

Pupils will be identified as CME if:

- The pupil is not enrolled in any school.
- The pupil is receiving unsuitable Elective Home Education (EHE).
- The pupil's whereabouts are unknown.

Additionally, a pupil will be identified as CME if:

- If they fail to attend school for 10 days after an authorised absence, and there has been no successful contact with the family or pupil.
- If they are absent from school for 20 consecutive school days, during which time the school has been unsuccessful in establishing the reason for the absence.

In such instances, the school will notify the Local Authority of the pupil's status, who will investigate further.

Pupils Missing Out on Education (PMOE)/Part-time timetables

The Local Authority has a statutory responsibility to identify and track any pupil, of compulsory school age, who is not accessing full-time education, either in school or at an alternative provision (PMOE).

In instances where it has been agreed that a pupil will go on a part-time timetable, the school will notify the Local Authority of the agreed schedule and any absences in line with the agreed time-table will be marked as Authorised- C2.

Reporting to parent/carers

The school will inform parents/carers about their child's attendance and absence levels if it falls below 92%. This will then initiate the school's Attendance Intervention process (Appendix 2 for pupils in Years 7-11; Appendix 3 for pupils in Years 12 &13).

Parent/carers will initially be informed of their child's attendance by their child's form tutor. Following this, the primary way of communication around attendance will be by letter (as per Appendices 2 & 3) and will include a copy of the pupil's School Attendance Report.

Good attendance will also be celebrated through letters home and school assemblies.

Some informal communications may also occur by telephone or email. Any formal correspondence will be by letter.

Section 3 **Authorised and unauthorised absence**

Approval for term-time absence

The headmaster will only grant a leave of absence to a pupil during term-time if there are 'exceptional circumstances'. Leave may be granted by the school in situations when:

- A pupil is taking part in a regulated performance or employment abroad and have been issued a licence by the LA, Justice of the Peace or a body of persons approval (BOPA).
- Attending an interview for another school or for future employment.
- Absence in accordance to the agreed schedule if pupils are put on a part-time timetable.
- Attending an approved off-site educational activity or setting.
- A pupil is involved in an exceptionally special occasion.

Leave will **not** be granted, and so any absence will be **unauthorised**, if:

- A pupil's attendance record over the previous 20-week period is less than 95%. This is the case even if any previous absences were unavoidable e.g. illness.
- The period of leave coincides with the start of term, or is near to, or coincides with tests, exams or other significant school events.
- A period of leave has already been granted for the academic year.
- No explanation has been given by parent/carer.
- The school is not satisfied with the explanation.
- A pupil is staying at home to look after the house.
- A pupil is shopping during school hours.
- A pupil is attending a protest during school hours.
- A pupil is absent for unexceptional reasons e.g. a birthday
- A pupil is absent from school on a normal family holiday without prior permission. If the parent/carer claims that the holiday is only affordable for the family during term-time, this will not be considered as an "exceptional circumstance".
- A pupil has taken study leave where no study leave has been granted.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request, as well as the pupil's overall pattern of attendance.

Application for leave of absence should be made by letter to the Headmaster in advance of any booking. This request for leave should be made at least 4 weeks in advance of the proposed leave date, and before entering into any travel commitments. The headmaster may require evidence to support any request for leave of absence. In the event where leave of absence is granted by the headmaster, the length of time the pupil is authorised to be absent for is still down to the Headmaster's discretion.

Other valid reasons for **authorised absences** include:

- Illness (including mental illness) *
- Medical and dental appointments.
- When the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- Where there is an unavoidable cause for the absence beyond the family's control e.g. extreme weather conditions.
- A parent, grandparent or other close relative is seriously/terminally ill and the holiday proposed is likely to be the last such holiday.
- Other exceptional circumstance (e.g. a family bereavement) and for a very limited period.
- There has recently been a death or significant other trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation.

- The pupil is a mobile child and their parent/carer is travelling for occupational purposes and the pupil is travelling with them**

*The school will mark absences due to physical or mental illness as **authorised** unless the school has a genuine concern about the authenticity of the illness. When there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

** A mobile child is a child of compulsory school age who has no fixed abode and whose parents/carers work requires them to travel from place to place.

See Appendix 5 for information about the process for authorised and unauthorised term time leave.

Section 4 **Persistent and Severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Liaise with the Local Authority about how to support the pupil effectively, contacting other support services if needed including Targeted Family Support, Up in BCP, Early Help Navigator etc...

