



Policy Title:	Attendance Policy
Function:	For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
Status:	
Audience:	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation:	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
Implementation Date:	July 2009
Review period:	Annually
Last Reviewed:	December 2016

Policy statement

It is the Academy's policy to establish good links and a working partnership with parents in order to establish and maintain good attendance. Parents will be informed of Academy term dates and any additional days when students are not expected to attend (ie In Service Training days)

Student's attendance will be recorded twice during the day - at the start of the morning session and at the end of the afternoon session.

In addition, teachers will take class registers for each lesson.

Students should arrive at Academy on time. If, for any reason, they are unable to arrive at the Academy on time they should sign in at Student Reception.

Attendance figures will be recorded for analysis by the Academy and the Cabot Learning Federation.

Attendance figures will be forwarded to the DofE, as required.

The Academy requires all absences to be explained by a parent/guardian. Students should not be absent from the Academy for reasons except illness.

Medical, dental and optician's appointments should not be made during term time. If a medical appointment is unavoidable a copy of the appointment card must be provided.

It is not the Academy's policy to grant leave of absence for holidays during term time.

Any requests for absence should be forwarded to the Academy as early as possible.

Tutors will look for pattern of absence and lack of punctuality. They will seek an explanation for all absences according to the procedure detailed later.

Parents of students whose attendance is less than 96% will be contacted to discuss the reasons for the student's absences and to establish and agree strategies for improving attendance. Where such strategies are tried and attendance does not improve the matter may be referred to the EWS. Parents will be informed when the EWS is to be contacted.

The EWS may be involved when students

- attendance is less than 93% in one term.
- have more than 6 consecutive days absence.
- have a regular pattern of absence.

Students who are also absent for more than one term for medical reasons, even with GP authorisation, may be subject of EWS review.

Background information

Bristol Metropolitan Academy is committed to promoting excellent levels of attendance and punctuality. The Academy believes that only if students attend Academy regularly and punctually will they be able to take full advantage of the opportunities available to them.

Procedures for Staff in support-of this policy

In addition to these notes please also refer to your Staff Handbook and the Attendance Handbook.

Attendance

Student's attendance will be recorded twice during the day – at the start of the morning session and at the start of the afternoon session.

In the teachers absence the register should be taken by the lesson's cover staff either on SIMS or in hard copy. Hard copy registers must be handed into Student Reception as soon as they are taken.

Absences

If a student is absent and no message has been received from home a phone call will be made to the parent / carer by a member of the House Team. If they are unable to speak to the parent/carer a text message will be sent.

All contact with parents will be recorded in the communication log on SIMS.

All absences should be explained by a code letter indicating the reason for the absence, using the codes provided on SIMS.

All absences must be explained by a note or phone call from home. An explanation should be received by the tutor on the student's first day back at school.

If an absence is not explained the following procedure should be followed by the tutor:

- ask the student to bring a note the next day.
- contact parent/carer requesting a note.
- letter sent requesting information on the unauthorised absence.

Tutors should seek help from the Head of House where difficulties arise in obtaining explanations for absence.

Tutors are asked to look for patterns of absence and lateness and to pass such information to the House Team.

If the Academy is unable to resolve persistent absence and/or lateness the matter will be referred to the EWS.

Lates

Any student who arrives late to Academy should sign in at Student Reception, all lates should be entered

on the Lesson register as an L and include the number of minutes late. All students who arrive late to lesson 1 will be given a break detention.

When the late is caused by reasons beyond the students' control e.g. the bus breaks down he/she should be marked late but will not receive a break detention (at the discretion of the Vice Principal).

The tutor should refer any students who are persistently late to the House Team who will follow this up with parents.

Requests for leave of absence

All requests for such leave of absence should be referred to the Principal via the Head of House. It is not the Academy's policy to grant leave of absence for the purposes of going on holiday.

Relevant Information.

Possible reasons for non attendance

attitudes and pressures from home
failure to achieve in Academy
personality factors
history of truancy in earlier years
long periods of illness
low expectations for employment
no friends/bullying
influence of older students/adults
family history of poor attendance
students who have recently changed school
curriculum inaccessible

The DofE report 'Truancy in English Secondary Schools' suggests that students reject particular facets of school (particular subjects in the curriculum; homework; coursework; teachers) rather than the institution as a whole.

Students rights

All students at Bristol Metropolitan Academy have the right –

- to be able to fully participate in all of the Academy's activities, both within and beyond the curriculum
- to be assisted in identifying the causes of problems and be helped to remedy them.
- 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 any work missed through illness or non-attendance
- to have full access to the National Curriculum and to have work provided for them in cases of exclusion

Students responsibilities

It is the responsibility of students –

- to attend all lessons on time ready to learn
- to sign in at Student Reception if late to the Academy for whatever reason
- to bring a note from home explaining the reason for any absence

Involvement of Parents/carers

Good links and a working relationship with parents is an important prerequisite to good attendance.

The Academy will make it clear to parents/carers why students need to attend regularly, what action will be taken by the Academy when students are absent, how parents/carers are expected to notify the Academy of their child's absence and, in particular what are to count as valid reasons for absence.

The Academy will arrange for parents/carers of students with unsatisfactory attendance to be fully involved in the setting of attainment goals (possibly involving the EWS)

Parents will be kept fully informed of improvements made by their children (or failure to improve)
Parents/carers will be involved in the student's Individual Education Plan (IEP) or Welfare Support Plan (WSP) if attendance is an issue.

Involvement of EWS

The EWS will become involved in attendance/absence issues once a student's attendance falls consistently below 93% and the Academy's attempts to rectify the matter have been unsuccessful.

Staff responsibilities

In the first instance the monitoring of attendance/absence will fall to the tutor, who will raise individual concerns with the relevant Head of House.

The Head of House will employ strategies to improve attendance in consultation with the Attendance Learning Mentor and/or the Assistant Principal.

Concerns may also be raised by individual subject teachers.

In extreme cases causes for concern should be raised with the Vice Principal and/or Principal.