



# Attendance Policy

Date: September 2022

Author: Senior Deputy Head  
Review Cycle: Annually  
Next Review Date: September 2023

## Scope of Policy

This policy applies to all pupils at Bredon and will be used to inform attendance practice within the school.

## Key Requirements/Legal Duties

By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. Parents have a legal responsibility to ensure that this happens – either by registering their child at a school or by making other arrangements to give them a suitable, full-time education.

Bredon seeks to operate in ways which maximise pupil potential while supporting parents in meeting their legal requirements.

Bredon fulfils its responsibilities in respect of taking a morning and afternoon session registration, of being open for the required pupil school days unless prevented by extreme weather or other unforeseen exceptional circumstances, and by using the nationally recognised attendance codes.

## Key Principles

- Pupils at Bredon have the right to the best possible education
  - In order for pupils to access the best possible education, a high level of attendance is essential
- Pupils' ability to stay and feel safe, enjoy and achieve and to make a positive contribution may be jeopardised by poor attendance.

## Context

Bredon endeavours to provide a safe learning environment in which pupils can feel and be safe, enjoy and achieve. Bredon acknowledges the proven correlation between high level attendance and pupil outcomes. Bredon's attendance policy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal school procedures do not result in good attendance, a range of further measures have to be considered.



### **Aims of the Policy**

- For all pupils to achieve 100% attendance
- To raise the profile of the importance of a high level of attendance among pupils, parents and staff
- To outline a procedure for monitoring attendance and punctuality and intervention strategies.
- To eradicate persistent lateness and promote punctuality

### **Attendance Practice**

Improving attendance is a whole school initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, pupils and all members of school staff.

Green Group	No concern 97-100%
Yellow Group	Concern 93-96.9%
Amber Group	Risk if Underachievement 90-92.9%
Pink Group	Severe Risk of 75-89.9% Underachievement
Red Group	Extreme Concern 0-74.9%

### **Positive Reinforcement**

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, Bredon uses a range of rewards and positive reinforcement strategies. As appropriate to pupil age these include:

- Mention in assemblies
- Special awards
- Highlighting in House Time



## **Attendance Monitoring and Intervention**

As evident from the attendance chart, Bredon has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern. In summary these are as follows:

- Good attendance will continue to receive positive reinforcement in assemblies
- Green and yellow – the tutor has responsibility for praising pupils in the Green group for high attendance and encouraging and supporting improvement for pupils in the Yellow group through monitoring, dialogue with the pupil and recognising improvement
- Amber, Pink and Red – The Deputy Head Academic or Senior Deputy Head and Housemaster/tutor will work with parents/guardians to improve the attendance of the pupils in the Amber, Pink and Red group

To support this process the Senior Deputy Head regularly meets with Housemasters during which all pupils are monitored and banded in relation to their attendance percentage. In these routine meetings the attendance of pupils whose attendance is in the red, pink or amber groups and those whose attendance is declining will be reviewed. A series of actions to support improvement will be agreed, delegated and recorded.

## **Authorised and unauthorised absence**

If a pupil is absent from Bredon, it is vital that a parent or guardian contacts the school at the earliest opportunity to provide a sufficient reason for the absence. This should be by telephone or email on the day of the absence.

Absence can only be authorised when there is good cause. If a pupil is absent from school and no notification has been received, parents/guardians will be contacted on the day of the absence. If no sufficient reason for absence is provided, attendance will be recorded as unauthorised.

## **Lateness**

It is Bredon's responsibility to provide the best education possible. This can only be achieved if pupils attend regularly and punctually. Bredon expects all pupils to arrive at school, registrations and lessons on time. A pupil is deemed late if they arrive at school after 8.40am. Poor punctuality is not acceptable. A pupil arriving late will disrupt not only their own continuity of learning but also that of others. An increase in lateness or patterns of lateness over a period of time will result in further follow up investigation and action, including contacting parents and guardians for an explanation.

## **Avoiding holidays and appointments during term time**

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In order to maximise individual achievement, parents or guardians should avoid making routine appointments for pupils during the school day or taking family holidays during term time. If it is unavoidable that you should need to take your child out of school during term time then prior consent from the Headmaster should be sought.

### **Compassionate leave**

A parent or guardian wishing to apply for compassionate leave for a pupil should apply in writing to the Headmaster.

### **Supporting and working with parents**

In order to support parents in meeting their legal requirements and to maximise individual pupil attendance, Bredon seeks to keep parents/guardians informed of their child's attendance and to actively involve parents on attendance issues. Methods include:

- Unexplained/unaccounted for absences – phone call or email asking for reasons
- Review all pupils whose attendance below 95%
- Parental meetings
- Active involvement by pastoral staff
- Opportunity to talk to tutor/Housemaster at Parents' Evenings

### **Monitoring, Evaluation and Review**

Working in collaboration with the school leadership team, the Senior Deputy Head will monitor the implementation and effectiveness of this policy, review it termly and submit a report to the Governors. The policy will be promoted and implemented throughout Bredon.