See appendices 2 for Year 7-11 & appendices 3 for Years 12 & 13 as a guide for how persistently and severely absent pupils may be supported in school. However, these stages may be subject to change based on the specific circumstances of the pupil and will be reviewed on a case-by-case basis and based on the recommendations of the Local Authority.

Legal Interventions

As school absence can be indicative of wider issues a family may be facing, Bournemouth School may work with the local authorities to try understand the barriers to attendance and provide support. Where all avenues of support have been exhausted and attendance has not improved sufficiently, legal interventions may be pursued where the child is of compulsory school age (Years 7-11), under Section 444 of the Education Act 1996 (amended regulations 2013).

This will only be issued as a last resort, when all other routes have been unsuccessful at improving attendance. The headmaster, local authority or the police can issue these.

The decision on whether or not to pursue legal sanctions may be dependent on:

- The level of cooperation from parent/carer when previously discussing and trying to improve attendance.
- If the pupil was successful on the 'Fast Track to Attendance' process (See Appendix 2 & 3).
- If the threshold for a penalty notice has been met in accordance to the '10 in 10' criteria (see Penalty notices below) and the reasons behind the unauthorised absences.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

Further advice and guidance on all legal interventions by the school or local authority can be located through the Gov.uk website entitled "School attendance and absence" and in the latest DfE "Working Together to improve school attendance" (2024) guidance.

Attendance contracts

An attendance contract is a formal written agreement between the parent/carers, the pupil and the school, designed to address and improve irregular school attendance. It is intended to provide support and offer an alternative to prosecution.

If pupils are identified as having low attendance and are subsequently enrolled onto the 'Steps-to-Success' programme (see appendices 2 and 3), they may be put on an attendance contract if there is no/limited improvement in attendance. For pupils in Years 7-11, this is in line with BCP Council's 'Fast Track to Attendance' process and should attendance fail to improve over 10 weeks, could result

in further legal prosecution. For those in Sixth form, the contract will follow a similar structure, but could be subject to other sanctions should their attendance fail to improve (see appendix 3).

Where parent/carers and pupils are not seen to be engaging or complying with the requirements set out in the contract and have not met the success criteria, parents/carers will be warned that the contract is not working and that another course of action may be pursued.

Education Supervision Orders (ESO)

When a pupil's attendance becomes critically low and parent/carers are not seen to be co-operating with the school to improve the situation, prosecution may be considered.

If the school believe that a more structured plan, backed by the Family Court, would be supportive in improving attendance, then an application for an ESO under section 36 of the Children Act 1989 may be considered.

ESOs are made through the Family or High Court, and will formalise a plan drawn up by the Attendance Support Team, in partnership with pupil, parent/carers, school and any other agencies involved, which is then monitored by a Local Authority Supervising Officer (LASO).

If an ESO is granted, the order will last for 1 year initially, although extensions can be granted for up to 3 years. If there is further non-compliance to the plan a referral to social care may be made.

Failing to comply with the directions given under the ESO could result in further prosecution in the Magistrates Court and could be liable for fine of up to £1,000.

Attendance prosecution

Prosecution in the Magistrates Court is the last resort and is to be used when all other legal interventions have failed to improve attendance. Where it is decided to pursue prosecution, this can only be issued by the local authorities and can result in a fine from £1,000 to £2,500, a community order or imprisonment.

Parenting orders

A parenting order can be imposed by the Court, should the local authority have concerns that a child of compulsory school age is not getting an education. This may be considered where parent/carers have not been seen to engage in methods intended to improve their child's attendance.

The order requires a parent/carer to comply with the arrangements specified by the Court for up to 3 months.

Any breach of the order could result in a fine up to £1,000.

Penalty notices

Penalty notices are issued to parents/carers as an alternative to prosecution when they have failed to ensure that their child of compulsory school age regularly attends school. If issued, the penalty notice will be in line with the Education (Penalty Notices) Regulations 2007.

There is an expectation by the DfE (2024) and BCP Council that all state funded schools, including Bournemouth School, **must** consider a penalty notice when a pupil has **10 sessions of unauthorised absence in a rolling 10-week period**. There are 2 sessions per school day (AM and PM registration). This threshold is known as the '**10 in 10**'.

