

Bede Academy



Attendance Policy

*“I have come that they may have life, and have it to the full”
John 10:10*

Introduction

At Bede Academy we strive to provide a welcoming, caring environment where each student feels safe, secure and has a real sense of belonging. For each student to achieve their true potential, a high level of attendance and punctuality is essential. We work to ensure that all students are able to achieve their personal best including maintaining excellent attendance and punctuality to the academy by working in partnership with students, families and external agencies.

Students should aim to attend the academy every day and to be punctual to all lessons, including morning tutor time. There is a clear link between attendance and academic attainment, both at a national level and at Bede Academy. Research, released by the Department for Education (DfE) in 2016, showed that ‘overall absence had a negative link to attainment, with every extra day missed associated with a lower chance of achieving 5 or more good GCSEs’ (Read more here: [Just one day off can hamper children’s life chances](#))

- 90% attendance means a student is missing the equivalent of ½ day of education every week
- A student with 80% attendance all the way through secondary school (5 academic years) is missing the equivalent of a whole year of education.
- Students with 100% attendance are 1.5 times more likely to achieve 5+ good GCSEs’s or equivalent and 2.8 times more likely to achieve 5+ good GCSE’s or equivalent than students with attendance between 80-85%.

Attendance at the academy is also an essential part of a student’s character development and personal growth and as such the benefits of excellent attendance should be reinforced by academy staff and families. Students with excellent attendance benefit greatly from the established routines, settle well into peer groups and form strong, positive relationships with other students.

Bede Academy has both a legal right and a responsibility to ensure that students have excellent attendance and that absence is only approved in exceptional and unavoidable cases, as set out in guidance provided by the government. For this reason, attendance is expected at every session of the academic year except in the case of illness or when an absence has been authorised by the Principal. In line with statutory guidance, we do not expect our students to take holidays during term time and attendance at all sessions, regardless of lessons or activities, is compulsory. Persistent absence (less than 90%), apart from medical grounds, will result in substantial intervention by the academy and may lead to legal action.

This policy outlines the responsibilities relating to school attendance; the procedures that the academy has in place to monitor student attendance; improve student attendance and recognise when student attendance has improved or is exemplary.

Linked policies:

[Behaviour and Discipline Policy](#)

[Safeguarding and Child Protection Policy](#)

[Safeguarding Delivery Plan](#)

[Safeguarding Summary](#)

Responsibilities

Students:

- Aim for 100% attendance
- Arrive at the academy in good time to be on their tutor line by 8.25am (secondary), 8.45am EY and KS1 and 8.55am KS2 (*secondary students arriving to the academy after 8.25am will be awarded an L mark and will serve a same day detention at the end of the academy day (see tariff table below). Persistent lateness to the academy will result in a punctuality concern plan being put in place to improve punctuality.*)
- Actively seek to arrange medical appointments outside of academy hours (*see procedures for absence below*)

Parent/Carer:

Section 444 of the Education Act 1996 states that it is the parents' responsibility to ensure that their child attends school regularly and punctually. Failure to do so is an offence punishable by law. To ensure that students have the best possible attendance to the academy we expect parents to:

- Inform the academy by telephone (01670 545111) on the first morning of any absence before 8:30am and call every day of absence to provide an update.
- Inform the academy of the anticipated return date due to absence and continue to contact the academy if this changes.
- Provide a medical note for absences longer than 5 days.
- Ensure that their child gets to school on time.
- Ensure that their child catches up on missed work to avoid 'gaps' in their knowledge.
- Not take family holidays during term time (see further guidance below).
- Attend all academy meetings as requested or contact the academy to re-arrange.
- Avoid requesting leave of absence during term time.
- Attend any necessary meetings and respond as quickly as possible to any letters and information about their child's attendance.
- Support their child to meet their responsibilities outlined above by reading their study file each weekend and signing this. This will show their child's school attendance each week and will show if any late marks have been received.

