



Bishop Rawstorne Church of England Academy

Student Attendance Policy

*I have come in order that you might have life - life in all its fullness
John 10:10*

F O R T I T E R E T F I D E L I T E R
Bravely and Faithfully

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

Review date: September 2021

Date of next review : September 2022

Reviewed by: Mr Duckworth

APPROVED BY FGB: September 2021

THE CHRISTIAN COMMUNITY

Bishop Rawstorne is a diverse, welcoming, Christian learning community committed to nurturing respectful and responsible citizens, empowering ALL learners to flourish.

Statement of Intent

Bishop Rawstorne Church of England Academy seeks to encourage excellent attendance from all students by offering an environment in which they feel welcomed, secure, and valued both for themselves and as part of the school community. School seeks to ensure that all students receive a full-time education which maximises opportunities for all to fulfil their true potential. Bishop Rawstorne's attendance target is 97% and this is a target for all students that we are committed to.

The school will comply with the latest Education (Pupil Registration) Regulations (2006) to improve the attendance of all students at school, and will:

- reduce the number of students who fall into the category of persistent absence (PA 90% or below)
- promote a culture across the school which identifies the importance of regular and punctual attendance.
- make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors.
- further develop positive and consistent communication between home and school and provide advice/support/guidance as appropriate to improve student's attendance.
- continue to develop a systematic approach to gathering and analysing attendance related data.
- promote effective partnerships with other services and agencies whenever needed.
- recognise the needs of the individual student when planning re-integration following significant periods of absence.
- identify how we will deliver our aims in respect of both regular and punctual attendance.

The school procedures will include guidance on:

- registration
- what constitutes unauthorised absence
- consistent use of symbols for authorised absence
- leave granted under very exceptional circumstances
- systems for monitoring attendance and punctuality for individual students.
- systems for dealing with absence
- systems for reintegrating students who have been absent
- systems for monitoring whole school attendance
- appropriate alternative curricular arrangements

Leave In Term Time

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice.

Taking a child out of school in term time will affect his/her schooling as much as any other absence and we expect parents to help their children and the school by not allowing their child to be absent in school time.

There is no automatic entitlement in law to take leave during school time and all applications for leave must be made in advance by the parent of residence using the 'Request for Leave of Absence' form from the school office, and also available on the school website. Requests will only be authorised if the circumstances surrounding the requests are considered to be exceptional and these requests will be authorised by the Headteacher.

In considering any request we will look at various factors such as:

- the timing of the request;
- when a student is just starting school, absences should be avoided as this is a very important transition period as your child needs to settle into their new environment as quickly as possible.
- students should not be absent, (where possible), (both) immediately before and during assessment periods.
- when a student's attendance record already includes any level of unauthorised absence.
- where a student's attendance rate is already below 97% or will fall on or below that level as a result of taking leave.
- other periods of leave which the student may have had, either during the current or previous academic year.

Bishop Rawstorne reserves the right to unauthorise any absence previously authorised where attendance falls below 97% furthermore, absence should not be requested for any student whose attendance is below 90%.

Whenever we are unable to authorise an absence and the request is for 5 days or more, we will notify the local authority who will in turn issue a formal written warning of the process of how taking an unauthorised period of absence can lead to a penalty notice. The Penalty Notice will only be pursued if you choose to ignore the decision made by school. It is important that parents understand that leave in term time will **not** be agreed by us at any time unless a circumstance surrounding the request can be evidenced, by parents, to be exceptional.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

This is a process that cannot be appealed

The circumstances where penalty notices may be used include:

- unauthorised absence (including parentally condoned absence)
- truancy
- persistent late arrival at school
- unauthorised leave in term time
- delayed return from authorised leave

In every case a student must have had a minimum of 5 school days/10 sessions unauthorised absence in a term or 7 school days/14 sessions unauthorised absence over 2 consecutive terms before a penalty notice is considered.

In certain circumstances, parents risk losing their child's place on the school roll if the student does not return to school on the agreed date. Re-admission cannot be guaranteed.

Covid-19 Attendance procedures

As of July 2021 Government advice on school attendance is as follows:

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

Examples in which 'not attending in circumstances relating to COVID-19' could apply.

