



**Cabot**  
Learning  
Federation



## Attendance & Punctuality Policy

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## 1 Policy statement

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.

### 1.1 Absence

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 start of the afternoon session.

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

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

### 1.2 Punctuality

As part of the Academy's commitment to developing life-long skills in all its learners, punctuality is monitored closely. Good punctuality is an important work based skill which should be instilled in all learners and professionals. In addition, good punctuality to both lessons and to school leads to higher levels of achievement within the classroom. The aim of this policy is to enable parents, students and staff a set of guidelines that, when adhered to,

support and promote both higher personal standards and higher achievement within the classroom.

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

## **2 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 morning Learning Family 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. The Academy does not authorise leave of absence for the purposes of going on holiday.

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.

## **3 Student's 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

## **4 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

## **5 Involvement of Parents/carers**

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

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.

## 5.1 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.

## 6 Expectations

The Academy Day formally commences at 8.40am and pupils should be in their classrooms by this time each day. Any pupil arriving after this time is considered to be late. Staff are expected to be on site by 8.20am or their contracted start time if different. Any member of staff arriving after this time is considered to be late.

If a student arrives after this time with a genuine reason, a note from a parent/carer should be presented to this effect. This can be brought the following day if necessary.

If entering between 8.40am and 9.15am, pupils should sign in at Student Reception and collect a late slip as evidence of this. The late slip should be submitted to their class teacher on entry to the lesson. Failure to submit a late slip will result in the student not being admitted to the lesson.

If a student has a genuine reason for leaving a lesson between lesson bells, a Street Pass (or a signed and dated note if the pass is not available) should be issued by the teacher of the lesson.

## 7 Promotion of good punctuality

In order to promote good punctuality, the Academy is open well in advance of this time, and a breakfast club operates from 8.15am – 8.30am daily; all students are both welcome to attend and encouraged to begin their day in this way.

To support good punctuality, a warning bell sounds at 8.35am; this is designed to initiate movement to classrooms on the part of staff and pupils. A similar warning bell system operates at break and lunch time in support of good organisation and punctuality. If a student enters a classroom after the second bell, they are considered to be late. All lateness will be recorded on the electronic registration system and students will be given their warning in line with the Learning Ready Policy.

Students who achieve 100% punctuality during a term are recognised and rewarded at end of term achievement assemblies.

## 8 Consequences of poor punctuality

Poor punctuality affects the chances of individual learners in making progress. It also interrupts the flow of the lesson being taught and as such has a negative impact on all learners present. This is unacceptable.

All lateness to lessons is recorded electronically. The cumulative total of minutes lateness is recorded and reported on for each student. Where punctuality is a serious concern, Learning Family Tutors and parents/carers are informed via internal and external mailing systems.

Where students are persistently late to lesson (on more than three occasions in one week) compulsory attendance at a Punctuality Reflection Programme occurs. Students are required to attend the Punctuality Reflection Programme for thirty minutes after school, where they complete focused work and have learning conversations which centre on punctuality to school and to lessons. Subsequently students are monitored using a Punctuality Success Card, issued by their Head of House for one week.

## **9 Roles and Responsibilities for staff and students**

It is the responsibility of the student to arrive at school and to each lesson on time. It is the responsibility of the parent/carer to take reasonable steps to ensure that this requirement is fulfilled. If a student is persistently late, it is the joint responsibility of the parent/carer and the student concerned to ensure attendance at the Punctuality Reflection Programme and to modify the pattern of behaviour.

Class teachers are responsible for recording lateness to lessons electronically and for ensuring that students collect late slips when they are late for morning Learning Family by refusing to admit students to lesson without a late slip.

Learning Family Tutors are responsible for interrogating attendance and punctuality data, and for supporting students in modifying their behaviour by continuing to ensure that punctuality has a high profile within Learning Family Time.

Heads of House are responsible for ensuring that students have, and use, a Punctuality Success Card after the Punctuality Reflection Programme has occurred. Heads of House share responsibility with Zone Team Leaders for the successful execution of the Punctuality Reflection Programme and for subsequent House Seclusions for non-attendance at the Punctuality Reflection Programme.

All staff are responsible for ensuring their own punctuality to lessons; line managers are responsible for monitoring staff punctuality, putting into place sanctions and support structures as deemed appropriate in ensuring an efficient and effective delivery of the curriculum within the course of the Academy Day.

Where staff punctuality is a persistent problem, competency proceedings may be invoked in line with the CLF employment manual.