



# Bradfield School

## Attendance Policy

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# Attendance Policy

## 1. INTRODUCTION

Bradfield School is committed to maximising the achievement of all students. There is a clear link between good attendance and educational achievement. Good attendance is an important consideration when applying for any post 16 placement.

## 2. AIMS OF THE POLICY

- To encourage all students to achieve their maximum potential.
- To monitor and track students' attendance and punctuality through effective systems.
- To encourage parents/carers to play the vital role of supporting the school by encouraging their child to achieve good attendance and punctuality.
- To work in partnership with parents and carers to help students succeed.
- To promote good attendance, by recognising and rewarding good and improved attendance by individuals and groups of students.

## 3. ATTENDANCE AND THE LAW

- Parents must ensure that children of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The LA must provide school places to parents who wish their children to be educated at school.
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school will report to the LA, pupils who fail to attend regularly or are absent for more than 10 days without explanation, as a child missing in education. However, as a school we pursue every unknown absence after day 2.
- The LA has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil, is an offence punishable by law (Education Act 1996 Section 444).
- Fixed penalties can be issued by the Local Authority where the criteria for such a notice are met.

## 4. EXPECTATIONS

### 4.1 What the school expects of our students.

- To attend regularly and punctually, fully prepared and equipped for the day.
- To follow agreed procedures in the case of lateness or absence.

### 4.2 What the school expects of parents/carers.

- To fulfil their legal responsibility by ensuring their child arrives on time and attends school.
- To contact school and leave a message for the attendance officer if their child is absent.
  - phone 0114 286 3861
  - email [attendance@bradfield.sheffield.sch.uk](mailto:attendance@bradfield.sheffield.sch.uk)
- To arrange holidays out of term time. Parents do not have an automatic right to remove their child from school during term time.
- Where there are exceptional circumstances, school may authorise leave during term time and will consider each request on its own merits. If this is unavoidable, permission to take the holiday should be requested in writing from the head teacher at least two weeks prior to the holiday (see Section 6 below).
- Any requests for leave during term time should be made using the Leave of Absence request form. This is available from school and is downloadable from our school website under Policies and Key Information. The request should be submitted at least two weeks in advance of the intended leave.
- To try and book medical appointments out of school hours / term time.
- Where this is not possible, to inform school of any forthcoming appointments in writing or via email [attendance@bradfield.sheffield.sch.uk](mailto:attendance@bradfield.sheffield.sch.uk)
- To take all reasonable steps to ensure that a medical appointment does not cause a student to miss a full day of school.

### 4.3 What parents/carers can expect of the school.

- A broad and balanced education that is dependent upon regular attendance.
- The encouragement and promotion of good attendance
- Regular, efficient and accurate recording of attendance.
- First day contact with parents whose children are absent by text, email or a phone call.
- Prompt action on any issues raised.
- Liaison by appropriate school staff (e.g. Form tutor, Head of Year, Attendance Officer, Attendance & Welfare Manager, PSO, SENCo, SLT) to address and work with students/parents on attendance issues.

## 5. ATTENDANCE PROCEDURES

Clear information on attendance procedures will be provided for students and parents via the school website, newsletters, MCAS and through assemblies. For timings of the school day please see the school website under Learning at Bradfield.

### 5.1 Register procedures.

- Tutor period is the first session at the start of the school day and provides the attendance mark for the AM session of school.
- Period 5 is the final session at the end of the school day and provides the attendance mark for the PM session of school.
- If students arrive 5 minutes after the start of registration or period 5 then they will be deemed to be late and recorded as L on the electronic register for that session.
- Staff will provide a registration mark for every student in every period during the day, whether they are present, absent, or late.

### 5.2 Responding to lateness.

- Students arriving to registration and lessons after the start of the session will be marked late and the number of minutes late recorded in the electronic register.
- A student is deemed late if they arrive 5 minutes after the start of the period without a note from a member of staff condoning the lateness. Staff are expected to use their professional judgement in this regard.
- Students who arrive late at the start of the day because a bus is late will be given a pass by reception or late gate staff and classroom staff will record the student as present.
- Students who are routinely late to school or to lessons within the school day will receive a sanction such as afterschool detention or loss of social time.

### 5.3 Dealing with absence.

- The Attendance Officer or PSO will contact home on first day of absence where there has been no contact from home.
- The Attendance Officer or PSO will follow up on second day of absence with no contact, unauthorising absence until such time as a reason is known.
- The safeguarding team will be advised of any absences of students on the vulnerable students' list.
- The Attendance Officer should enter the appropriate code onto the lesson monitor system to amend the register when a phone call, email or text message is received, or note is received – the latter is retained for 1 year.