### **Responsibilities**

#### **The Governing Body will:**

- receive reports from the Senior Deputy Head
- review the working of the policy in the light of the Senior Deputy Head report
- ensure that the policy is promoted and implemented throughout the school and is known by the parents by being published on the school website

### **The Headmaster will:**

- receive weekly attendance reports from the Senior Deputy Head
- review the working of the policy in the light of the Senior Deputy Head report

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- ensure that the policy is promoted and implemented throughout the school and is known by the parents by being published on the school website
- determine (in collaboration with relevant senior staff) whether to authorise any proposed compassionate leave absences requested in writing, or absences which have taken place for which no request was made

### **The Senior Deputy Head will:**

- set attendance targets as part of the School Evaluation Document and target-setting process
- monitor progress of attendance targets
- ensure that strategies are in place to promote and implement the policy throughout the school
- initiate appropriate staff strategies to improve attendance
- arrange appropriate training for staff
- deal with issues of inadequate registering
- liaise with the appropriate bodies (including the Local Authority agencies) over persistent absentees through the SENCO
- make regular reports with statistics to the Headmaster

### **The Senior Deputy Head/ Deputy Heads will also:**

- reward good attendance
- oversee the attendance arrangements
- work with all staff to ensure the efficient running of the system
- make periodic checks of the registers to monitor pupil absence
- ensure that unaccounted-for absences are followed up by getting in touch with parents/guardians (if there is reasonable concern about a child's welfare, the Senior Deputy Head will decide what action to take including informing the relevant local authority agency)
- keep the Headmaster informed of the progress of the policies
- advise the Headmaster on any strategies which could be initiated or improved

### **Reception will:**

- input/check daily attendance figures
- contact parents on the pupil's first day of absence after registration has closed updating the system throughout the day
- ensure that all pupil absences are noted and absence notes received from

- parents
- make regular checks on the efficiency of the registering and report any due concerns to the Senior Deputy Head
  - ensure that all suspected truancy is reported to the Senior Deputy Head
  - liaise with the Senior Deputy Head on the efficiency of the system ● liaise with the Senior Deputy Head over training needs
  - inform the Senior Deputy Head of reasons for pupil absence ● alert the Senior Deputy Head to patterns of absence and truancy

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- pass on child protection concerns

**Tutors and teachers (with the full support of Housemasters) will:**

- monitor and support pupils in the Green and Yellow group
- ensure that pupils are registered accurately
- ensure that pupils bring absence notes or parents send an email and that these are passed to Reception
- identify patterns of absence which may be significant and report to Senior Deputy Head
- encourage and praise pupils with good attendance records
- keep the Senior Deputy Head informed of any signs of suspected truancy and inform them of any possible underlying problems which may account for absences
- inform Reception of the names of pupils who are absent without notification from their lessons
- in the event of a power failure and the internet connection and Schoolbase being disabled, tutors will send a paper copy of their AM and PM registrations to Main Reception with a pupil runner before the end of each registration period
- and teachers will inform the Pastoral Office and/or Senior Deputy Head of every pupil not present in their particular lesson, again by means of a pupil runner

**Parents are required to:**

- ensure their children attend regularly unless they are ill or have an authorised absence ('attending regularly' means registering before the attendance register is closed for the session)
- inform the school of their child's absence on the first day of non-attendance or as soon as possible thereafter, ideally using the dedicated "absence line" ● communicate further with the school if child's absence is longer than one day ● respond to any requests for information from school regarding their child's absence
- not take holidays in term time without prior consent from the Headmaster
- make any request for compassionate leave in writing to the Headmaster

### **Pupils are required to:**

- attend regularly unless they are ill or have an authorised absence ('attending regularly' means registering before the attendance register is closed for the session)
- if they have been absent bring an explanatory note from parents/guardians on the day of return to school if no email has been received from parents/guardians
- sign in at Reception if late for the school day

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- attend all lessons and be in the correct place specified on their timetable

### **Taking the register**

**Registration is carried out at the beginning of each day and after lunch using the Electronic Register on Schoolbase. Registers are marked using a set code so that reasons for absence can be quickly established. A high standard of marking is regarded as essential. Staff are regularly given updated instructions on the marking of registers. Class teachers are required to take a register within the first 10 minutes of each lesson.**

Pupils must have their attendance registered twice per day. It is the practice of this school to register ALL pupils every session. In addition all teaching staff must check that the pupils timetabled to be in their lessons are present for each session. The register must record whether the pupil is present, absent or attending an approved educational activity.

An 'approved educational activity' is defined as:

- one taking place off the school premises
- approved by a person authorised by the Headmaster (or appropriate Senior Deputy Head / Deputy)
- supervised by a person approved by the Headmaster
- of an educational nature, including work experience, field trips and educational visits
- Link Courses when pupils attend an FE college for part of their time
- pupils receive part of their education off-site while remaining on roll and under school supervision (e.g., sick pupils being taught at home), or attending an approved sporting activity

When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

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