

1. Policy Statement

It is in the interest of better life chance for our students that we emphasise the importance of school attendance on individual educational outcomes and develop systems and support that maximise the attendance of all students. All students are expected to attend regularly and be punctual. This establishes good working habits. Students who attend regularly achieve better results than those who do not.

All students should aim for 100% attendance as a minimum target. The academy monitors all students' attendance regularly. Students with poor attendance are identified and appropriate action is taken.

We recognise the importance of developing a culture and positive ethos in which students want to learn and attend school. The academy follows the Somerset Local Authority and DfE Guidelines. We work in close partnership with parents/carers, Governors and the Education Safeguarding Service.

Many students come to school with a range of needs and feelings as a result of difficult experiences. Bridgwater College Academy has developed a range of flexible responses to meet the SEMH needs of the students. There are in place a range of strategies to support students and enable them to achieve.

Person Responsible: Luke Winter

People Involved: Academy Leadership Team, Deputy Head Teachers, Heads of Year, Academy Attendance Officer, Academy, PFSAs, Governors, and Education Safeguarding Officers.

2. Glossary of Terms/Acronyms

LA	Local Authority
ESO	Education Safeguarding Officer
ESS	Education Safeguarding Service
ALT	Academy Leadership Team
TAS	Team Around the School
DfE	Department for Education

SIMS Electronic Registration and Codes		AM	PM
Registration Times		8:20	13:50
Present Marks	/	Present	
	B	Alternative provision	
	V	Educational visit	
	W	Work experience	
Absent Marks	O	Unauthorised	
	M	Medical	
	G	Unauthorised holiday	
	H	Authorised holiday	
	N	No reason provided yet	

3. Authorising an Absence

The decision to authorise an absence rests with the academy. The academy follows the Department for Education guidelines. The reasons must be clear and acceptable and usually fall into one of the following categories:

- Illness.
- Medical or Dental appointment (**1/2 day only**).
- Family bereavement.
- Exceptional special circumstance.
- A student who has been granted leave to perform through licensing.
- Limited unsupervised study leave for year 11 students – defined up to 15 days when students are taking exams and are capable of self-supervision.
- Suspension or permanent exclusion.
- Days set aside for religious observance by the religious body to which the child's parent belongs.
- Special or exceptional family holidays which meet the criteria laid down for authorised holiday in term time by the Department for Education.
- Approved sporting and educational activities.

Absences and reasons for absence must be reported to the academy attendance team by emailing the attendance team on attendance@stanchester.co.uk or calling 01935 827201

4. Term Time Leave

The Academy follows the Department for Education regulations. Absence as a result of holidays taken during term time **will not be authorised** unless there are special or exceptional circumstances, only up to ten days in school time and only if the student's attendance is at least 97%. No holiday absence even if it meets the criteria will be authorised even in special or exceptional circumstances for students whose attendance is below 97%. We will also consider the proximity of SATs/GCSE examinations. Where possible, for Key Stage 4 students, we will take into consideration any GCSE work that may be missed during the absence, this may mean the leave is unauthorised. At the start of the academic year attendance of the previous year may need to be considered. Parents need to apply for term time leave 2 weeks before leave is required and will need to explain the special or exceptional circumstances.

If a holiday request is not authorised and the parent still takes the student, a Penalty Notice of £60 per parent/carer per child, may be applied for.

Any holiday absence in excess of 10 or more school days will result in a Penalty Notice being requested, regardless of the percentage attendance prior to the leave.

For any pupil after investigation, we believe the absence is for term time leave, the penalty notice may be requested regardless of the percentage attendance figure prior to the leave.

5. Truancy

Internal truancy checks are carried out every lesson by the On Call duty team. Any student found truanting a lesson will receive an after school detention.

6. Follow – up of absence

Parents must report their child's absences daily on the dedicated phone line – 01935 827201, there is a 24-hour voicemail, or email attendance@stanchester.co.uk

Attendance data is produced weekly and supports an early intervention process. We hold an attendance meeting every 2 weeks to discuss identified students and actions to be taken.

A tracking system has been set up to supervise this. The spreadsheet keeps a succinct record running of actions and meetings. The Academy Attendance Officer checks on identified students daily and contacts home via Truancy Call system if absent.

Long term absentees (due to medical reasons or truancy) returning to school are supported to ensure successful re-integration. This may include a graduated increase in timetable initially or time with inclusions staff for support. We can refer to Team Around the School for outside support and advice. We track the attendance of vulnerable learners and offer support where necessary.

7. Encouraging Excellent Attendance

Certificates and achievement points half termly for those with 100% attendance in that half term. Regular prizes for tutor groups / classes with most improved attendance.

8. Taking Students off Roll and Missing Students

The Academy follows the procedures laid down by the local authority.

Any student absent without reason for 3 days will be visited by the PFSAs. If no contact is made at or following the visit, and the student acquires 10 days absence with no contact they will be reported as missing in education to the Local Authority.