This criterion for the '10 in 10' can be met in any of the following ways:

- A combination of unauthorised absences e.g. 4 sessions of holiday taken, then 6 sessions of arriving late (after registers close) all within 10 weeks.
- Consecutively e.g. 10 sessions of holiday (5 days) in 1 week.
- Non-consecutive weeks e.g. 6 sessions of unauthorised absence in 1 week, then 1 session missed every week for the next 4 weeks.

- Over different school terms or academic years e.g. 2 sessions of unauthorised absence in the end of the Spring term, then a further 8 sessions within the Summer term.

When the threshold has been met for a penalty notice, Bournemouth School will consider each case individually, bearing in mind the specific facts, circumstances and context behind the absences. If it is felt that additional support would be appropriate, this will be given in line with the Steps-to-Success programme (shown in appendix 2); if additional support is not deemed necessary (e.g. unauthorised holiday in term time), a penalty notice may be issued immediately.

If issued with a Penalty Notice from September 2024 in relation to school absence from the 2024-2025 school year, each parent/carer must pay £80 within 21 days or £160 if paid within 28 days per pupil, on their **first offence**.

If a parent/carer is issued with a **second Penalty Notice** for the same pupil within a 3-year period, this will be automatically charged at the higher rate of £160, per parent.

Fines are capped at 2 Penalty Notices within any 3-year period. Once this limit has been reached, other legal interventions may be considered.

The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

See Appendix 4 for an overview of when penalty notices or prosecution may be considered.

Section 5 Strategies for promoting attendance

Parents/carers are regularly reminded in newsletters and school meetings about the importance of good attendance and its link to attainment.

Good attendance is also celebrated through letters home and assemblies.

If a pupil's attendance falls below 92%, they will be placed on the relevant 'Steps to Success' programme, based on their year group (for Years 7-11, see Appendix 2; for Years 12 & 13, see Appendix 3). During this time, parents/carers will be invited to attend various meetings at school to discuss the reasons for the absences and come up with a plan to improve school attendance.

The stages within the 'Steps to Success' programme may be subject to change based on the specific circumstances of the pupil and will be reviewed on a case-by-case basis. Bournemouth School may seek further advice and guidance from other external agencies e.g. Inclusion team, UP in BCP, MASH etc. to ensure the most appropriate support is given.

Section 6 Attendance monitoring

Monitoring attendance

The school will:

- Monitor attendance and absence by year group, tutor group, at subject level and by reasons for absence. It is also analysed by gender, ethnicity, pupils with Special Educational Needs (SEN) and those who are vulnerable to poor attendance. This will be half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

The school will compare attendance data to the national average, and share this with the governing body.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, HoY, SLT and governors to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Develop actions to support pupils and families based on the data obtained.

Section 7 Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 3 years by the Deputy Headteacher. At every review, the policy will be approved by the full governing body.

Section 8 Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting students with medical conditions policy

Appendix 1 Attendance codes

The following codes are taken from the DFE's guidance on school attendance.

Code	Description	Meaning
/	Present (am)	Present
\	Present (pm)	Present
L	Late (before registers close)	Present
D	Dual registration (i.e. attending other establishment)	Approved Education Authority
K	Attending provision arranged by Local Authority	Approved Education Authority
P	Approved sporting activity	Approved Education Authority
V	Educational visit or trip	Approved Education Authority
W	Work Experience	Approved Education Authority
B	Attending any other approved Educational Activity.	Approved Education Authority
Authorised absence		
C	Leave of absence for exceptional circumstance	
C1	Participating in a performance or undertaking employment (paid/unpaid) abroad	
C2	Authorised absence following part-time timetable	
I	Illness (NOT medical or dental appointment)	
M	Medical/dental appointment	
J1	Interview	
S	Study leave	
T	Parent travelling for work purposes (mobile student)	
R	Religious observance	
E	Excluded (no alternative provision)	
Unauthorised absence		
G	Family holiday (NOT agreed or days exceed agreement)	
N	Reason not yet provided. This will be updated once the reason has been given.	
O	Unauthorised absence (NOT covered by any other codes)	
U	Late (after registers close)	
Not counted in attendance data		
X	Non-compulsory school age absence	
Q	No transport arrangements organised by Local Authority	
Y1	Transport normally provided not available	
Y2	Widespread travel disruption	
Y3	Part of school premises closed (student unable to use part that is open)	
Y4	Enforced whole school closure	
Y5	Student in criminal justice detention	
Y6	Public health guidance to avoid school	
Y7	Unable to attend for other unavoidable circumstances	
Z	Student not yet on roll	
#	School closed to students/ Planned school closure	

Stage 1. Attendance is under 92%

Form Tutor will arrange a meeting with the student to discuss their attendance.
Parent/carers will be informed about this but tutor/PSA.