#### 5.4 The School's response to absence/poor attendance

- Parents / carers are asked to contact the school on the first day of their child's absence.
- The Attendance Officer will record all incoming messages on the electronic register.
- The Attendance Officer will inform PSO / Attendance & Welfare Manager / DSL of any vulnerable students absent from school.
- Attendance issues will be discussed at regular meetings between School Welfare Officer and Head of Year/Pupil Support Officer/SLT/SENCo will target students with known attendance/ punctuality problems and monitor students.
- Parents will be contacted by text or phone if the student is absent.
- Where appropriate, strategies will be employed in order to address the attendance of individual students, including working with the Pupil Support Officers, Form Tutors, SENCo, home visits including Safe and Well Checks where a student is not seen in school for 5 days, and inviting parents/carers into school for an attendance panel meeting with 2 or more staff. Attendance panel meetings will happen with the student present if a parent / carer is not able to attend.
- Where the wider inclusion team are concerned about a student's attendance, they may refer the student to MAST for further support for the family and / or student.
- Weekly data will be collected by the Data Officer / Assistant Head teacher with responsibility for Attendance and shared with the pastoral team and wider inclusion team.
- The school will at all times work with Sheffield LA and the structured system of sanctions it has laid down. The system of first a formal warning to parents, then the issuing of a fixed penalty notice (a request from the Headteacher to the LA) and finally prosecution will be observed in most cases of persistent attendance problems. The school understands that this is the normal order of sanctions but that, in exceptional circumstances, a fixed penalty notice may be issued first.

#### 5.5 Responding to and maintaining good attendance

- Every half term / term 99%+ and 97%+ attendance is recognised in whole school assemblies to students.
- Yearly certificates are awarded for 99%+ attendance.
- Attendance totals contribute to the point score leading to form of the term awards.
- Heads of Year will regularly promote good attendance in assemblies and through form time.

## 6. TERM TIME LEAVE AND EXCEPTIONAL TERM TIME LEAVE

### 6.1 The school's response to requests for leave during term time:

- Following Government guidelines introduced in September 2013 no leave of absence can be authorised by school for holiday during term time. School expects all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from school during term time. Where there are exceptional circumstances school may authorise leave during term time and will consider each request on its own merits.
- Any requests for leave during term time should be made using the Leave of Absence request form. This is available from school and is downloadable from our school website under Policies and Key Information. The request should be submitted at least two weeks in advance of the intended leave.
- The actual date that the child will return to school should always be provided by the parent/carer.
- School will inform parents in writing advising whether the leave is authorised or unauthorised, clearly stating why a decision has been taken.
- Parents/carers should contact school if any delays occur.
- Failure to return to school on the expected day after leave may result in a student being taken off roll at Bradfield School and they will then need to reapply for a place.

### 6.2 Leave for religious observance

- Bradfield School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.
- Leave may be granted for any day of religious observance if recognised by the parents'/carers' religious body.
- Parents/carers are requested wherever possible to give advance notice to the school if they intend their child to be absent.
- However, in the interests of fulfilling the academic requirements of school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than two days be designated for any individual occasion of religious observance/festival and no more than a maximum of three days in total in any academic year.

### 6.3 Exceptional Leave

- This will rarely be granted and is at the Headteacher's discretion with no right of appeal. The LA guidance on Exceptional Leave is available [here](#) to read in conjunction with this policy. Exceptional Leave may be considered in circumstances such as, but not limited to:
  - One day for the wedding of a close relative
  - Where a medical practitioner or support worker confirms in writing that a holiday would provide respite to a student / member of the family in extreme circumstances
  - Where an employer confirms in writing that parents in the public sector services such as nurses or A+E doctors or in the fire brigade are unable to take holidays during any school holidays

## 7. ATTENDANCE ROLES AND RESPONSIBILITIES

The roles and responsibilities of staff in school - professionals involved with attendance.

The Headteacher will:

- In conjunction with other school staff, consider all requests for leave during term time and inform parents/carers within 10 school days, in writing, of a decision.

The Assistant Head – Attendance and Behaviour will:

- Agree and oversee Attendance and Punctuality Policy.
- Support the Form Tutors, Heads of Year, Pupil Support Officers, Attendance Officer and School Welfare Officer in promoting good attendance by:
  - Monitoring attendance data.
  - Monitoring that all the procedures in this policy are carried out and that all agreed actions are carried out.
  - Evaluating the impact of attendance interventions.
  - Supporting the Headteacher in decision-making issues related to fixed penalty notices.
  - Discussing at regular meetings when attendance of individual students is causing concern.
  - Overseeing the work of the Attendance & Welfare Manager.
  - Overseeing identifying students for attendance reports.
  - Reporting to Pastoral Governors Sub Committee as needed and at least once a year.