Academy:

- Encourage punctuality and good attendance as part of safeguarding practice.
- Ensure that all students and parents understand the issues and procedures for attendance through clear policies and procedures for recording, supporting and improving student attendance.
- Contact parents on the first day if there is unexplained absence.
- Put in place support where a student's attendance needs to improve, working in partnership with parents. In serious cases of non-attendance this may mean issuing fixed penalty notices and starting the attendance improvement process (see below).
- Meet students in the academy to discuss any issues that may be negatively impacting upon their academy attendance.
- Liaise with the Local Authority where necessary for students with poor attendance who may need additional support.
- Ensure that all staff including administrative, support and non-teaching staff as well as governors understand the issues and procedures for registration and attendance.
- Determine the correct absence code following Department for Education guidelines.

The Local Authority

It is the responsibility of the Local Authority to ensure that all parents fulfil this responsibility. The Local Authority has the authority to issue penalty notices and to seek prosecution through the Magistrates Court where parents fail to fulfil this obligation.

Procedure if a student is absent

(a) Illness

If a student is going to be unexpectedly absent for a day due to illness or for any other reason, their parent/carer should telephone the appropriate Attendance Officer at the academy before 8:30am. This needs to happen every day a student is absent where authorisation has not been agreed prior to the absence.

Secondary

Mrs J Burt (Attendance Officer - Secondary)

Telephone: 01670 545 111, option 2

Email: jburt@bedeacademy.org.uk

Primary

Mrs R Soulsby (Attendance Officer - Primary)

Telephone: 01670 545 111, option 1

Email: rsoulsby@bedeacademy.org.uk

(b) Appointments (including medical)

Parents should make every effort to book medical (or other) appointments outside of academy hours, at weekends or in holiday time. Where a routine appointment must take place during academy hours, it should be after 2:00pm. Students will not normally be allowed to leave the academy for routine appointments before 2:00pm. Within the secondary, tutors will be able to issue exeats for after 2:00pm, but any request for an appointment before this time will be referred by tutors to the Head of House who will most likely refuse to authorise the absence. These will be authorised in primary by the Head of Primary Years.

Orthodontist and hospital appointments, driving tests and music exams before 2:00pm can be authorised by the tutor in the secondary and the attendance officer in the primary as the academy recognises that it is not usually possible to have influence over the timing of these appointments. In all cases evidence must be provided to support the request for an exeat and if the academy has a concern regarding the validity of this request parents will be contacted before the student is permitted to leave the premises.

All students, other than those in the sixth form, must be collected from the academy to be taken to an appointment.

(c) Absence to celebrate or commemorate a religious holiday or festival

A letter requesting time off must be submitted to the Principal/Head of Primary Years at least two days before the requested dates. They have the final decision as to whether this absence is recorded as authorised or unauthorised. If the student is absent and submits the letter after the event, or if the student does not attend the academy despite the absence being unauthorised, the absence may be recorded as unauthorised or as parentally condoned truancy.

(d) Request for leave of absence (including term time holidays)

If there are exceptional circumstances that parents feel merit their child missing days at the academy, for reasons other than those outlined above, they must complete the leave of absence request form (Appendix 1) at least two weeks in advance, requesting absence from the academy. Only absence requests that the academy deems appropriate will be authorised by the Head of Primary Years or Vice Principal or Principal at the secondary.

Parents/Carers should take note of the important information below before making a request for a leave of absence during term time:

The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time. The Law allows the Principal to consider individual requests to authorise a leave of absence **only in exceptional circumstances**.

In considering any request to authorise a leave of absence during term time, the Principal must be satisfied that there are **exceptional circumstances** to justify an authorised absence. It is the parent's responsibility when submitting a request to provide all information and evidence to prove **exceptional circumstances**.

A request for authorised leave of absence must be made well in advance and at least two weeks prior to the first day of absence. The Principal may invite the parent into the academy to discuss the request before a decision is made, and any decision will take into account the child's attendance at the academy.