In line with current legislation, and guidance from PHE (and its successor the UKHSA) and DHSC, examples are as follows.

Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

Pupils who are a close contact of someone who has symptoms or confirmed COVID-19

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

Pupils who are clinically extremely vulnerable when shielding is advised

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.

Pupils who are self-isolating but who have not had a PCR test

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

The school day

Students are expected to be in school by 8.55am. The morning register closes at 9.30am and the afternoon register closes at 2pm. Students arriving after these times will receive a U mark (unauthorised absence).

Attendance recording

Attendance registers will be marked as laid out in the DfE [school attendance guidance](#) and as detailed in our main Whole School Attendance Policy.

School will use code X for Students who are self-isolating or quarantining because of coronavirus in accordance with relevant legislation or guidance published by PHE or the DHSC, or who are awaiting coronavirus test results. Code X is not classed as an absence for statistical purposes.

If a student remains unwell following a negative coronavirus test result (such as with a different illness), then they should be recorded as code I (illness), as would usually be the case. Code X will be used up until the time of the negative test result.

If a student tests positive for coronavirus, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X will be used for the period of self-isolation until the test. After the student tests positive they will be recorded as code I (illness) until they are able to return to school.

School will provide access to remote education for CEV students who are unable to attend because they are self-isolating or shielding due to coronavirus.

Support to encourage good attendance

Some Students and parents/guardians may be reluctant or anxious about returning to school. This may include students who:

- have previously been shielding but have been advised they no longer need to shield
- live in a household where someone is clinically vulnerable (CV) or clinically extremely vulnerable (CEV), including young guardians
- are concerned about possible increased risks from coronavirus, such as those who have certain conditions such as diabetes and asthma

If you or your child have any concerns about attending school during the coronavirus pandemic, please contact school as soon as possible so that we can assess the situation and offer support if required.

Bishop Rawstorne is willing to work with students and parents who need additional support to aid the return to school. We can accommodate phased returns, early and late starts and finishes or time out of school at key congestion points to make transition smoother and keep students calm. Everything that is discussed or considered will be tailored to the needs of the student although it should be clear that any alternative strategies should have a clear short-term end point being aimed for.

Leave requests

The school policy and procedure around leave in term time remains the same. Any leave in term time will only be granted in exceptional circumstances. Parent/guardians must request permission for the leave **before** the absence. Requests cannot be agreed retrospectively.

Whilst the current situation feels exceptional to us all this should not in itself be seen as an exceptional reason to support a request for leave. The Covid-19 situation has affected all families. The lengthy absences from school were unavoidable but now we are able to return to face-to-face teaching, it is essential that we have full classes to enable students to fill in any learning gaps.

Parents should also consider the consequences of potential quarantine on their child's attendance at school.

Partnership Working

The school will work with support agencies as appropriate to ensure regular attendance at school.

Monitoring, Analysis, Action Planning

The school will adopt systems for monitoring attendance at both individual student and whole-school level. Letters will be sent advising of attendance and persistent absence and if necessary absences will be unauthorised which may lead to the issuing of Fixed Penalty Notices.

Review of Whole School Attendance Policy

The Trustees will review this policy and the associated procedures annually.

Rights and Responsibilities

The law requires parents or guardians to ensure their child receives efficient, full-time education, either by regular attendance at school or otherwise.

All parties have a role to play.

Parents/Guardians will:

- ensure their children attend school and are punctual.
- encourage and support their children to attend school and be punctual.
- avoid any absences in term time.
- provide notes of explanation, copies of medical appointment cards for all appointments and all medical evidence for any period of absence.
- ensure sufficient prior notice is given requesting leave for exceptional circumstances.
- alert the school if they become aware of attendance problems.
- attend attendance meetings if concerns are identified.
- participate in Attendance Parenting Contracts, where appropriate.
- support the school in agreed interventions/action plans.
- expect contact if their child is absent and a message has not been received by 9.30am.
- expect frequent contact during periods of absence.

Students will:

- attend school.
- recognise behaviour needed (for example early bedtimes) to allow regular and punctual attendance.
- arrive punctually for registration.
- follow the signing in procedures for late registration.