The SENCo will:

- Provide background information about individuals for Attendance and Punctuality Officer.
- Discuss at regular meetings when attendance of individual students is causing concern.

The DSL (Designated Safeguarding Lead) will:

- Ensure that the vulnerable students' list is kept up to date and renewed as needed.
- Provides background information about individuals for Attendance and Punctuality Officer.
- Discuss at regular meetings when attendance of individual students is causing concern.
- Support the Headteacher in completing safeguarding checks on any requests for term time leave of absence from parents / carers for students.

The Attendance & Welfare Manager will:

- Relentlessly focus on meeting the whole school attendance target of 96% and actions needed to support this.
- Organise meetings in school with students to discuss attendance and punctuality issues, liaising with pastoral and AEN staff as needed.
- Visit students and parents at home to discuss attendance and punctuality issues.
- Ensure safe and well checks are conducted after 5 days of a student not being seen in school or earlier if any urgent concerns.
- Maintain accurate records on CPOMs of any attendance issues and actions.
- Update pastoral staff verbally as needed of any attendance issues and actions.
- Constantly check on the attendance of students including spot checks for truancy.
- Discuss safeguarding concerns arising with the safeguarding team.
- Oversee the work of the Attendance Officer to ensure all attendance data is accurately recorded and shared with relevant pastoral and inclusion staff.
- Liaise with the Attendance Officer and SLT regarding fixed penalty notices.
- Liaise with Attendance and Inclusion Support at LA level for support as needed, including following GP protocol procedures where parents / carers are asked to give permission to the LA to write to the GP to confirm there is a valid medical reason for medium – long term absence from school.
- Recommend unauthorised absence be recorded where appropriate and inform parents / carers of this where future absences will be recorded as unauthorised without written medical confirmation of physical and / or mental health reasons for absence.
- Assist SLT in analysing impact of actions to improve attendance and inform governors as required.

The Attendance Officer will

- Update the attendance record of students when parental contact is made.
- Update the student database as students are taken on and off the school roll.
- Complete spot checks for truancy, especially for students on the vulnerable list, liaising with pastoral and safeguarding staff as needed.
- Ensure registers are taken accurately and in a timely manner, liaising with the Assistant Head Pastoral where there are issues.
- Enter all Y6 students along with their personal records onto student database from feeder schools, ready for the start of the school year.
- Administer first day contact.

PSOs will:

- Support Attendance Officer with first day calls.
- Monitor attendance data for all students on their caseload.
- Meet with students on their caseload on their return to school after extended absence to welcome back and check no underlying issues.
- Liaise with families of students on their caseload to improve attendance.
- Attend attendance meetings as appropriate for students on their caseloads when required.

- Be available to support interviews for students on their caseload at attendance panels.
- Be able to support the School Welfare Officer with home visits if needed.
- Maintain accurate records on CPOMs of any attendance issues and actions.
- Let Attendance Officer know in advance if students are scheduled to be out of their normal lesson for any reason – e.g. meetings.

Heads of Year will:

- Monitor attendance data for all students in their year.
- Monitor punctuality to lessons and guide Form Tutors in the administration of punctuality reports.
- Monitor, and support Form Tutors in monitoring, individual students with punctuality/attendance less than 95%.
- Meet with Pupil Premium students in their year on their return to school after any absence to welcome back and check no underlying issues.
- Support the role of the Form Tutor and liaise with staff to improve attendance.
- Discuss at regular meetings and vulnerable student meetings when attendance of individual students is causing concern.
- Be available to support interviews for students at attendance panels.
- Be able to support the School Welfare Officer with home visits if needed.
- Maintain accurate records on CPOMs of any attendance issues and actions.
- Let Attendance Officer know in advance if students are scheduled to be out of their normal lesson for any reason – e.g. meetings.

Form Tutors will:

- Complete registers accurately.
- Have regular discussions with their form to promote good attendance and punctuality.
- Monitor individual students' attendance and alert Pupil Support Officers and Heads of Year to any concerns.
- Contact parents where a pattern of absence develops, or attendance drops below 95% with no straightforward explanation.

Subject Teachers will:

- Complete registers accurately within five minutes of a lesson's start every lesson.
- Let Attendance Officer know in advance if students are scheduled to be out of their normal lesson for any reason.
- Update registers with L for late when a student arrives late, along with recording the number of minutes late.
- Liaise with pastoral staff regarding concerns over subject absences.
- If the electronic registration system is down, send a paper register stating lesson, teacher, date, period and students present.