Stage 2. Attendance Warning letter 1

If attendance hasn't improved within **3 weeks**, a letter will be posted home by ASO (PSA led).

Stage 3. Attendance letter 2 & first attendance meeting

If attendance still hasn't improved within **6 weeks**, a second attendance letter will be posted home by ASO, inviting the student and parent/carers to attend an attendance meeting with the PSA, Tutor, Head of Year, SENDCo or ASO.

During the meeting, attendance targets and a support plan will be discussed and written up.

Stage 4. Fast Track letter & Initial Meeting

If attendance still hasn't improved within **5 weeks**, a letter will be posted home by ASO, inviting the student and parent/carers to attend an Initial Fast Track Meeting with the Head of Year and ASO.

At this stage students will no longer be allowed to represent the school or participate in extracurricular activities.

During this meeting an Attendance Contract will be discussed, agreed and signed; this will start the BCP Fast Track to Attendance process.

Stage 5. Fast Track Review meeting

A review of the Attendance Contract will be held after **5 weeks** with the Head of Year and ASO. For some students, we may advise interim meetings to make small adjustments.

At this point, school can make the decision to continue with Fast Track for 5 more weeks, stop it if the success criteria have been reached and attendance is no longer a concern, or proceed immediately to prosecution or Penalty Notice if there has been no improvement or there is no engagement with school.

Stage 6. Fast Track Final review

If in the previous stage a decision was made to continue the Fast Track process, a final review meeting will be held with the student, parent/carer, Head of Year, Deputy Head Teacher & ASO **5 weeks** later.

- 1 If the **success criteria have been met**, a support plan will be put in place to ensure attendance is maintained. No further action is needed. A Successful Fast Track letter will be sent home.
- 2 If the **success criteria have not been met**, an unsuccessful Fast Track letter will be sent home. and parent/carers will either be prosecuted or issued a Penalty Notice.

Stage 1. Attendance is under 92% (lessons and/or registration)

Form Tutor will arrange a meeting with the student to discuss their attendance.
Parent/carers will be informed about this by tutor/PSA.

Stage 2. Attendance Warning letter 1

If attendance hasn't improved within **3 weeks**, a letter will be posted home by ASO (PSA led).

Stage 3. Attendance letter 2 & first attendance meeting

If attendance still hasn't improved within **6 weeks**, a second attendance letter will be posted home by ASO, inviting the student and parent/carers to attend an attendance meeting with the PSA, Tutor, Deputy Head of Sixth form, Head of Sixth form, SENDCo or ASO.

During the meeting, attendance targets and a support plan will be discussed and written up.

Stage 4. Attendance letter 3 & Attendance Contract initial meeting

If attendance hasn't improved within **4 weeks**, another letter will be posted home by the ASO inviting the student and parent/carers to attend an Attendance Contract meeting with the Head of Sixth Form and ASO.

During this meeting an Attendance Contract will be discussed, agreed and signed.

Until attendance improves, the following will happen:

- 1) student will lose their privileges including the ability to represent the school or participate in extracurricular activities/
- 2) Pupils will lose their free periods.

Stage 5. Attendance Contract Review meeting

A review of the Attendance Contract will be held after **6 weeks** with the Head of Sixth Form and ASO. For some students, we may advise interim meetings to make small adjustments.