School staff will:

- contribute to the promotion of raising the percentage attendance within school and reduction in the school's persistence absence figures.
- be advised by the Senior Leaders who monitor attendance and have overall responsibility for ensuring that the school conforms to all statutory requirements in respect of attendance. They will take a lead in ensuring that attendance has a high profile within the school, and ensures that Heads of Year and designated support staff have adequate time to discharge the day-to-day responsibilities.

Designated staff will:

- continue to promote the importance of full attendance and to share attendance data and attendance targets.
- continue to train Group Tutors in the correct marking of attendance registers.
- continue to train all associate teachers in the correct marking of attendance registers.
- seek absence notes and/or medical evidence from students following a period of absence.
- check and amend absence codes.
- review and identify trends of absence.
- collate attendance data.

- analyse attendance data.
- contact the 'first point of contact' of absentees who have not notified school by 9.30am.
- monitor and record attendance of students who are educated elsewhere.
- implement re-integration programmes.
- contact parents regarding concerns by telephone and/or standard letter sent.
- involve the Senior Leadership Team if matters remain unresolved.
- arrange meetings with parents/guardians and draw up contracts for completion by all parties concerned.
- communicate and update all staff about attendance matters and school systems.
- ensure arrangements are in place in case of the absence of a Group Tutor.
- liaise with support agencies.
- submit attendance data to the CSA and the Systems Manager.

All staff will:

- provide a welcoming atmosphere for students.
- provide a safe learning environment.
- ensure an appropriate and responsive curriculum.
- provide sympathetic responses to any students' concerns.
- be aware of factors that can contribute to non-attendance.
- ensure that attendance is seen as important for all students.
- assume responsibility to promote and monitor student attendance, despite the designated responsibilities.
- participate in training regarding school systems and procedures.

Trustees will:

- adopt the policy and review it annually.
- consider attendance and persistent absence as regular agenda items.
- agree statutory targets for attendance for the school.

Procedures

Registration:

- the school has a statutory duty to record student attendance twice a day and the registration periods are 8.55am – 9.00am and 1:45 – 2pm. An entry will be made on the attendance register for all students of compulsory school age who are on the school's roll.
- At the end of the school term, where we have an early finish, the afternoon session will commence at 11.20am and students will be registered at this point.
- for late registration, students must sign in at the main office.
- for signing out, the students and parents must sign out at the main office.
- telephone messages from parents are written on a slip, by the administrative colleague who took the call.
- only the Attendance Officer under the direction of a member of the Senior Leadership Team is allowed to amend absence codes.
- attendance of dual registered and guest students is monitored.

- attendance of students taking part in school activities at registration time e.g. music tuition is monitored by the Group Tutor.
- some absence codes, namely O and H, are to be used only with the approval of the Senior Leadership Team.
- Heads of Year in the school will monitor students after any period of absence.

Decisions about no longer authorising absence will be made by a member of the Senior Leadership Team.

Strategies for Promoting/Improving Attendance

School will:

- promote the need for excellent attendance with parents by regular reminders in the newsletter.
- following up absences with a sequence of letters and other procedures until the matter is resolved.
- reward good attendance, with points and special certificates and prizes presented at Achievement Assemblies and on a termly basis in tutor groups. .
- regularly monitor the attendance of vulnerable groups of students.
- engage in spot checks.
- emphasise the importance of good attendance at transition from Key Stage 2.
- implement the “first day contact” system.
- promote anti-bullying and provide support to any student in respect of bullying.
- consider curriculum delivery and differentiated learning as a possible impact on attendance.
- engage in the managed transfer process in collaboration with local schools.
- research the use of associate teachers as learning mentors, and use senior staff in the involvement of mentoring underachievers.
- offer Pastoral Support Programmes to support reintegration following exclusion, medical absence (extended) and non-attendance/truancy.
- use lesson registration for Health and Safety reasons and action by the Heads of Year in respect of post-registration absence.
- agree individual student targets for attendance as appropriate.
- identify training for staff involved in the implementation of these strategies.

