



Ark Burlington Danes Academy

A Church of England School

Whole School Attendance Policy 2017-2018

GUIDING PRINCIPLES

Burlington Danes Academy aims to:

- provide a full and effective education for all our students to ensure they achieve their potential in all that they do.
- We believe that all students benefit from the education we provide and from regular and punctual school attendance and good behaviour. To these ends, we will do all we can to ensure that all students attend regularly and that any problems that impede this are identified and acted upon as soon as possible.

PRACTICE & GUIDANCE

The Whole School Attendance Policy at BDA is based on the following principles:

We expect that all students will:

1. attend school regularly, i.e. 100%
2. arrive on time, appropriately dressed in school uniform and prepared for the school day
3. through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly

We expect that all parents/carers will:

1. ensure their son/daughter attends school every day and on time
2. ensure that they contact the school Attendance Office as soon as possible i.e. on the first day of absence before 9.00am whenever their child is unable to attend school.
3. ensure that their children arrive in school appropriately dressed and fully prepared for the school day
4. provide the school with up to date home, work and emergency telephone numbers
5. not arrange family holidays to take place during the school term: this can only be sanctioned by the head teacher
6. inform the school in confidence about any problem which might affect their son's/daughter's attendance or behaviour

Parents/carers can expect that the school will:

1. provide a good quality education
2. record their son's/daughter's attendance regularly (every lesson), accurately and efficiently; this will be done via electronic registration
3. on the first day of absence make every reasonable effort to contact the parent when their child fails to attend school without good reason
4. deal discretely and properly with any problem notified to the school by the parent
5. make all efforts to encourage good attendance and behaviour
6. instigate appropriate enquiries before removing the child from the school roll.

PROMOTING GOOD ATTENDANCE

BDA will use electronic registration to register the morning and afternoon sessions and for individual lessons.

We will encourage good attendance by:

1. accurately completing attendance registers at the beginning of each session and within 15 minutes of the start of the session
2. emailing all staff the daily attendance for each tutor group

3. following-up absence on the first day; a first day absence telephone call or text message will be made during period one if a student is absent without authorisation; if there is no contact via the telephone numbers provided a letter will be sent home requesting authorisation.
4. tutors requesting authorisation via the student on their return and daily thereafter; if an absence is not authorised within one week following return to school support staff will contact home to gain authorisation; the Attendance office undertake attendance checks at appropriate times; attendance reports will be used on a daily basis to check students who require follow up of attendance issues
5. recording attendance on students' reports and sending parents/carers attendance figures via reports and contacting parents when attendance is of concern
6. collecting data on attendance for the whole school and by year group and making this available to staff, governors and parents on request rewarding good attendance in assemblies and by other means
7. working closely with Localities Officer (LO) to monitor students of concern
8. implementing attendance Penalty Notice and attendance contracts for students under 85% attendance (attached Appendix 1)

RESPONDING TO NON-ATTENDANCE

When a student fails to attend school without a satisfactory explanation, we will:

1. contact the parent on the first day of absence by telephone; if contact cannot be made a letter will be sent home at the end of each week to request authorisation.
2. a further phone call will be made and a further letter sent to the parent/carers or a home visit may be made if there has been no response
3. if the non-attendance continues beyond nine days or if the student fails to attend for three complete weeks in any six week period, a further attempt will be made to telephone the parent/carers, and another letter sent; the EWO will be involved and a home visit made
4. if the student or parent/carers fails to respond, the matter will be discussed further with the school's Education Welfare Office, with a view to a formal referral. The pupil is at risk of being taken off-roll.

LATENESS

Lateness is monitored via CCR2 as subject teachers/tutors are required to record lateness in their registers. Students are also marked late to lesson if they arrive to school after 8:30am.