If, having refused a request for leave of absence and the child is absent and recorded as unauthorised, the Principal may have to refer the matter to the Local Authority requesting that a Penalty Notice be issued.

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period, the Local Authority may prosecute for the offence to which the Notice applies.

Each parent may be issued with a Penalty Notice in respect of each child:

- Failure to pay the penalty due will result in prosecution before the Magistrates Court.
- Prosecution under Section 444 (1) Education Act (1996) where if convicted you may be fined up to £1,000.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or three months' imprisonment.

Punctuality

Why does my child need to be punctual?

If your child arrives late:

- The rest of the class are settled and ready for learning but your child is not.
- Your child may have missed a key learning point.
- Your child interrupts the learning of other students whilst the teacher has to settle your child into the classroom and the lesson.

What if my child arrives late?

He/she will need to sign in at the Main Reception in order to explain the reason for his/her lateness. The Attendance Officer will be informed and sanctions will be put in place if needed.

If parents are aware of the lateness a letter explaining the reason for it is required when the student arrives at the academy.

Please note that frequent lateness will be investigated by the Attendance Officer and may involve students spending time at the academy during holidays. (Bede North only)

If students are late to the academy, without good reason, the following staged sanctions will apply (Bede North only):

1st late of a half term – 15 minute same day detention

2nd late of a half term – 30 minute same day detention

3rd late of a half term – 45 minute same day detention

4th late of a half term – 60 minute same day detention and a meeting with Head of House

5th late of a half term – 90 minute detention

6th late of a half term – 2 hour detention and a meeting with the Assistant Vice Principal

At each stage, parents will be informed via e-mail.

Categorisation of Absence

Any student who is on roll but is not present in the academy must be recorded within one of these categories:

- **Unauthorised Absence** (No reason provided, or absence deemed invalid) – this includes arriving in the academy late after registers have closed at 9.30am.
- **Authorised Absence** (absence deemed valid, such as illness)
- **Approved Educational Activity** (supervised educational activity undertaken off site but with academy approval.) This includes:
 - Work experience placements
 - Field trips and educational visits
 - Sporting activities
 - Other education activity authorised by the Principal

- **Truancy** is an unauthorised absence from a lesson or for the entire academy day. These absences do not have formal approval and are against the law. If a student is found to be truanting from a lesson but is still on the academy premises, he/she will be referred to their Head of House. The reasons for this will be investigated and appropriate action taken (time missed will be doubled and made up after the academy day). If a student truanting for a full or part of the academy day, the student will be expected to make up the time missed by attending the academy for a day in the school holidays. In certain cases, particularly when a student is already an attendance concern, this may lead to an immediate referral to the Legal Intervention Team (LIT). This may also be the case for unauthorised absences, such as holidays taken during term time.

Details on Penalty Notices

Penalty notices were introduced by the Anti-Social Behaviour Act (2003) as an alternative to prosecution. They do not require an appearance in court. A penalty notice may be issued if:

- Parents fail to ensure their child regularly attends school;
- Parents take a child out of school during term time without permission;
- A child is persistently late for school after registration closes (9:30am);
- Penalty notices are £60 if paid within the first 21 days or £120 if payment is between 21 and 28 days.

Failure to pay a penalty notice will result in the local authority commencing proceedings in the Magistrate's Court.

Children missing in education

If it is believed that a student has left the area, and this has not been confirmed by a parent/carer through appropriate contact, the student will be considered a child missing in education (CME). Any student, for whom no contact has been made between home and the academy, for ten consecutive school days, will also be considered CME. Throughout the ten-day absence the academy will endeavour to contact parents/carers in a range of ways: text alert, phone call, home visits, calling cards left at the residence, speaking to neighbours of the family if the residence looks unoccupied etc. Where a child is absent from the academy for more than 10 consecutive days the Local Authority (LA) will be informed, who may work in partnership with the police to locate the student.

