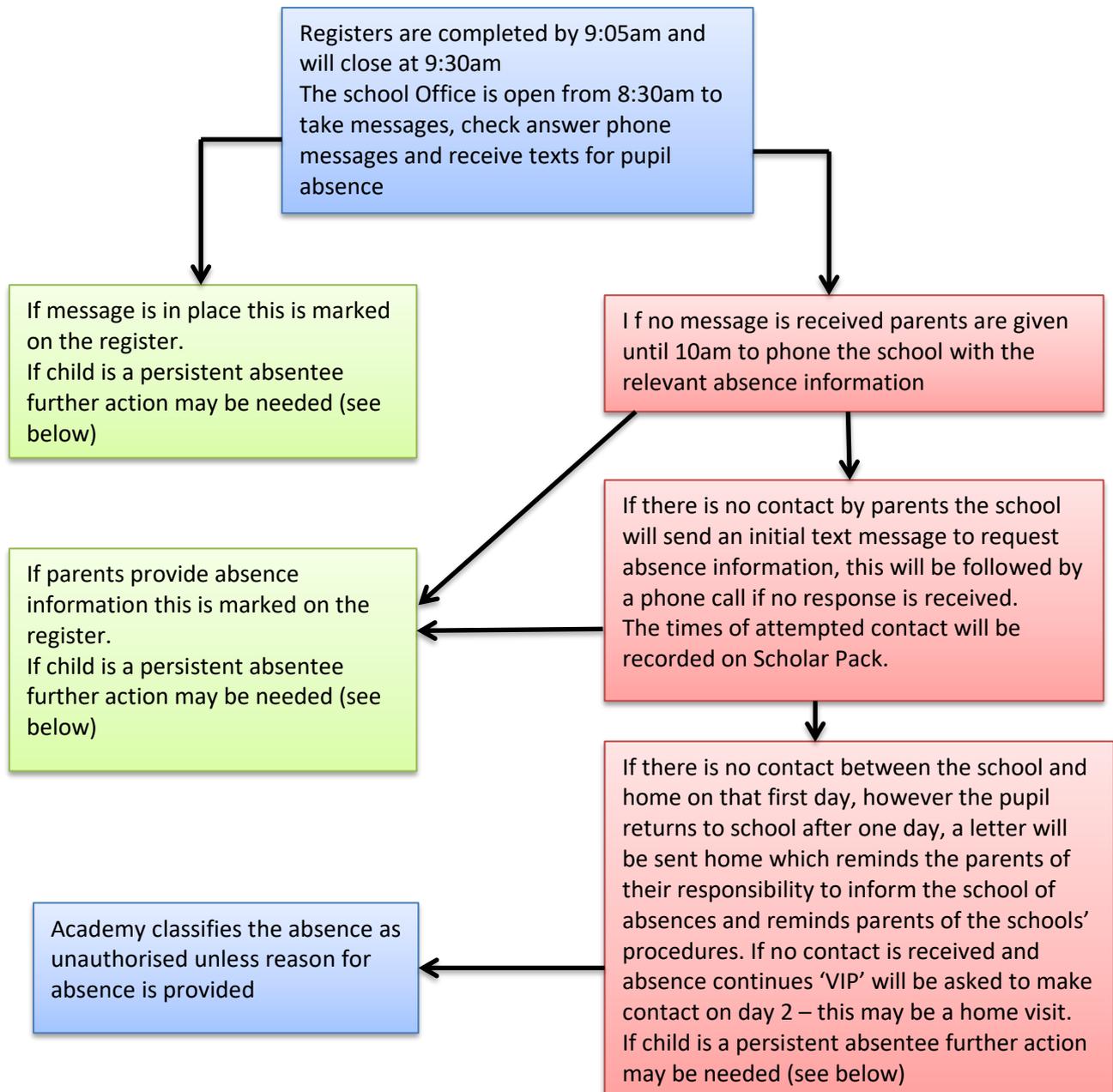


At Bursley Academy we understand the positive impact good attendance and punctual arrival has on the learning of every pupil. The following protocols are in place to support good attendance and punctual arrival in school.