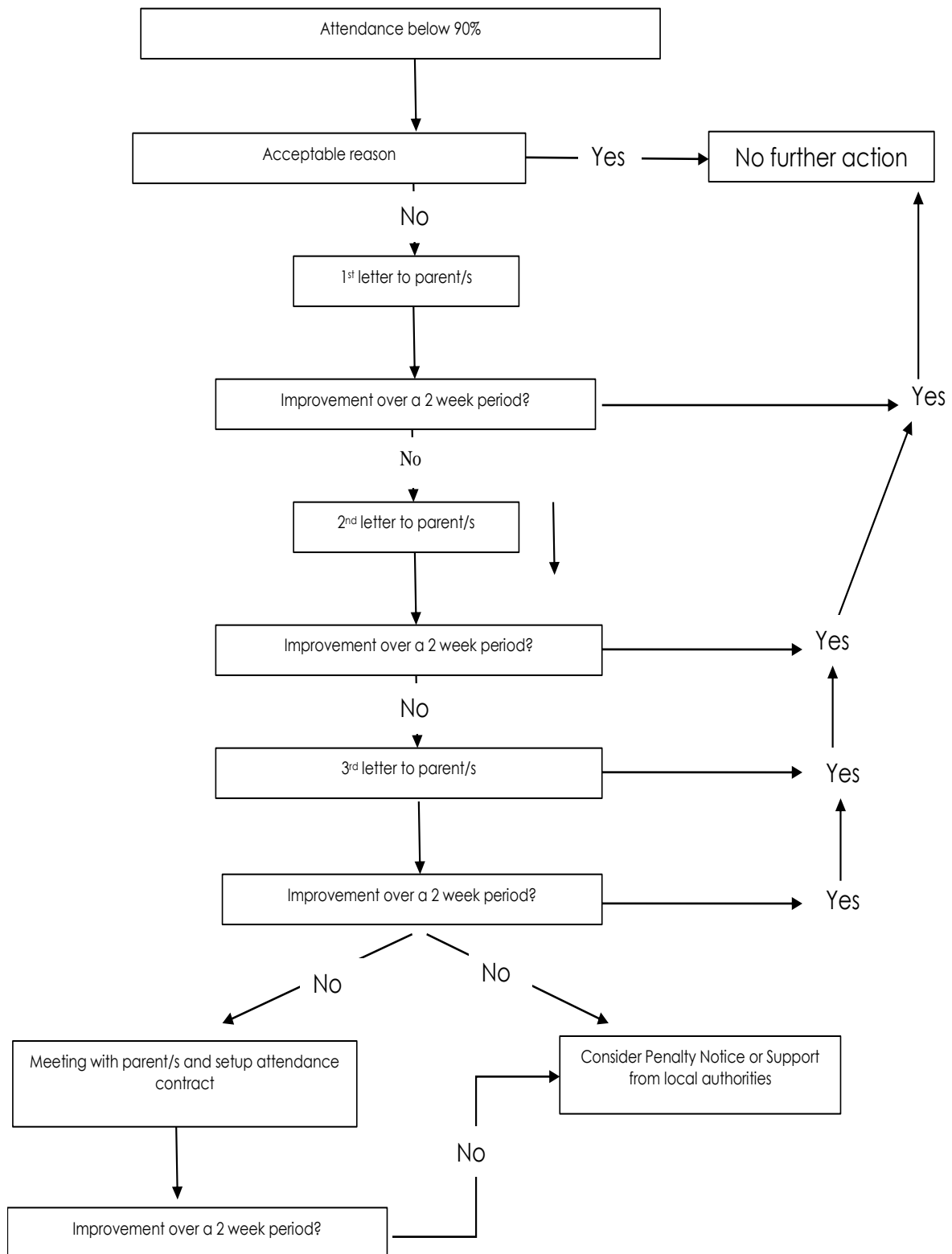
Sanctions

- Late to lessons

If a student is late more than 2 times in a week to lessons, a detention will be issued.

- Late to school in a ½ term

School procedure for addressing attendance concerns at 90% or below



Sanctions for lateness

Late to lessons

If a student is late more than 2 times in a week to lessons, ie beyond the late bell, a detention will be issued.

If a student arrives to school after 0830, a lunchtime detention is issued on the same day.

Students who are persistently late to school, further action below will be taken:

In a ½ term

1. 3 lates = Letter
2. 5 lates = Phone call
3. 10 lates = Meeting/ On attendance report to BLL
4. 15 lates = Day in consequence room