The Attendance Improvement Process

We recognise and promote good attendance at regular intervals throughout the academic year in the following ways:

- Weekly tutor monitoring of attendance reviewing year to date and weekly attendance
- House Point recognition for students with weekly 100% attendance and punctuality
- Improved attendance certificates when student's attendance improves over a 6-week period
- Termly 100% attendance certificates
- Tutor group and House attendance league reviewed termly during academy assemblies
- Weekly and termly rewards for the highest attending tutor groups

When a student's attendance becomes a cause for concern the following actions will be taken to support the student and their family to improve attendance at the following stages:

- Stage 1 Students with attendance under 95% at the end of a half term**
- Notification of concern letter is sent to the parents
 - The student will meet with their Head of House to discuss reasons for absence (Secondary Only)
- Stage 2 Students with attendance under 92% at the end of a half term**
- Notification of concern letter is sent to the parents
 - The student and parent will meet with their Head of House (Secondary) or Key Stage Phase Lead (Primary) to discuss reasons for absence
- Stage 3 Students with attendance under 90% at the end of a half term**
- Notification of concern letter is sent to the parents
 - The student and parent will meet with an Assistant Vice Principal
 - Parent contract will be initiated and a four-week monitoring process will begin, a letter summarising the Stage 3 meeting will be sent to the parents
- Stage 4 Students with attendance under 85% at the end of the term**
- Notification of concern letter is sent to the parents
 - The student and parent will meet with the Vice Principal (Secondary) or Head of Primary Years (Primary)
 - Parent contract will be reviewed and may lead to further monitoring or a referral to the Local Authority (penalty notice/prosecution)
- Stage 5 Local Authority instigates sanctions/proceedings**
- The academy will continue to work with the family, maintaining regular contact and offering support.
 - Local Authority sanctions can include fines of up to £2500 and custodial sentences of up to 3 months if attendance fails to improve

This is caveated by the fact that some students will have absences that are understandable and justifiable, either through serious medical/health issues, or because of authorised absences. It is the role of the Attendance Officers and the Assistant Vice Principal (Pastoral) to ensure that letters are not sent out incorrectly to students who do not merit being an attendance concern.



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Appendix 1 - Leave of Absence during Term Time

The 2013 amendments to the 2006 Regulations explain clearly that schools may not grant any leave of absence during term time unless there are **exceptional circumstances**.

If you consider you require leave of absence for exceptional circumstances, you should request permission from the academy at least two weeks in advance of any absence by completing the form below:

Name of student:	
Tutor group:	
Date of birth:	
Address:	
Contact number:	

Details of request for absence for **exceptional circumstances**:

First date of absence:	
Date of return to the academy:	
Total number of school days missed:	

Please fully explain below the **exceptional circumstances** relating to your request for leave of absence (you may wish to provide evidence/supplementary information):

Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, penalty notices and prosecution detailed in the Attendance Policy. I am aware that this absence may not be authorised and of the procedures outlined in the Attendance Policy regarding missed school time and measures to improve attendance.

(All parents with parental responsibility must include details below and sign)

	Parent 1	Parent 2
Full Name		
Date of Birth		
Signature		
Date		



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Appendix 1 - Leave of Absence during Term Time

**TO BE COMPLETED BY
BEDE ACADEMY STAFF**

Stage 1: To be completed by the Attendance Officer

Current attendance (year to date):	
Number of days missed to unauthorised absence (year to date):	
Previous year's attendance:	
Is this student currently being monitored through the Attendance Improvement Process? <i>If so at which stage is the student currently being monitored at?</i>	
Request for leave of absence to be reviewed by:	<input type="checkbox"/> Assistant Vice Principal: up to a week <input type="checkbox"/> Vice Principal: over a week

Stage 2: To be completed by AVP/VP

Leave of absence request approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of reviewer:	
Date:	

