

Bluecoat Aspley Academy

Attendance & Punctuality

Statement of Practice



Bluecoat Aspley
believe in yourself, in others, in God

Our Christian Vision is:

Through believing in ourselves, in others, in God, we aspire to be

Our Christian Values are:

Faith

Hope

Family

Respect

Document Owner	Assistant Principal
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Approved by AAB	

We are a Church of England Academy and our mission is to create a distinctive educational community for all based upon Christian **faith** and values. Our ethos is based on our mission statement 'believe; in yourself, in others, in God.' This is grounded in the principle from the Bible to "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind and love your neighbour as yourself" (Luke 10:27). Our belief is that every student is unique and valued by God. This is critical to the relationships and personal approach to the curriculum that we take with every young person. We aim to develop confident students that have a strong sense of justice and doing what is right. We encourage students to develop belief in themselves in order to be the best they can be. Our students are resilient, they can work independently and have a good understanding of where they have come from and who they are. We want our students to never lose **hope**, hope is at the centre. Our belief is that we should value, care and **respect** each other. This is reflected in the harmonious **family** that makes up Bluecoat Aspley. Students feel part of a local, national and global community, believing in others and working together towards a common purpose. Students develop into respectful, supportive and considerate members of the community who are passionate about making a difference.

Introduction

This document summarises Bluecoat Aspley Academy's ethos and operational procedures for attendance and punctuality in line with the Trust Policy for Attendance and Punctuality.

Related Policies, Statements of Practice and procedures

- Behaviour Statement of Practice
- SEN policy
- PSHE policy
- Safeguarding Policy
- Safeguarding Statement of Practice
- Mental Health statement of practice

Statement of Practice

At Bluecoat Aspley Academy we have high expectations when it comes to attendance and punctuality. We expect our students to attend school every day on time, ready to learn. Regular attendance means that children have a much better chance of reaching their full potential throughout each and every year. For children who have 100% attendance & punctuality, they are rewarded with positive points weekly.

When your child can miss time from the Academy

You can only allow your child to miss school if either:

- They're too ill to go in; or
- You've received advance permission from the Academy.

What should parents/carers do if their child is ill and cannot come into the Academy?

We ask all our parents/carers to contact the Academy on each day of their child's absence before 8:00am to explain the exceptional reason for their child's absence. This can be done by either leaving a message on the student absence line or sending a free message through the 'Parent Mail' app. We encourage you to send your child to the Academy if it is a minor illness. If throughout the day they become more ill, your child's Year Leader will contact you and discuss whether they need to stay at school or if they should go home.

What should parents/carers do if their child needs to leave the Academy during the school day?

A letter/email needs to be sent to your child's Year Leader and the Attendance Officer ahead of time so that we are made aware of the reason as to why they need to leave early. Students must sign out in Student Reception, if they leave during the Academy day.

Medical Appointments

Whenever possible, all medical appointments should be made outside of Academy hours. We are aware that some appointments have to be made during the Academy day. For these we need to see medical cards or appointment letters from the relevant medical professional, in order for this absence to be authorised.

Unauthorised absences

If a reason is not given for your child's absence via the student absence line or Parent Mail before 8:00am, you will receive a text message from the Academy asking for an explanation. Should we not be able to contact you we will record your child's attendance as unauthorised. We will continue to try and contact you to ascertain the reason for your child's absence (contact will be attempted in a number of ways; text messages, calls & voicemails, emails, letters and home visits). Unauthorised absence is looked at closely by the Educational Welfare Team. We always in the first instance support parents/carers in getting their child back into the Academy. However persistent absenteeism impacts significantly on a child's progress and so we will use a firm line alongside government legislation if necessary.

Holidays during Term Time

If you wish to request a family holiday during term time, this request will need to be made in writing to the Principal (either letter or email). It will be the Principal that will then decide whether they allow the student to take time off from the Academy. Please note that it is exceptionally rare for any holidays to be authorised during term time as students already have 13 weeks of Academy holidays.

Should you still wish to take your child out of the Academy during term time, this will be marked as an unauthorised absence on your child's attendance record. Due to concerns surrounding the amount of unauthorised absences and the impact this has on student's education, we will request that the Local Authority issue penalty notices to parents/carers if they take their child out of the Academy during term time.

Absences for Religious Observance

In accordance with guidelines from the DFE the Academy will authorise **one day** of absence for any Religious Observance on any one occasion. Parents/carers will be advised in advance of the agreed dates and parents must confirm the absence for their child under the normal guidelines for reporting a pupil being absent. All other absences will be unauthorised.

Penalty Notices

If your child does not attend the Academy regularly we will work with you to try and support better attendance. This is done through attendance meetings with your child's Year Leader and the Attendance Officer. However, should this not work, we will request legal action from the Local Authority (if applicable). This may be a penalty notice of £60 per child per parent/carer. If this remains unpaid after 21 days it will rise to £120 per child per parent/carer. If it remains unpaid after 28 days it may be referred to the Magistrates court. A penalty notice is an alternative to prosecution and is in place to secure better attendance.

Punctuality

To the Academy

We expect students to arrive at the Academy each morning no later than 8:20am. The bell to indicate the students need to move to their tutor rooms is sounded at 8:25am and students should be sat in their seats no later than 8:30am, otherwise they will be marked down as late.