Day 1 response to absence:



Parents are asked to provide the school with key information:

- Reasons for absence
- Length of time absence will last ---- if absence lasts for longer than this period the Academy will request further information from the parent.
- If a child is absent for a period of one week or more without clear medical reasons the class teacher will make an appointment with the parent to discuss the absence and if any support can be offered.
- Discussions with VIP will occur as needed to review possible actions for individual pupils.

The school will advise parents on lengths of time their child needs to be off if particular medical issues are raised.

An ongoing absence spreadsheet is maintained. This is discussed with VIP to identify any areas/actions which are required as a school or for individual pupils.

Parents/carers are informed by letter if their child's yearly attendance falls below 90%. This will be a standard letter that reminds the parents of their legal responsibility to ensure pupil attendance.

If a child's absence level does not show an improvement and continues to cause concern, without good reason, or shows improvement and then declines again, the child/family are classified as at risk, at this point VIP would support actions required to improve the pupils attendance

VIP will monitor the school attendance register at regular points throughout the year and will offer an attendance clinic as well as late arrival checks to support families with attendance issues as well as work with individual families where the pupils attendance record is below 90%

If absence levels do not improve and parents are claiming medical reasons for the absence parents will be informed that absence will only be authorised for medical reasons if they provide a doctor's note.

If absence levels improve the child will be taken off the monitoring list.

If absence levels remain low then further action will be taken through VIP in line with DFE guidance. Please see the following section 'Legal Sanctions' and the schools full attendance policy for further information

The children's absence record will be shared with parents. Each term parents will also receive a letter explaining which attendance band their child is working within. (see letters)

Legal sanctions:

Penalty Notices may be considered appropriate if one of following criteria are met:

- At least 20 sessions (10 school days) lost due to unauthorised absence during the current and previous term. These absences do not need to be consecutive.

- Unauthorised absences of at least 10 sessions (5 school days) where two or more sessions are due to a leave of absence (inc. holiday related) in term time not agreed by the Headteacher. These absences do not need to be consecutive and the period for calculating these ten sessions will be based on the previous three school terms.
- Persistent late arrival at school, i.e. after the register has closed, in the current and previous term. "Persistent" means at least 10 sessions of late arrival.

Late arrivals:

1. If a child arrives late for school (after 9.05am) they will be recorded as an 'L' on the register.
2. After 9:30 am a child will receive a 'u' mark on the register and will be counted as an absence for that school session
3. The appropriate adjustment will be made to the register to indicate when a child arrives in school.
4. If the child is persistently late a note will be sent home to parents and parents will be invited in to discuss the issue.
5. At this meeting it will be discussed that if there is not an improvement in the level of late arrivals the pupil may be required to make up the time in after school detention sessions.
6. SPECIAL CIRCUMSTANCES WILL BE CONSIDERED IF THE SCHOOL IS AWARE OF THESE IN ADVANCE.

Rewarding attendance:

As a school community we feel it is important to reward not only those children who have persistently high or full attendance but also those children who have made significant steps to improving their attendance. As such we have divided attendance into bands:

100%
98%+
95%+
90%+
85%+

Each term the children classified in the 100% band will receive a Gold Certificate

Children in the 98%+ bracket will receive an A5 certificate of attendance

At the end of the year children who have managed 100% attendance will receive a special certificate to recognise their achievement.

Children in the 98%+ bracket will receive a certificate in recognition of their good attendance.

Children who have managed significant and sustained improvements in their attendance will also receive a certificate.

Short Term attendance initiatives:

1. Monthly class attendance figures are published as a display (these are shared during the relevant celebration assembly) and the class with the best monthly attendance will be able to attend school in their own clothes the following Monday.
2. Monitoring of attendance takes place on a regular basis.