Stage 3: Confirmation letter sent to parent/carer by Pastoral Administrator

Confirmation letter sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Appendix 2 - Monitoring, Accountability and Responsibilities

Accountability

The Assistant Vice Principal (Pastoral) is accountable to the Principal for overall academy attendance including gaps within subgroups of students' attendance. Although several academy staff have specific responsibilities relating to attendance, every member of teaching and classroom/administrative support staff are responsible for ensuring that the importance of good attendance to school is reiterated repeatedly to students and their families. Recording and monitoring attendance is also a key function of our safeguarding duty and as a result all staff should understand their individual roles and responsibilities relating to attendance.

Roles and Responsibilities

The following procedures should be carried out daily to ensure that attendance of students is recorded accurately and that all students are safe. It is the responsibility of the attendance officer only to make amendments to attendance register records except in the following circumstances:

- A teacher amends a record from N to L if a student arrives late to lesson and logs the minutes late
- A teacher amends a record from N to / (present) if a student arrives late to lesson with a valid reason: e.g. appointment/meeting

Ensuring students are safe is everyone's responsibility and specific responsibilities regarding daily attendance are outlined below:

1. Classroom teacher

- Take an accurate register for each lesson within the first 5 minutes of the lesson starting using Bromcom.
- If a student arrives late to lesson, change the registration to L late. If the student had a valid reason for lateness, such as an appointment, change the registration to / present.
- Inform 'First Call' via reception where a student has been present in a previous lesson but has not arrived at the current lesson.
- Record any periods of time that students need to spend out of lesson (e.g. toilet visit) in their study file by recording the time and their staff initials.
- Ensure that if students are being taken out of the academy that a register of those students is submitted at least a week before the planned visit via Evolve.

2. Tutor

- Take an accurate AM/PM register within the first 5 minutes of the session starting using Bromcom.
- Close monitoring of attendance weekly by sharing weekly attendance data.
- Ask students to record their individual attendance in their study file each week.
- Discuss absences with students upon their return, report any concerns or barriers to attendance to the Head of House.
- Hand out House Points to students who achieved 100% attendance in the previous week and record on Bromcom.

3. First Call staff (Secondary only)

- Investigate non-attendance to lessons where students have been marked as present previously once reported by classroom teachers.
- Throughout the lesson, actively patrol the corridors and zones to ensure all students are on time to lessons, students out of lessons have their study file signed and return the student to the lesson if this is not the case, confirming with the teacher why the student is out of lesson.



4. Receptionist/Administrative Staff

- When a student arrives late to school **before** the close of registers (9:30am) the following must be completed:
 - Log student as late on the late log with time of arrival and reason provided
 - Record the student as Late to School in the study file using stickers
 - Amend attendance record to reflect students who have arrived late with the reason stated as a comment
- When a student arrives late to school **after** the close of registers (9:30am) complete the above actions but mark the student as U (present but unauthorised late).
- Record students who have signed out with an EXEAT or due to illness in the log

The following members of staff have additional responsibilities in relation to the monitoring and improvement of attendance, their responsibilities are outlined below:

1. Head of House

- Carry out attendance improvement meetings for students whose attendance is a concern (as identified by the attendance officer)
- Ensure Tutors are recording attendance and holding attendance conversations as outlined above.
- Support the Assistant Vice Principal in recognising and rewarding good and improved attendance by handing out improved attendance certificates each half term, holding discussions with students and parents and promoting attendance in house assemblies.

