



## Attendance and Punctuality Procedures

***At BBIH we are highly focused on the pursuit of excellent student attendance and punctuality. We know that it is vitally important for the attainment, life chances and employment prospects of our students.***

***The School adheres to DfE guidance – [Working together to improve school attendance](#) to maintain high levels of school attendance.***

Everyday your child is absent is a lost opportunity at school. Therefore we expect all our students to attend school every day and on time.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children.

Each year we will review our attendance figures and set attendance/absence targets. These will take into consideration national attendance targets. This policy contains within it the procedures that we will use to meet our attendance targets.

We know from DfE research that there is direct link between pupil attendance and attainment. Specifically, pupils with no absence are 2.8 times more likely to achieve 5+ GCSEs 5-9 or equivalent including English and Mathematics than pupils missing 15-20 per cent of KS4 lessons.

**The dedicated senior leader with overall responsibility for championing and improving attendance is Mr Howarth and they can be contacted via [studentabsence@bbih.org](mailto:studentabsence@bbih.org)**

### **Aims – Values and Principles**

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1. To improve the overall percentage attendance of students at school to above 96%
2. To make attendance and punctuality a priority for those associated with the school including students, parents, teachers and governors
3. To consistently challenge unexplained and undefined absence from education
4. To provide support, advice and guidance to parents and students
5. To develop a systematic approach to collating and analysing attendance related data
6. To further develop positive communication between home and school

### **Targets – Attendance 96%+ in 2025/2026**

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- To ensure that all staff take responsibility for student attendance.
- To maintain the high levels of attendance
- To reduce the number of PA (persistently absent) students
- To ensure that data is available and used effectively by staff
- To keep parents, carers and governors informed of policy and practice

## **Students' responsibilities**

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### Students:

- Should attend school by 8:30am and all of their lessons on time, equipped and ready to learn
- Must ask parent to email or phone the school on each day of absence
- Must follow correct procedures and sign in at reception when arriving late to school.
- Must sign out when leaving the school premises during the school day
- Should discuss any problems concerning attendance with their tutor or a member of SLT.

## **Parental Responsibilities**

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### Parents/Carers:

- Should ensure their child attends every day the school is open except when a statutory reason applies.
- Should only request leave of absence in exceptional circumstances and do so in advance.
- Should work closely with the school to resolve any problems which may impede their child's attendance.
- Are responsible in law for ensuring that children attend, and stay at school - Education Act 1996 Section 444 (1) & (1A).
- Should ensure that their children arrive at school on time.
- Should avoid making non-emergency medical/dental appointments for their child during school hours.
- Should email or phone the school to inform of their child's absence each day, then for long term absence, regularly update and follow this up by contacting the Attendance Officer explaining why and when their child needs to be/has been absent.
- Should take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special/exceptional circumstances.
- Have a duty to support their child to meet the school expected level of attendance – 96% of morning and afternoon sessions.

## **Staff responsibilities**

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### All Staff:

- Will ensure that they accurately mark their registers using SIMS for tutor time and each lesson.
- Will support/ sanction students that are late or missing from a lesson without a valid reason when they are present in school.
- Form and class teachers will monitor patterns of attendance in their classes, bringing any patterns/ potential problems to the attention of the SLT.
- Will ensure that they follow the school's attendance and lateness procedures.
- Will be proactive in providing a positive ethos which places a high value on attendance and punctuality.
- Will maintain the same ambition for attendance and work with all pupils and parents to maximise attendance. This includes those students with medical conditions, SEND and those with social workers.

### Senior Leaders in the school:

- Will monitor the attendance of their year group on a weekly basis.
- Will sometimes call home when a student has been absent without an explanation for more than 3 consecutive days.
- Will record attendance phone calls using the red flags on lesson monitor.
- Will call home on the 6<sup>th</sup> day of any consecutive absence to offer support (welfare call).
- Will meet/ liaise with the attendance officer and/ or the relevant Head of School to discuss persistent absent and late students on a fortnightly basis.
- Can ask the Attendance Officer to call home if there are concerns over attendance and/or punctuality.
- Can ask the Attendance Officer to write letters home regarding concerns over attendance and punctuality.