Students that are late to the Academy for no authorised reason will receive a 30 minute punctuality detention at the end of the school day. If a student is late on 3 separate occasions, they will then receive a negative point and will need to sit a 1 hour detention. Parents and Carers will be notified via text message of the afterschool detention. Should a student not attend the after school detention they will be placed in the ILU the following day and will sit the after school detention that same night.

Should your child be persistently late, your child's Year Leader and/or Attendance Officer will arrange to meet with you to help support you getting your child to the Academy on time.

Students may also be issued a Saturday detention which lasts for 2 hours if they are consistently late. Parents will be given advance warning for this sanction.

To Lessons

We expect every child to arrive at their lessons on time and be ready to work. Student lateness is chartered through the week for every lesson. At the end of break and lunch a fog horn is sounded just prior to the bell to ensure all students know it is the end of their social time. You will be informed if your child shows a pattern of lateness to lessons that we are concerned about. Students who are persistently late will be placed on an attendance and punctuality card and could be issued with a negative point for defiance and no-co-operation.

Children Missing in Education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area and we endeavour to maintain a close relationship with the local authority in order to

ensure the safety of all of our pupils. A pupil going missing from education is a potential indicator of abuse or neglect and so we will always follow robust procedures to ensure we are monitoring and reporting any pupils missing on repeat occasions to help minimise risk of future missing occurrences. We will always ensure we follow our safeguarding practises to alert key agencies and awareness for pupils that may travel to conflict zones or we believe may be at risk of FGM or forced marriage (further procedural information is contained in our Safeguarding policy).

We shall ensure we make the local authority aware of any pupil on our register that triggers the following;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education.
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have been certified as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.

Attendance Information

Year Leaders & the Attendance officer monitor attendance daily, weekly and termly.

100%

Outstanding!

Form Tutor
to
congratulate

96-99.99%

On target

Form Tutor to
congratulate

93-95.99%

Concern

Year Leader/Attendance
Officer/Assistant Principal
to meet with pupil to
discuss concerns & plan
intervention

<92.99%

Persistent Absentee

Attendance officer/Year
Leader/Assistant Principal
to meet with
parents/carers. Referral
to external agencies may
be made at this point for
support. All further
absences will require
medical evidence.

Pupils with
100%
attendance
each week
will receive
positive
points

- ❖ Year Leaders will contact parent/carers of pupils who are not in the Academy every morning if no message has been left on the absence line. Year Leaders will make these calls before 10:00am whenever possible to ascertain reason for the absence.
- ❖ Attendance Officer & Assistant Principal meet half termly to look at data & follow up with phone calls home & personalised letter if required.
- ❖ Home Visits made to offer support when appropriate.

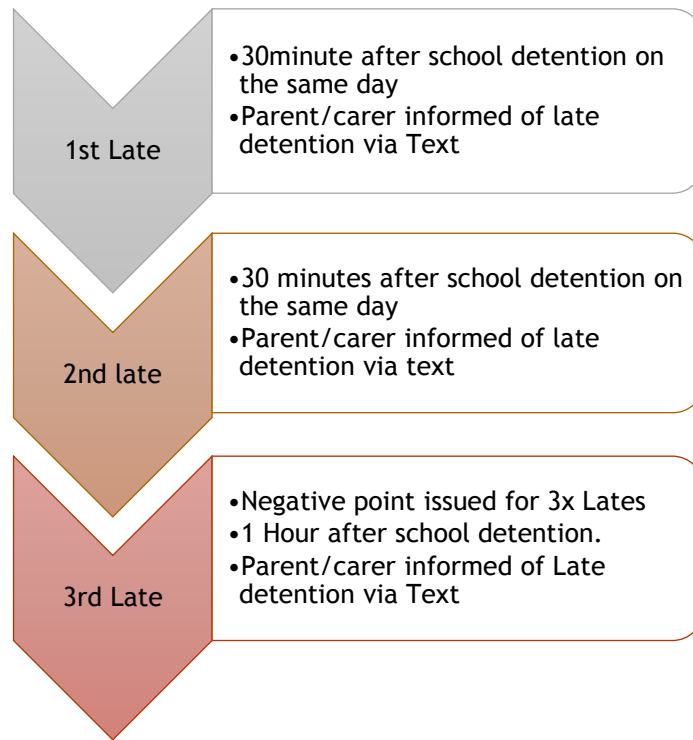
No improvement within a half term

- ❖ Parent/carers & pupil invited in for an attendance meeting with Year Leader to discuss patterns of attendance & concerns.
- ❖ Personalised Targets agreed (e.g. medical evidence required to authorise any future absences/timetable changes/internal support).

Punctuality Information

- ❖ If a pupil arrives to their form room late (after 8:30), they will be marked down as Late on the register by their form tutor.
- ❖ If a pupil signs in late via student reception, they will be marked down as Late by admin staff

- ❖ The student will be told that they are late and that they will have a 30 minutes after school detention.
- ❖ Where ever possible, the Year Leader will speak to the student about their late mark at some point throughout the day and will also remind them of their detention.
- ❖ A text will be sent to parent/carers informing them of the detention.



Failure to Attend after School Detention

The pupil is placed in the ILU on the following day & is to attend the after Academy detention

Please note: After the 3rd Late, the process will start again (1st Late=30 mins detention, 2nd Late=30 mins detention, 3rd Late = Negative point and 1 Hour detention).

Year Leaders and the Attendance officer will be in constant contact with parents/carers if punctuality becomes a concern and they will be invited in for meetings where necessary.