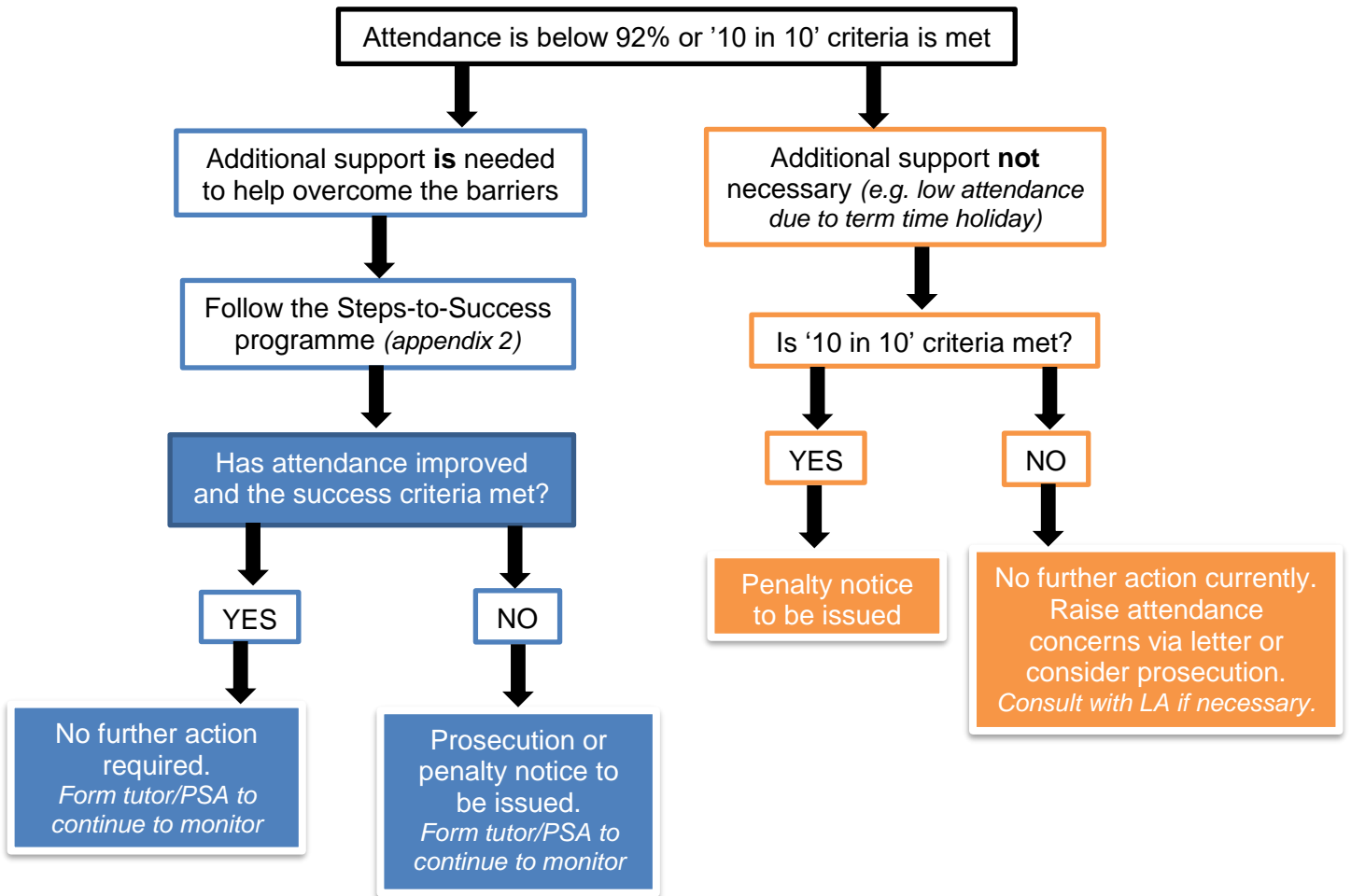
School can make the decision to continue to the last stage or stop the attendance intervention if attendance has improved sufficiently and is no longer a concern.

