



THE
Beaulieu Park
SCHOOL

SECONDARY ATTENDANCE POLICY

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| Committee Responsible | LGB |
| Lead Staff Member | Principal |
| Approved by | LGB |
| Date Approved | Autumn 2020 |
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THE BEAULIEU PARK SCHOOL - ATTENDANCE POLICY



Principles

We are committed to ensuring that all families understand the importance of 100% attendance. Attendance in school is vital for academic success. Studies have shown that Students who attend less than 95% of the time frequently fail to achieve 5 good GCSEs and therefore are denied the chance to a successful, fulfilling life. For these reasons, we monitor attendance patterns with vigilance and hold parents to account where necessary. We expect all Students to attend at all times, even if they are feeling unwell.

Practice

- Students must arrive before 8.35am; morning registers are taken during morning tutorial. Afternoon registers are taken at the start of lesson 5.
- Students arriving after 8.35am will be marked as late and will receive a detention. Students late due to hospital appointments must provide a signed letter from a parent.
- In exceptional circumstances (such as severe weather or public transport disruptions) the closing of registration may be delayed at the discretion of the Principal or Head of Primary School.
- Parents are expected to notify the school office of Student absence before 8am. In the case of illness, parents should phone the school office on the first day of absence and then each day thereafter. The office number is 01245 943500
- The school will contact parents on a daily basis if they fail to inform the school of an absence. The school must be notified of the reason for a child's absence in order to safeguard the child and protect their educational well-being.
- Family holidays and doctor's appointments are not permitted during term time. Students have 13 weeks' school holiday per year and further time off on teacher training days. The school will not normally approve any leave of absence during

term time, however there may be exceptional circumstances in which we may do so. All leave of absence requests must be made using the request form on the school's website and returned to the Head of House where the Principal will make the final decision.

- We kindly ask parents to make routine doctor/dental/optician etc. appointments during holiday periods where possible to avoid unnecessary absence. For medical appointments, parents / carers should contact the main school office at least 24 hours in advance and provide evidence of the appointment. Authorisation for an absence will only be considered if evidence of the appointment is provided.
- Student absence will be recorded as 'Unauthorised' when the school is not satisfied with the reasons for the absence. Continued unauthorised absence may result in a penalty notice from the Local Authority (details below).
- For a day set aside *exclusively* for religious observance, Students will be granted one day of authorised absence per religious festival, up to a maximum of three days per academic year. Time taken beyond this will not be authorised.
- The school takes seriously its duty to safeguard the welfare of all its Students. Unexplained absences and a lack of contact from parents may cause us concern and lead us to involve other agencies such as Social's Services. We will contact Social's Services within 2 days for any child with a Child Protection Plan.
- The school carefully monitors attendance on a daily basis and attendance is discussed weekly by the school's Teachers and SLT.
- Parental meetings are held to challenge and support our parents in raising the attendance of any child the school has concerns about.
- Where a child is failing to attend school, a plan will be drawn up in consultation with the family and, possibly, external agencies, including the Local Authority.
- Students who are off school for a long period due to severe illness will be issued with optional work to carry out at home to avoid falling behind.

Absence Procedures

In order to ensure the safety and educational well-being of all Students, we have a rigorous monitoring system and follow up policy when absence occurs.

Internal Stages

- On the first day of absence, the school must be notified of the reason for the absence. If we are satisfied with the reason, we will authorise the absence. If we are not satisfied, the absence will not be authorised.
- When a Student's attendance continues to raise concerns (regardless of whether absences have been authorised or not), we will issue a warning letter advising the family that continued absence may result in prosecution.
- When a Student's attendance falls below 90% (regardless of whether absences have been authorised or not), we will issue a second warning letter inviting the parents in to meet with a member of Pastoral team. During this meeting, support strategies will be discussed and parents will be made aware of the next stages in the procedure should their child fail to improve their attendance.
- After the parent meeting, the Student's attendance is monitored for 8 weeks. If attendance improves during this time, we close the case and monitor in the usual way.
- If attendance does not improve during this time, we invite parents in for a further meeting where the attendance plan previously put in place is evaluated and updated.
- After the second meeting, attendance is monitored for a further 3 week period. If unauthorised absences continue after this point, the school and the Local Authority will begin proceedings to issue legal penalty notices to parents.

