



Broadway Academy Trust Policies

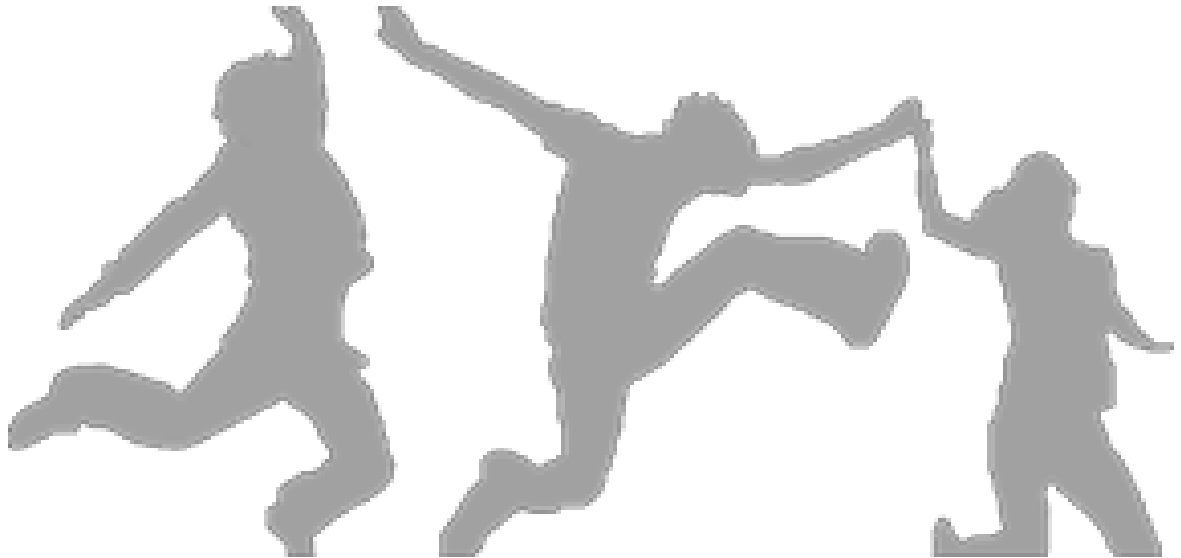
Our Children. Our Community. Believe it can be done!

Attendance and Punctuality Policy

Approved by: Deep Experience/Support Committee

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Contents

	Section	Page
1	Introduction	2
2	Aims	2
3	Reasons for non-attendance	2
4	Student rights and responsibilities	2
5	Student responsibilities	3
6	Advice to staff on implementation of the attendance policy	3
7	Academy responsibilities	4
8	Responsibilities of attendance team	5
9	Role of parents	6
10	Holiday during term time	6
11	Liaison with primary schools	7
12	Staff responsibilities	7
13	Initiatives to improve attendance	8
14	Monitoring, evaluation and review	8

1. INTRODUCTION

This policy seeks to highlight the importance of good attendance and punctuality for the well-being of our students, their success at the Academy and preparation for the world of work.

Broadway Academy recognises that all students have the right to fully access and participate in the Academy's broad curriculum. Regular attendance is essential to enable students to take part in all the opportunities available and to develop their full potential. National statistics show that students with 96% attendance and above are more likely to achieve good outcomes in examinations and that employers rate good attendance and punctuality as a significant factor in recruitment and selection. As a result, holidays are not permitted during term time. Students, teachers, parents/carers and governors all have a key role in achieving the aims set out in this Policy.

2. AIMS

- To ensure that students come to the Academy, are punctual and stay throughout the day.
- To raise the standards achieved by individual students by improving attendance and punctuality.