9. Punctuality / Lateness

Students that arrive late to school are recorded as L codes. They are given B2 Lunch detentions. Punctuality is an important life skill and we teach this and encourage them to attend learning on time in order to not disrupt the learning of others.

If students arrive 10 minutes after start of the school day the student is marked as a U code which is an unauthorised absence.

AM Start	Late	Unauthorised
8.20	8.21 - 8.30	After 8.30

PM Reg	Late	Unauthorised
13.50	13.51	After 14.00

10. Attendance Procedures @ BCA

Percentage Attendance	Actions	Responsibilities	Intended Impacts
100%	Half termly 100% letters. Bronze, Silver & Gold Awards	Attendance Officer pull data, Pastoral Admin send letters Attendance Officer pull list, Deputy Head to organise films End of term / year presentations. Attendance	Motivation for students, comms with parents. Celebration & Praise

		Officer creates Lists, Deputy Heads Check Lists, Pastoral Admin create Certificates.	
98 – 99.9%	<p>Monitor attendance through tutor display / tracking.</p> <p>Weekly report to all staff and most improved tutor/class prizes.</p> <p>1st day of absence or daily there after parent informs school</p>	<p>Tutor update on weekly basis.</p> <p>Attendance Officer completes and shares with Deputy Heads to publish to all staff. Most Improved Tutor / Class+ 10 Achievement Points</p> <p>Parent emails or calls attendance team to inform of reason for absence.</p>	<p>Visual reminder for students.</p> <p>Promotes competition.</p> <p>Correct coding on childs attendance register</p>
96 – 97.9%	Weekly tutor / class lists sent for monitoring & calls where appropriate.	Attendance Admin Team Print and distribute	Allows tutors and teachers to identify concerns early.
94 – 95.9%	<p>Initial under 96% call home.</p> <p>Tutor takes actions to address concerns raised eg; email staff, speak to HOY / Pastoral Co Ordinator to resolve peer conflicts, discussion with tutee.</p> <p>No improvement, ACL Sent</p> <p>HOY Review lateness & unauthorised absence fortnightly for letters / WPN consideration.</p>	<p>Tutor / Class Teacher. Record on EduKey.</p> <p>Tutor / class teacher takes action and records on EduKey.</p> <p>HOY Monitor through fortnightly meeting. Action via Attendance Admin Team - Letters.</p> <p>Action via Pastoral Admin Team.</p>	<p>Identification of any concern with parent. Written comms of concern.</p> <p>Resolves minor concerns and record of actions taken.</p> <p>Highlight concerns with parents.</p>
92 – 93.9%	<p>Under 94% Attendance Support Plan Meeting</p> <p>HOY takes actions following meeting</p> <p>Monitor for 2 weeks. No improvement complete EHA.</p>	<p>HOY Call initial attendance support plan meeting and record on EduKey.</p> <p>All actions recorded on EduKey</p> <p>EHA to be completed by HOY / Pastoral Co Ordinator</p>	<p>Identify barriers to attendance and put support in place.</p> <p>Clear record of actions and outcomes</p> <p>Explore wider concerns for possible wider agency support.</p>

90 – 91.9%	Invite Deputy Head to Support Plan Review Meeting. Record Meeting on EduKey Monitor and review, no improvement refer to TAS.	HOY call meeting and invite Deputy Head. Record on EduKey	Explore concerns and options for support Remove barriers to attendance Discuss support & obtain guidance from ESS
Under 90%	Review with ESS	Deputy Head Record ESS meetings on EduKey	Re Engage in education

11.Warning Penalty Notice:

A warning penalty notice may be used if a student has 10 unauthorised absences in 12 school weeks, this includes arriving after the close of registration. You would be informed of this by the letter. The information leaflet regarding WPN's can be found [here](#).

12. Unauthorised Absence

If you do not inform us of why your child is absent, we will email you to request a reason for absence. If we do not get a reply by the end of the week or if the reason provided is not an acceptable reason for absence according to the DfE guidelines, your absence will be unauthorised.

As a reminder lateness after the register has closed is unauthorised absence.

We will write to inform you if we are concerned about the number of unauthorised absences on your child's registration certificate. If we do not see an improvement, then you will be invited to discuss this at an attendance support meeting. Please be aware that failing to attend or failing to engage in support offered may result in a Warning Penalty Notice being issued.

Links to Appendices –**Check letter templates – ND will add links**

- A The importance of attendance
- B How parents/carers can help
- C Attendance concern letter
- D Academy Attendance letter 1
- E N's email
- F Unauthorised letter
- G Warning Penalty Notice – advice sheet
- H Warning Penalty warning letter
- I Warning Penalty letter
- J Late letter
- K Persistent late letter
- L Term time leave – request form
- M Term time leave – acceptance letter
- N Term time leave – refusal letter
- O Term time leave – no request letter
- P Term time leave – penalty notice letter
- Q TAS consent letter
- R Referral to ESS letter

- S Medical evidence letter 1
- T Medical evidence request letter
- U Medical evidence reminder letter