- Will work with each identified pupil who is persistently absent, severely absent and at risk of having poor attendance and their parents to understand and address/ remove the reasons for absence, including any in-school barriers to attendance.
- Will proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Will ensure joined up pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Will use the reports generated by the attendance and admin teams to monitor students that are persistently late or missing from lessons during the day.
- Will develop strategies to support students that are persistently late or missing from lessons during the day. Sanctions may include detentions, reports and parental contact.

## School responsibilities

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The school will:

- Develop and maintain a whole school culture that promotes the benefits of good attendance
- Have a clear school attendance policy on the school website which all staff, pupils and parents understand
- Have robust daily processes to follow up absence and give high priority to punctuality and attendance
- Proactively use data to identify pupils who are persistently absent, severely absent and those at risk of having poor attendance.
- Fulfil its statutory obligation to record and monitor the punctuality and attendance of students for both morning and afternoon sessions
- Develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- Use a variety of strategies to promote good attendance and punctuality among parents and carers
- Where out of school barriers are identified leading to persistent absence, signpost and support access to any required services needed in the first instance.
- If the issue of persistent absence persists, take an active part in the multi-agency effort with the local authority and other partners, working in partnership with Parents/Carers, Education Welfare Advisory and Support Service Ltd (EWASS), social workers, other schools and other relevant agencies, and services to resolve any issues that may be affecting a student attendance and punctuality at school.
- Agree a joint approach for all severely absent pupils with the local authority.
- Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.
- Promote good attendance through a range of rewards.
- Endeavour to provide an environment that is conducive to educating every student.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future, if there is lack of parental engagement in improving persistent or severely persistent attendance. Where support is not working or being engaged with, the school will work with the local authority on legal intervention.
- Where there are safeguarding concerns, the school will intensify support through statutory children's social care.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Regularly review attendance data and focus support on cohorts of pupils – those with medical needs, SEND, Looked after students or those working with a social worker.
- Have a dedicated senior leader (**Mr Howarth**) with overall responsibility for championing and improving attendance.

## Academy Trustee responsibilities

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Trustees will:

- Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties.
- Ensure school staff receive training on attendance.

- Regularly review attendance data and help school leaders focus support on the pupils who need it – those who are severely persistently absent, persistently absent or at risk of being persistently absent.
- Regularly review attendance data and help school leaders focus support on cohorts of pupils – those with medical needs, SEND, Looked after students or those working with a social worker.

## SCHOOL PROCEDURES FOR RECORDING AND MONITORING ATTENDANCE AND PUNCTUALITY

Any child who is absent from school during the morning or afternoon registration period must have their absence recorded as being authorised or unauthorised. Only a Co-Head or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unexplained. If the absence remains unexplained after a period of five days, this will be changed to unauthorised.

### Unexplained Absence

Number of Days of <u>Unexplained</u> Absence	Action
1 <sup>st</sup> Day/ 2 <sup>nd</sup> & 3 <sup>rd</sup> Day	Attendance Officer texts, emails or calls home. Action/ explanation recorded as a red flag through lesson monitor in SIMS
4 <sup>th</sup> day/ 5 <sup>th</sup> Day	A member of the Safeguarding or SEND team calls home Action/ explanation recorded as a red flag through lesson monitor in SIMS
6 <sup>th</sup> consecutive day of any absence	Attendance Officer asks EWO to do a home visit Action/ explanation recorded as a red flag through lesson monitor in SIMS
10 <sup>th</sup> Day	Attendance Officer completes a CME – this may result in a child's place being withdrawn.