3. POSSIBLE REASONS FOR NON-ATTENDANCE

- attitudes and pressures from home
- failure to achieve at Academy
- personality factors
- history of truancy in earlier years
- medical problems, diagnosed/undiagnosed-both physical and mental
- low expectations for employment
- friendship issues/bullying in Academy
- influence of other students/adults
- family history of poor attendance
- students who have recently changed schools
- inaccessibility of the curriculum
- persistent absenteeism without documentary proof

Acceptable reasons for non-attendance:

- interviews with prospective employers and colleges or genuine illness
- dual registration
- approved educational off-site activities
- representation in sport or other areas
- study leave
- public performances (licenses must be obtained from the LEA and sent to the college)

4. STUDENT RIGHTS

All students at Broadway Academy have the right:

- to be able to participate fully in all the Academy's activities, both inside and outside the curriculum

- where problems of attendance exist, to be assisted in identifying the causes and helped to remedy them through setting targets and action-planning
- to be monitored and supported in their attempts to attend
- to receive praise for their efforts and improvements made
- to be helped to catch up with work missed through illness or non-attendance
- in cases of exclusion, to have full access to the Academy Curriculum, and to have work provided for them during the exclusion period.

5. STUDENT RESPONSIBILITIES

- To report on time to their learning sessions and tutorials and attend the correct timetabled sessions.
- If late, to sign in with reception and then proceed to the learning session
- If late, to bring a note of explanation from home and give it to the attendance team
- Reasons that are not valid for being absent from the Academy
- tiredness, illness of a sibling or parent, a birthday, over-sleeping, going shopping, all-day medical appointment (unless it is a specific appointment that does last all day), family holidays and not feeling like going to school.

6. ADVICE TO STAFF ON IMPLEMENTATION OF THE ATTENDANCE POLICY

Academy attendance should be the concern of all Academy staff not just the Attendance team.

a) Registration Keeping

Registers are taken in each learning session and tutorial session using Arbor. This enables accurate tracking of students and will highlight any truancy issues during the Academy Day. The immediate follow up of any absences is imperative in ensuring regular attendance.

Students must arrive in school by 8:35 so that teaching can start at 8.40am on each school day. The register for the first session will be taken at 8.40am and will be kept open until 9.10am. The register for the second session will be taken at 12.35pm and will be kept open until 1.05pm. The school day finishes at 3.10pm.

b) Follow-up Action by Attendance team

- The most effective follow-up is related to the speed with which action is taken to determine both the reason for absence and what must be done to get a child back to school.
- There will be a first day call to parents if a response is not received within a few hours; the Attendance Welfare Officer supported by the Attendance Manager will carry out a home visit for students with persistently poor attendance. (It is the responsibility of parents to ensure that all contact data is updated, and any change of circumstance is notified to the office immediately)
- If your child is absent for more than 2 days, a 'safe and well check' will be carried out by the Attendance Welfare Officer; this is because we have a duty of care to all our students.

- The Academy must notify the Local Authority of any student who fails to attend the Academy regularly after making reasonable enquiries, or has been absent without the Academy's permission for a continuous period of 5 days or more (See Safeguarding policy- section 16.0 Children Missing from Education)
- Where students fall below the Academy target (96%), parents will be informed immediately and for each subsequent drop in attendance following this unless there is a valid reason as to why your child is absent.
- Where attendance has fallen below 93% actions will be put in place within attendance meetings between the attendance and pastoral teams to decide if internal or wider support (if below 90% and 50%) services will be provided to remove any barriers to attendance.
- Attendance clinics should also be held with the student to identify possible Academy-based causes for absence, e.g. bullying, difficulties with learning, difficulties in particular lessons; strategies for improvement and attainment goals.

Persistent Absenteeism (PA)

Any pupil whose attendance falls to or below 90% is defined as a Persistent Absentee. Student absences will not be authorised for any child whose attendance is at or below 90%. Every absence must be supported by official documentation proving appointments, on-going illness/medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the Attendance team. Students that fall under this category must be prioritised for support e.g. Family Connect, Early Help, CASS or an EHCP.