Stage 6. Final letter and Action meeting

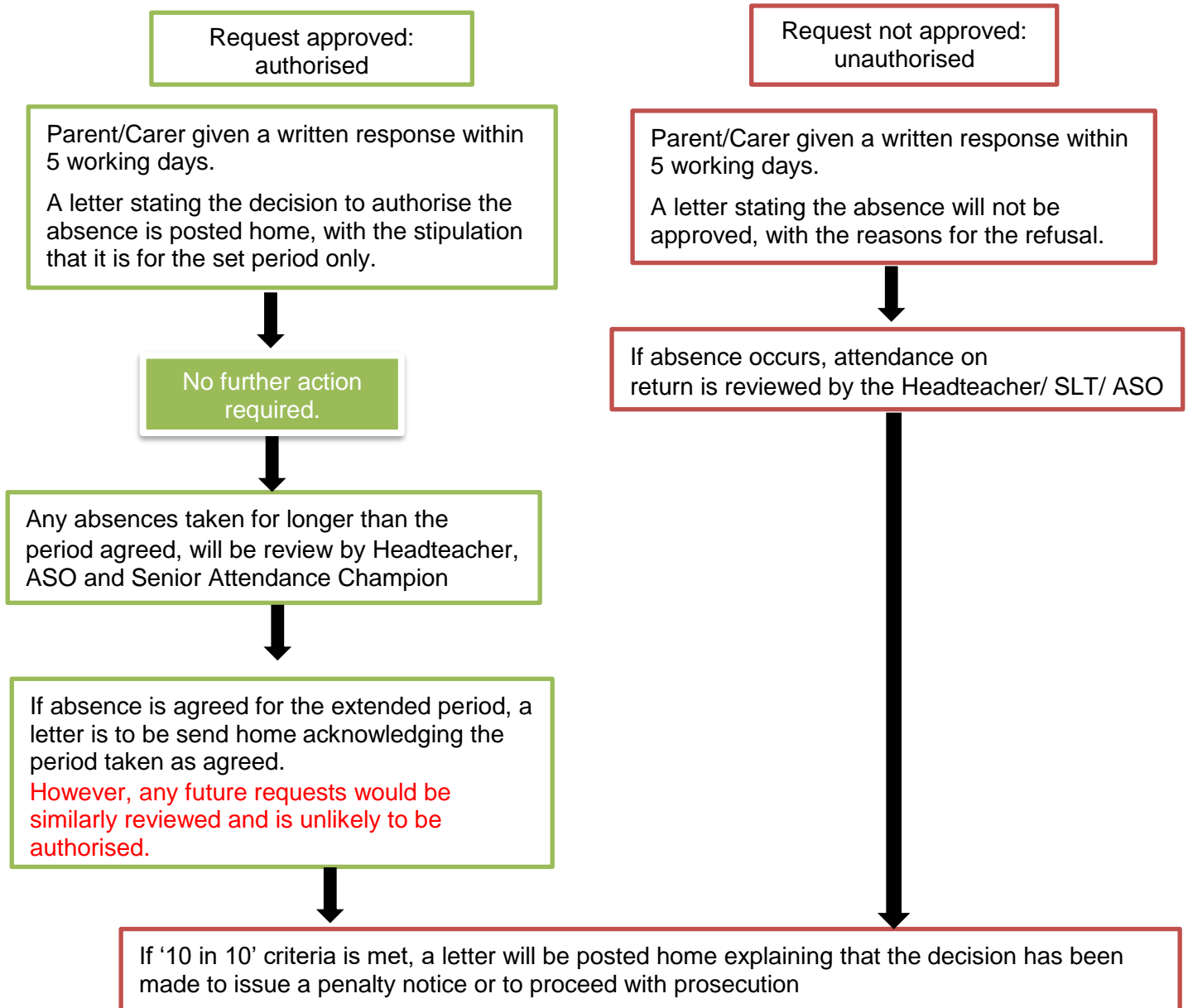
If in the previous stage attendance had not improved sufficiently on the Attendance Contract, a letter will be posted home by ASO, inviting the student and parent/carers to attend a Final Action meeting with the Deputy Headteacher, Head of Sixth Form and ASO.

The following options will be given:

- 1) Remove all privileges
- 2) Reduce a student's UCAS predicted grades
- 3) Become an independent candidate, in which they will cover the cost of any exams.



Appendix 5 Request for term time holiday decision making process



Document Title	Assessment Feedback and Reporting Policy
Status	Statutory
Source	Various
Review Period	3 years
Last reviewed on:	March 2024
Next review due by:	March 2027

Document history

1.0	12/2019	Dr D Lewis, Headmaster	Policy updated
1.1	28/09/2020	C Lea	Version Control added
1.2	08/10/2021	C Lea	Layout changed
1.2.1	09/02/2022	C Lea	Addition of the Public Sector Equality Duty (PSED) statement
1.3	10/03/2022	J Anderson, Deputy Headmaster	Document updated – Registration, Unauthorised Absences and Reintegration Support
1.4		S Picot, ASO	Whole document reviewed and updated.
1.4.1	01/03/2024	K Ateaque, Deputy Headteacher	Policy updated including updates regarding actions for students who are persistently absent
1.5	02/07/2024	S Picot, ASO	Policy updated in accordance to DfE changes made in the Working Together to Improve School Attendance policy (applies from 19.08.24)

Approvals

Date of FGB Approval	Approving Committee
03/2019	Student Experience Committee
29/03/2022	Student Experience Committee

The latest version of this policy may be accessed through our website – Yes