### Absence

- To inform the school of your child's absence, you can email [studentabsence@bbih.org](mailto:studentabsence@bbih.org) each day of absence and provide the following information: student's name, Tutor Group and reason for absence (please specify illness type, if applicable, rather than just saying 'unwell'). If essential to phone, please telephone on 0208 418 4760
- If a child is absent, parents/carers must communicate this to the school on the first day of absence, at the start of the school day, and every consecutive day of absence, stating the reason for the absence.
- An email should be sent into school on the day the child returns explaining the absence with the appropriate evidence (such as a medical card or a copy of a prescription).
- The only reason your son/daughter should miss school is for illness or medical appointments and parents/guardians must inform the school. This can be done by leaving a message or emailing [studentabsence@bbih.org](mailto:studentabsence@bbih.org)
- If no contact is made by parents/carers explaining the absence on the first day, the school will send an automated text message and will try to phone to secure an explanation for this absence. The school will attempt this again on the second day and third day of consecutive absence.
- If the school is unsuccessful in making contact, a referral will be made to the Education Welfare Advisory and Support Service Ltd and a home visit may be conducted.
- Safeguarding the interests of each child is everyone's responsibility. Failing to attend BBIH on a regular basis will be considered as a safeguarding matter.
- If attendance falls below 96% contact will be made with home outlining the importance of good attendance and offering support.

- For long term absence, parents must ensure they regularly update the school and follow this up by writing an email to the Attendance Officer explaining why and when their child needs to be/has been absent.

### **Persistent Absence (Defined in legislation as absence of more than 10%)**

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The DfE's guidance explains that a pupil will be considered to be persistently absent if he/she is away for over 10% of school sessions in an academic year. If your child's attendance falls below 90%, your son/daughter will fall into the persistent absent category and our Educational Welfare Officer will investigate the reasons for this. You may also be contacted by the school if we believe your child is in danger of falling into this category. To put these figures into perspective the table below shows the minimum number of days your child will miss for their attendance to fall below 90%.

	<b>Number of Sessions missed</b>	<b>Number of Days Missed</b>
<b>Half Term 1</b>	7	3.5
<b>Half Term 1-2</b>	14	7
<b>Half Term 1-3</b>	20	10
<b>Half Term 1-4 (Autumn &amp; Spring)</b>	25	12.5
<b>Half Term 1-5</b>	31	15.5
<b>Half Term 1-6 (Full academic Year)</b>	38	19

The school recognises that students who are persistently absent from school require particularly close monitoring as, not only will their attainment be adversely affected, but they may also be putting themselves at risk.

- PA attendance and intervention strategies
- Monitoring by tutor and Head of Year
- Placed on an attendance or punctuality report
- Home Visit
- School based meeting
- Notice to improve
- Legal Review meeting
- Penalty notice /Fine
- Prosecution/Education Supervision Order

### **Severely Absent Pupils (Defined in legislation as absence of more than 50%)**

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- The guidance from the DfE explains that a pupil will be considered to be severely absent if he/she is away for over 50% of school sessions in an academic year.
- If your child's attendance falls below 50%, your son/daughter will fall into the severely absent category and parents will need to actively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.
- Severely absent pupils will be reported to the local authority and an agreed joint approach applied.

### **Unauthorised absence/ Holidays**

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- Authorised absences include illness and emergency treatment during school hours, funerals of close family.
- Absences which will not be authorised include: looking after siblings, birthdays, shopping, non-school trips.
- Only the school, within the context of the law, can authorise or approve absence – not parents. The fact that a parent has submitted a note does not mean that the school must accept the explanation as a valid reason for absence. Absence without a valid reason, or where there is no explanation is offered at all is recorded as unauthorised absence.

- Holidays will not be authorised during term time.
- Medical evidence must be provided for 5 days or more absence or where patterns of absence have emerged.

### **How do I request permission for an absence?**

- You must submit a request to the school before you arrange for your child to have time away. If you wish to take your child out of school during term time, you should speak to your Head of Year and submit a formal request form to our Attendance officer, who will pass on a completed form to the co-Head Teachers. This can be done by emailing [studentabsence@bbih.org](mailto:studentabsence@bbih.org).
- The Head of School will then consider whether to give permission for the absence.

### **When will absence requests be granted?**

- Permission for absence will only be granted in exceptional circumstances. The Head of School will consider each absence request individually and decide whether to grant the absence. The Head of School will also decide how many days your child can be away from school if the absence is granted.