Severe Absenteeism (SA)

Any pupil whose attendance falls to or below 50% is defined as a Severe Absentee. Student absences will not be authorised for any child whose attendance is at or below 50%. Every absence must be supported by official documentation proving appointments, on-going illness/medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the Attendance team. Students that fall under this category must be prioritised for support e.g. Family Connect, Early Help, CASS or an EHCP.

- When students return to the Academy after a long period of absence:
 - a) Improvement should be acknowledged and praised
 - b) The Pastoral team should liaise with the student's teachers to attempt a non-confrontational supportive return to the Academy, including assistance with work that has been missed. Where appropriate a Mentor may be attached to the student
 - c) The Inclusion team will be used where appropriate.

7. ACADEMY RESPONSIBILITIES

- 'Good attendance starts with close and productive relationships with parents and students' ('Support First' School attendance framework and guidance, Birmingham City Council, 2024). Parents have a key role in ensuring the good attendance of their

sons/daughters.

- The Academy will make it clear to parents/carers why children need to attend regularly, what action will be taken by the Academy when children are absent, how parents/carers are expected to notify the Academy of their child's absence and what are to count as valid reasons for absence by regular newsletters.
- Arrangements will be made for parents/carers of students with unsatisfactory attendance to be fully involved in the setting of attainment goals involving the Attendance Manager
- Parents will be informed of improvements made by their children (or failure to improve) by the Attendance Manager.
- Parents/carers will be involved in student's Individual Education Plan (IEP) if attendance/punctuality is an issue.
- The Academy will communicate with parents when there is a drop in their child's attendance and punctuality.

Letters home

Where appropriate the Attendance team together with the Student Support Manager/Assistant will generate letters regarding absences and/or poor punctuality.

Punctuality

- Lateness with an accepted reason supported by the Parent / Carer will be authorised. Examples are medical/dental appointments, transport problems, family problems or illness.
- Any student arriving late to form will receive a break time detention the same day. If poor punctuality persists then sanctions will escalate including communication with parents via phone calls and letters as well as meetings at various stages, with the aim being to problem solve and work with parents to improve this.
- Excellent punctuality will also be celebrated through praise calls, postcards home, assembly recognition, vouchers, prizes and the use of plasma screens in public areas

8. RESPONSIBILITIES OF ATTENDANCE TEAM

- The attendance team exists to help parents, and the Academy meet the obligations placed on them by the Education Act 1996. The team is empowered to approach a child's family to make enquiries where it is thought a child is absent without good reason.
- The work of the team ensures a supportive role between home and Academy, provides a useful liaison with other support agencies including medical, Social Services, the police, Magistrates' Court and Educational Psychologists.
- Close communication between the Form Tutor, Student Support Manager/Student Support Assistant and Inclusion Team with the Attendance Team is essential.

- The Academy acknowledges its own responsibility for attendance. The team's task is to support the Academy's efforts and, where necessary, to enforce the law.

9. **ROLE OF THE PARENT**

It is the responsibility of the parent to ensure that the student attends the Academy each day and arrives on time. Students should only be absent for genuine reasons such as sickness, medical appointments, exceptional circumstances (e.g. funerals) etc. We need all parents to adhere to the below:

1. To ensure that their child attend daily and on time.
2. To telephone the school before 9.00 am to explain any absence.
3. To provide a note explaining their child's absence on the day that a student returns to the Academy
4. To make medical appointments out of school time as far as possible.
5. To avoid holidays during term time and to inform the Head teacher at least 2 weeks in advance of any family holiday which needs to be taken in term time.

If medical appointments must be made in school time, they should be made as early or as late in the day as possible. **Except for very rare occasions there is no need for any student to take a whole day off school for an appointment.**

10. **HOLIDAY DURING TERM TIME**

In line with legislation and our academy attendance policy we will refer unauthorised leave of absence to Birmingham City Council local authority. Such a referral may lead to a Fixed Penalty Notice being issued.