Children Missing from Education (CME)

The national definition of CME is:

"all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more)".

Children are at risk of becoming CME for many reasons, such as:

1. They cease to attend due to exclusion or withdrawal: removal from roll with no destination.

2. They fail to complete a transfer between providers.
3. They are offered alternative provision but fail to access this provision.
4. They have moved into the area and are not yet registered on a school roll (possibly including refugees / asylum seekers who have relocated from another authority from outside the area).

The Beaulieu Park School has adopted Essex procedures for monitoring and reporting Students who we believe are vulnerable and/or missing from education (CME).

Should the child be the subject of a Child Protection Plan, or should the school have child protection concerns, the Designated Safeguarding Lead will immediately notify the Local Authority where appropriate. It is our policy to ensure that a place has been secured and the Student has enrolled at a new school before removing a Student from roll when transfers take place.

APPENDIX 1

REGISTRATION

At The Beaulieu Park School an electronic system is used for AM and PM registration. Students are registered electronically for every session where access to the system is possible.

Registers will be returned to the school office at the end of the registration period for safety and will be secured but accessible in case of an emergency.

All notes from parents regarding a student's absence will be stored and retained for three years.

The school will complete accurate registers at the beginning of morning tutorial and at the beginning of lesson 5. Registers will be closed 5 minutes after these points.

If a student arrives after the register has closed, they should report to the school office to be entered onto the electronic register.

All students that arrive after 8.40am are entered on the electronic system at the school office.

The register is a legal document and must be marked accurately, recording student's attendance or absence and in the latter case if authorised or unauthorised.

A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a student.

Registers must be kept for a minimum of 3 years following completion at the end of the academic school year.

The following symbols are used in registers:

| Code | Description |
|-------------|---|
| / or \ | Present |
| B | Educated Off Site |
| C | Other Authorised Circumstances – Authorised Absence |
| D | Dual registration |
| E | Excluded from school |
| F | Extended family Holiday (agreed) – Authorised Absence |
| G | Family Holiday (not agreed) – Unauthorised Absence |
| H | Family Holiday – Authorised Absence |
| I | Illness (not medical or dental appointments) – Authorised Absence |
| J | Interview – Authorised Absence |
| L | Late (before registers closed) |
| M | Medical/Dental Appointments – Authorised Absence |
| N | No reason yet provided for absence – Unauthorised Absence |
| O | Unauthorised Absence |
| P | Approved Sporting Activity |
| R | Religious Observance – Authorised Absence |
| S | Study Leave – Authorised Absence |
| T | Traveller Absence – Authorised Absence |
| U | Late (After registers closed) – Unauthorised absence |
| V | Educational Visit or Trip |

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| W | Work Experience |
| Y | Enforced school closure |
| # | School Closed to pupils |

The Principal is ultimately responsible for attendance issues. He/she will check the registers on a regular basis to identify any attendance/punctuality concerns.

The School office is responsible for ensuring that registers are kept safely and are available for inspection by relevant professionals.

The Attendance Administrator is responsible for logging attendance information onto the computerised system (SIMS).

The class teacher / form tutor, or member of staff covering the registration period in the absence of the form tutor, is responsible for taking the register daily, once for the AM session. The teacher present for period 4 lessons is responsible for taking the PM register.

The form tutor and afternoon session class teachers are responsible for register maintenance of their own class register, ensuring that symbols used are appropriate.

The Beaulieu Park School will ensure that all staff are aware of the registration process and receive in-service training on registration regulations and education law.

Each student should be called by name when the register is being taken. Unless a student is present at the time of the register being taken and answers to confirm their name, they will be marked absent.