### **What does it mean by Exceptional circumstances?**

It is at the school's discretion to decide which circumstances are 'exceptional'.

Examples of circumstances that are not exceptional may include:

- Cheap holidays or holidays that have already been paid for
- Absence that coincides with important school events such as the start of term or exams

As a general guideline, exceptional absence circumstances usually apply only to immediate family. Requests for leave related to extended family and friends are likely to be refused.

### **Children Missing Education**

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The Education (Pupil Registration) Regulations set out the circumstances in which a school/academy can remove a child from the school roll. Ten consecutive days of absence where no contact has been made will be reported to the Local Authority and the student will be deemed as a missing child. This could result in the child's place at Beal being withdrawn.

### **Penalty notices**

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A Penalty Notice may be issued in the following circumstances:

If a minimum of 10 sessions or 5 school days of unauthorised absence are taken during the current term in a rolling period of 10 school weeks for:

- Parentally-condoned absences
- Holidays taken in term-time that have not been authorised by a Co-Head Teacher or a member of the Senior Management Team
- Persistent late arrival at school

If issued with a penalty notice, parents must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

The decision to issue or not issue a penalty notice ultimately rests with The Head of School, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- 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

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

## **Tutor Time**

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Tutors:

- Will register their forms by recording attendance and absence using SIMS.
- If a tutor, supply teacher or cover supervisor does not have access to SIMS they must collect a paper copy of the form list from Reception or the Lower/Upper Administrative Team and return it straight away to the Attendance Officer.
- Will ensure that students have a clear understanding of holiday procedures and the link between absence and attainment.
- Will ensure that attendance statistics and criteria are regularly discussed with their form groups as a whole and with individuals on a one-to-one basis, where appropriate.
- Should notify Head of Year or Deputy Head of Year immediately if they are concerned about the absence of a student.
- Will liaise with the Head of Year about students who have long term illnesses/issues which might affect their attendance.

## **A Welcome back**

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It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to the other students. Students who have been absent from school for personal, social and emotional reasons may be reintegrated on a flexible timetable with the pastoral and well-being teams (if applicable).

## **Lateness**

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- Any pupil arriving after this time will be marked late unless there is an acceptable explanation.
- Where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered subject to receiving the medical evidence for it.
- Where persistent lateness gives cause for concern, a meeting with the relevant staff will be arranged to discuss what support can be offered.
- Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.
- These Lates may be subject to a Head of Year detention and a punctuality report or if persistent a referral to EWASS.

## **Subject registration**

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- Staff will register their classes every lesson using SIMS.

## **School trips**

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- It is the responsibility of the trip organiser to email the list of names to the Attendance Officer two weeks prior to the trip so that the correct code can be entered on SIMS in advance of the period of absence.
- The trip or residential information should be shared with staff in advance of the event.

## Monitoring student absence

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The school recognises the need to monitor the attendance of all students closely and to put in place strategies to ensure that it meets out targets.

Strategies include:

- Publicising our attendance criteria and the link between attendance and attainment to parents via newsletters, parents' evenings, reports and the website.
- Publicising our attendance criteria and the link between attendance and attainment to students via Tutor time, assemblies, displays, rewards and celebration assemblies.
- Providing parents with attendance and punctuality data at every reporting period.
- Operating a first absence call via the Attendance Officer for students with unacceptable attendance.
- Reviewing attendance every fortnight by the attendance team and EWASS.
- Contacting parents by phone and letter for concerns and arranging meetings with parents to discuss their child's attendance and set targets for those who need to be disciplined due to persistent punctuality and/or attendance problems.
- Putting students on attendance/punctuality report if needed.
- Authorising or refusing to authorise holiday applications.
- Close monitoring of persistent absentees with the pastoral teams.
- Attendance reports by Tutor group scrutinised every two weeks.

## Rewards

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- Certificates for all students with over 97% attendance throughout the year presented in assemblies.
- Certificates for best attendees and most improved in each tutor group in the year on a termly basis.
- Prizes awarded termly on a prize draw basis for improved and 100% attendees.