To request exceptional leave of absence

If you wish to request exceptional leave, for example for a funeral abroad, then please collect an **EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST** from attendance office, to be submitted to the Head Teacher.

Please note:

As a result of the publication of the publication of 'Working together to improve school attendance' (DFE, applied from 19th August 24), 'Head Teachers are within their rights to turn such applications down and refuse authorisation' (Leave of Absence Process, Birmingham City Council, September 2024).

The Headteacher will take into account-

- **Current absence record**
- **Number of previous similar requests**
- **The year group**
- **Proximity of major tests/exams**
- **The time of the academic year**
- **The duration and impact on learning**

Broadway Academy will adhere to these amendments. If parents apply for exceptional leave of absence and the request is refused, a Fixed Penalty Notice can be issued if parents persist in taking the child out of school.

Please note that a Fixed Penalty Notice is served to **each parent**.

Holidays during term time will inevitably have an adverse effect on student progress and achievement. **Teachers will not set work for students on holiday in Academy time.**

11. LIAISON WITH PRIMARY SCHOOLS

The attendance team through discussion with primary staff will identify children “at risk” before they take up a place at the Academy and plan ways in which to support them.

12. STAFF RESPONSIBILITIES

Academy registers are public records and may be called as evidence in court. **STUDENTS MUST NEVER BE ALLOWED TO USE THE ARBOR ATTENDANCE SYSTEM.**

a) Role of the Subject Teacher

- To mark a register each lesson within the first 15 minutes of the lesson starting.
- To send a ‘help’ e-mail to the member of staff on behaviour walk if truancy is suspected.
- To mark the absence on ARBOR
- To inform the SSM of any attendance concerns.

b) Role of the Form Tutor .

- To monitor attendance and punctuality of students in the Form.
- To discuss attendance issues/ concerns with the student.
- To inform the SSM/SSA of any attendance concerns.

Messages (verbal or telephone) should be recorded on ARBOR and any correspondence carried out logged.

c) Role of the Student Support Manager/ Student Support Assistant (SSM/SSA)

- To promote good attendance in their cohort and to review Persistent Absence list weekly and act as appropriate to improve attendance.
- To ensure that form tutors support the attendance policy.
- To support the attendance team in their role and ensure letters are sent out where there are attendance concerns.
- To review the attendance data for students in their year group and the strategies in place to improve attendance by meeting weekly with the Attendance Manager.
- To find out the reasons for absence so patterns in students’ attendance can be established.

d) Role of Attendance Team

- Ensure registers are completed by teaching staff on time.
- Support teachers in follow-up action, setting goals for students, praising successes.
- Monitor attendance of students new to the Academy who have a history of poor attendance (Attendance Support)
- Communicate with Pastoral Teams so they are informed of any student who has been

absent for 2 days or more (without satisfactory explanation).

- Seek ways of identifying strategies for improving attendance - reward those with the highest percentages with a theatre trip, for example.
- Monitor registers and make data comparisons.
- Contact parents/carers where no response has been made to the truancy call system.
- Generate data to be displayed around site to create a healthy competition amongst year group staff.

13. INITIATIVES TO IMPROVE ATTENDANCE

The Academy is committed to supporting students to achieve high attendance and punctuality standards through:

- A well-planned induction programme for students transferring from Year 6.
- Rewarding good attendance rates for individuals and classes.
- Using a variety of individualised strategies where absence is a problem.

Celebrating Good Attendance

It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects, and this is embedded within the ethos of the Academy. In Years 7-11, best Attendance in Tutor Groups is reported in the weekly assembly.

Awards will be given each term to students who achieve throughout the academic year:

- i) 100% attendance
- ii) 100% attendance and punctuality
- iii) SA/PA improvement from half term to half term

Each term, letters are sent home to all pupils' parents and carers informing them of their child's attendance and offering congratulations or advice as necessary.

Awards will be given each term to tutor groups who achieve 100% attendance. All awards will be presented at the year group assembly.

14. MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Broadway Academy.