2. Attendance Officer

- Ensure daily attendance procedures are completed accurately and in a timely fashion.
- Contact parents of students recorded as absent without contact.
- Carry out home visits where it has not been possible to contact parents of absent students.
- Carry out home visits where there are ongoing attendance concerns or where a student has been absent for a prolonged period due to illness.
- Issue daily attendance report to the Assistant Vice Principal and Heads of House including the list of unauthorised absences for that day.
- Identify students at risk of PA (as per attendance improvement process) through intensive monitoring and tracking and inform parents of concern via letters.
- Ensure attendance meetings are organised by the Heads of House and Assistant Vice Principal by informing them when triggers have been hit
- Process leave of absence request forms and send letters informing parents of the outcome of the request.
- Refer any student absent from school without contact for 10 consecutive days to the local authority as a child missing in education after liaising with the Assistant Vice Principal.
- Refer students and families where appropriate to the Local Authority to process Fixed Penalty Notices and Prosecutions after liaising with the Vice Principal/Principal.

3. Assistant Vice Principal

- Monitor and track academy attendance, attendance of specific groups and vulnerable students.
- Monitor the accurate use of registration codes and attendance procedures so that attendance is accurately recorded and improved through intervention.
- Reward and celebrate good attendance through tutor, house and individual recognition.
- Monitor the completion and accuracy of registers and inform staff where registers are not completed on time or accurately.
- Produce weekly and half-termly reports to share with all stakeholders



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Appendix 2 - Monitoring, Accountability and Responsibilities

Procedures for recording and monitoring daily attendance

These functions are carried out by the attendance officer each day:

1. Check the voicemail and email for absence messages and record the absence and reason on Bromcom. If there is a concern about the validity of the voicemail or email, parents should be contacted by phone to confirm.
2. Record students who are attending educational visits registers on Bromcom as Code V. (The trip register should be sent to the attendance officer before 9.00am)
3. Contact tutors who have not completed their registration register by 8.45am
4. Run an absence report to show all students with an N code after AM registration. Send daily absence email/text message to the parents of all students on the list. For all students where no contact has been made by a parent or guardian make contact via phone call and record reason on Bromcom, changing absence code accordingly (I for Illness, O where no contact is made). Calls must be made to at least 1st and 2nd priority contacts.
5. Record students as late who have signed in at reception late (L before 9:30am, U after 9:30am)
6. Check fire register e-mail has run.
7. Contact schools and alternative provision providers to receive attendance registers where students are educated off site and add attendance on Bromcom (B if attending another school on a managed move, D if dual registered with another school or provider, please see alternative provision overview for confirmation). If contact has not been made before 10.30am, the provider must be contacted as soon as possible.

If students are absent from alternative education the following must be completed as soon as possible:

- Contact 1st and 2nd priority contacts
 - Follow up with an absence letter if no contact is received
 - Inform the Assistant Vice Principal (pastoral) and Assistant Vice Principal (Student Welfare) via email
8. Carry out home visits and leave a calling card if no contact is made. Report any safeguarding concerns to the Assistant Vice Principal (Pastoral) and Assistant Vice Principal (Student Welfare) immediately.
 9. Monitor unauthorised absence that extends beyond 3 days and inform the Assistant Vice Principal if students continue to be absent without contact beyond 5 days.
 10. Prepare monitoring reports and lists as appropriate including notifying staff of when trigger points have been met (see below).



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Appendix 2 - Monitoring, Accountability and Responsibilities

Monitoring of attendance data

The table below outlines the procedures in place for monitoring attendance, the frequency and the person responsible.