Parenting Contracts - Attendance

The Anti-Social Behaviour Act 2002 makes provision for the use of Parenting Contracts where attendance is a cause for concern.

The school might ask parents to enter into a Parenting Contract when levels of lateness (after register is closed) and / or levels of absence become a cause for concern. This contract will identify the roles and responsibilities of parents/guardians, the school and the student for a mutually agreed period after which a review will be held.

There will be appropriate rewards/acknowledgement where contracts have proved successful and sanctions where contracts have been unsuccessful.

Fixed Penalty Notices

The school will seek to adopt a range of strategies and will work in partnership with parents/guardians to promote excellent attendance and address poor attendance. Where such measures do not have the intended outcome, the Senior Leadership Team reserves the right to pursue legal proceedings, including the issuing of a fixed penalty notice, where a student has an unacceptable level of absence.

Removal from Roll

School may remove students from roll in accordance with the criteria set out in Regulation 9 of The Education (Student Registration) Regulations 1995 (as amended in 1997 and 2001).

Setting aside the issue of safeguarding a child's safety and well-being, inconsistent practice in identifying students who have gone missing and delays in appropriate removal from roll of such students can have a significant impact on a school's attendance figures. It is therefore important that the school has clear arrangements for identifying such students.

The procedures include the following:

- Senior Leadership Team, the Assistant Headteacher - Attendance and the Heads of Year are responsible for identifying students who may have gone missing.
- Senior Leadership Team, the Assistant Headteacher - Attendance and Heads of Year are responsible for promptly referring such students.
- the systems manager is responsible for completing the Common Transfer Form under the s2s system once a student has been traced elsewhere.
- advice will be sought before a student can be removed from roll when their whereabouts cannot be established.
- the Headteacher, after consultation with senior colleagues, is responsible for deciding whether a student can in fact be removed from roll.

School Based Systems for Dealing with Lateness

- The system for late registration – students must sign in at the main office.
- The Group Tutor the Assistant Headteacher - Attendance and the Heads of Year are responsible for working with students regarding punctuality.
- The Group Tutor the Assistant Headteacher - Attendance and the Heads of Year are responsible for working with parents regarding punctuality.
- Support will be offered to students by the Assistant Headteacher Pastoral Care and the Heads of Year.
- Lateness will be monitored daily and at the very least acted on, on a half termly basis with sanctions being enforced for regular offenders
- Standard letters are available for the Assistant Headteacher Pastoral Care and their Heads of Year to use to promote punctuality.
- Sanctions range from monitoring sheet, to report card, to student regularly reporting to the Assistant Headteacher Pastoral Care or the Heads of Year.
- Parenting Contracts will be considered and implemented as necessary to intervene in the persistent lateness of their children.
- Penalty Notices will be considered and implemented to intervene in the persistent lateness of their children.

- Fixed Penalty Notices.

School Based Systems for Dealing with Absences

- System of 'first day contact'.
- Letters of concern to parents/guardians.
- Inviting parents into school for discussion.
- Home visits where appropriate – where absence is being questioned
- Strategies for family support, including the use of Parenting Contracts where appropriate.
- Further school based action with more senior staff involved.
- Fixed Penalty Notices.

Monitoring, Analysis, Evaluation and Action Planning

The school has identified the Assistant Headteacher Pastoral Care and the Heads of Year as the people with specific responsibility for monitoring the whole school and year group attendance respectively, and evaluating the effectiveness of the school's procedures:

- the office staff collect the data.
- data is collected and disseminated to relevant staff weekly (each Monday).
- feedback re analysis of attendance data will be provided to:
 - Governors – by the Headteacher.
 - Staff – by the Assistant Headteacher - Attendance or the Heads of Year at a Group Tutor Meeting.
 - Students – by the Assistant Headteacher - Attendance or the Heads of Year during a termly assembly.

The analysis might identify specific issues for the various audiences:

- patterns of broken weeks by individual students.
- patterns of absence for individual students.
- misuse or inconsistent use of absence codes across the school.
- trends in reasons for absence
 - extended medical leave
 - granted leave in exceptional circumstances
 - exclusions, etc.
- trends in particular groups (ethnic groups, gender), forms or years.