Frequency	Procedure	Responsible	Shared with
Daily	Attendance report produced showing academy attendance, year group attendance, subgroup attendance including PP, SEND, EHCP, gender	Attendance Officer (via Bromcom report)	AVP (Pastoral) Heads of House
	Alternative Provision attendance report produced showing daily attendance of students who attend other schools as a Managed Move or AP providers	Attendance Officer (via Bromcom report)	AVP (Pastoral) AVP (Student Welfare)
	Individual student absence list produced showing students who are absent, reason provided, current attendance and if they are subject to the attendance improvement process. In cases where no reason has been provided/contact made by a parent carer this is highlighted to allow follow up calls	Attendance Officer (via Bromcom report)	AVP (Pastoral)
Weekly	Pastoral Weekly Report that includes all attendance and persistent absence data	AVP (Pastoral)	All Staff and students
	List of students reaching trigger points produced (under 85%, 90%, 92%,95%) with stage of attendance improvement process identified (weekly data will not always lead to a student moving stage on the attendance improvement process)	Attendance Officer (via Bromcom report)	AVP (Pastoral) Heads of House
Monthly	CME return	AVP (Pastoral)	Local Authority
Half Termly	Attendance dashboard report produced showing overall data, trends, improvements and areas of concern, impact of attendance improvement process	AVP (Pastoral)	SLT Heads of House
	Review of all students who are subject to attendance improvement process showing attendance over time. List of students meeting trigger points at the end of the half term with actions identified	Attendance Officer	AVP (Pastoral) Heads of House
	Governors' report	AVP (Pastoral)	Governors



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Appendix 3 - Attendance Improvement Process – Meeting Record

Student Name		D.O.B.	
Year Group/Tutor			

Attendees:	
Apologies/absent from meeting:	

Current attendance year to date (%):		Attendance at previous meeting if applicable (%):	
<i>A copy of an up to date record from Bromcom should accompany this record</i>			

Relevant background

Discuss reasons for absence with the parent/carer and student, this may include reasons for lateness. Have steps already been taken to support attendance to improve?



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Appendix 3 - Attendance Improvement Process – Meeting Record

Agreed academy actions

What will the academy do to support the student to improve his/her attendance?

Agreed parental actions

What will the parent/carer do to support the student to improve his/her attendance?

Agreed pupil actions

What will the student do to support them to improve his/her attendance?

Identified target

Realistic and time related

Review

Attendance will be reviewed and monitored by the Attendance Officer each week. If there is a significant cause for concern a review meeting may be called and the student may be moved to the next stage of the Attendance Improvement Process. If improvement continues to be made and the targets are achieved a review meeting will be held at the end of the next half term.



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Appendix 4 - Attendance Improvement Process – Attendance Contract

Student Name	
Year Group/Tutor	

Date of Meeting		Time:	
Attendees			

Attendance Contract:

- *The student will arrive at the academy by 8.25am every day*
- *The student will attend all lessons as per their timetable*
- *If absent as a result of genuine illness the parent will inform the academy on the first day of absence before 8.15am and provide medical evidence to support this (evidence of GP appointment etc).*
- *If there are any issues preventing the student from attending that are not related to illness the parent will inform the academy immediately so that appropriate support can be put in place.*
- *Failure to comply with this contract will result in a letter being sent to the parent outlining the concern. Further breaches would result in a further meeting being held.*
- *Failure to comply along with continued poor attendance may result in a referral to the Local Authority for additional sanctions which may include a penalty notice/prosecution.*

Additional agreements between parent and academy that meet the individual needs of the student:

Date and time for review meeting	
I confirm that this attendance contract was agreed by all present	
Student signature	
Parent signature	
Academy representative	
Other agency	



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Appendix 5 - COVID-19 Attendance Policy Addendum

This addendum has been updated in line with the government's transition to living with COVID-19

Attendance Expectations

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

Not attending in circumstances relating to COVID-19

In line with the government's transition to living with COVID-19, the academy will no longer record students who do not attend for reasons related to COVID-19 using Code X. Students with symptoms of COVID-19 are no longer advised to get a test, and any absence with symptoms will be recorded using Code I (illness)

Students who have symptoms or a positive test for COVID-19

Students who have symptoms of COVID-19 should follow the latest government guidance about when they should stay at home. *The academy is currently asking students who test positive for COVID-19 to remain at home for 3 days.*

Remote education

If a student is not attending the academy due to circumstances related to coronavirus (COVID-19), the academy will provide access to remote education when the student is feeling well enough to access the work; this will be done through the use of Microsoft Teams. Any parents with any access issues should contact academicteam@bedeacademy.org.uk who will try to resolve any issues.