

# Student Attendance Policy

**Bolder Academy**

390 London Road, Isleworth, Middlesex TW7 5AJ  
Registered in England and Wales No: 08932893  
Student Attendance Policy V2

<b>This policy is called:</b>	<b>Student Attendance Policy</b>
<b>It applies to:</b>	All staff, governors and visitors to Bolder Academy
<b>Person responsible for its revision:</b>	Headteacher
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## **Introduction**

Bolder Academy believes that good attendance and punctuality have a part to play in ensuring that all students fulfil our three core values:

### **STRONG**

There is a clear link between good attendance and academic achievement.

### **KIND**

Good attendance has a significant welfare role in helping to keep children safe.

### **BRAVE**

Maintaining good attendance demonstrates a great attitude and that students are highly motivated and eager to succeed in life beyond Bolder Academy.

The Governing Board and Academy expect 100% attendance, and indeed many of our students manage this. They do understand that from time to time students fall ill and cannot attend school. However, the Governing Board also recognises that when attendance falls below 96%, a student's ability to achieve at the expected rate is unduly affected.

**ADDENDUM:** The quick reference guide in **Appendix 9** provides clarification regarding absences related to coronavirus (COVID-19) from 24 August 2020, for use in the 2020 to 2021 academic year. The guide should be read in conjunction with the wider Attendance Policy, which gives advice on other usual attendance duties and processes that remain in force.

## **The Academy Day**

Students are expected to attend Academy between the core times of:

- 8.45am to 3.45pm Monday to Thursday
- 8.45am to 1.30pm on Fridays

## **Aims of the Attendance Policy**

The Attendance Policy forms a key part of a suite of policies for managing student welfare including our Behaviour for Learning, Safeguarding and Child Protection, Anti-Bullying and Special Educational Needs and Disabilities policies.

The Attendance Policy reflects an awareness of:

- Students' home backgrounds and community values.
- The need for good communication with parents/carers.

It supports students to:

- Learn effectively.
- Stay healthy and safe.
- Develop good working habits which allow students to progress well into further education, apprenticeships or employment following their time at the Academy.
- Be supported during the transition from KS2-KS3 and onwards as the Academy grows.
- Be supported if admitted to the Academy mid-year.

The policy also provides:

- Consistency in registration procedures and follow up.
- A framework for the analysis of patterns of attendance.
- Strategies to improve attendance for individuals, groups identified at risk and for the whole Academy.

## **Registration**

Students are expected to be on the Academy site by 8.40am giving enough time for them to be ready for the AM registration process, which begins at 8.45am.

A register is taken within the first 10 minutes of every morning form time. Lesson registers are also taken. Registers will be taken by all members of staff within the first 10 minutes of a lesson. Failure to do this will be followed up by a member of the Senior Leadership Team. Persistent breaches will lead to disciplinary action.

## **Celebrating Attendance**

The importance of attendance and the links to progress and outcomes are given a high profile across the whole Academy. Good attendance is celebrated by:

- Recognition of high levels of attendance by tutors and Senior Leaders during tutor time and weekly assemblies.
- House Points awarded for good attendance and punctuality.
- Certificates issued for improved attendance.
- Awards issued for consistently good attendance across set periods of time.
- 100% Attendance – Roll of Honour.
- When attendance increases to a higher threshold (see Appendix 1), students will be issued a certificate during tutor time. Form tutors will also contact home to thank parents/carers for their ongoing support.

### **Late Arrival of a Student**

A student is defined as being late if they arrive after 8.45am.

If a student arrives late to school, they must provide a valid reason to the Attendance Officer (AO). This will then be checked with parents/carers. Traffic conditions will not be accepted as a valid reason for lateness. London traffic's network is congested every day and will cause delays – this time must be factored into the student's morning routine.

Students must arrive by 8.40am in order to start the morning registration process at 8.45am. Students who arrive after the registers have closed may be deemed absent for the morning session and marked as 'N' by the Attendance Officer (AO) unless a valid reason can be provided. If a valid reason cannot be provided, students will be marked as 'L', which will affect their attendance. If students attend a lesson they will receive a registration mark for that lesson.

If a student does not attend afternoon registration they will be marked absent from Academy for the afternoon session with an 'N' placed in the register by the class teacher. This will be followed up by the AO as soon as is practical and the absence classified by the AO.

Students arriving late to the Academy (after 8.45am) are required to report to the Main Office and sign in. A text and/or email will be sent to their parents/carers to inform them that their child was late to Academy where possible (or by telephone where parents/carers have not provided a mobile number).

A parent/carer may accompany their child into the Academy to explain their late arrival, or provide an explanation by email (sent from the parent's email

account) or a signed written explanation.

For unauthorised lateness (i.e. no explanation/evidence provided by the parent/carer) the student will make up this time during the second half of their lunch break. If a student arrives late to school for a second time in the same week, they will be issued an hour detention, which will take place after school on Friday.

Persistent lateness (5 lates or more in a cumulative term or 3 consecutive lates) will result in a Parent/Carer Meeting in school with the Attendance Officer and/or the Senior Leader responsible for attendance, where a Punctuality Support Plan will be created.

If lateness continues, we will make a referral to the Hounslow Education Welfare Officer. A phone call will be made to the parent/carer to inform them of this referral, along with a letter of concern.

## **Absence**

It is the responsibility of parents/carers to telephone or email the Academy before 8.30am on the first day of a student's absence and then every day until the student returns. Parents/carers should email [absence@bolderacademy.co.uk](mailto:absence@bolderacademy.co.uk)

If the Academy is not contacted, the Academy will contact parents/carers. If no reply is received by 10am the AO will phone the parent/carer of the student to establish their whereabouts. This call will be logged in our student safeguarding system CPOMS. If the student cannot be found by 10.30am, the Academy will contact the Hounslow's Educational Welfare Officer for further support.

When a parent/carer fails to report an absence and the AO or Form Tutor have been unable to make contact with a parent or carer by telephone or email and have exhausted all means of contacting them (all attempts will be logged on CPOMS), a home visit will be carried out by a member of the staff.

For students with known vulnerabilities a home visit will usually be done no later than on the second consecutive day of absence (unless they have an allocated social worker who would have already been informed). For all other students a home visit will usually be carried out on the fifth consecutive day of absence.

When attendance falls within certain thresholds, specific actions will be

undertaken by key members of staff, as detailed in **Appendix 1**. Discretion will need to be exercised in some cases, although the thresholds provide the opportunity for these key members of staff to begin their involvement and intervention.

### **Students with an allocated Social Worker and Looked After Children**

On the first day of absence, if no contact can be made with a parent/carer, the AO will inform the social worker. The AO will always inform the social worker at the latest by the second day of every absence.

### **Absence due to Illness/Medical Grounds**

For students absent due to illness or on medical grounds, parents/carers must provide a signed note to the AO explaining the absence on their child's return to Academy. For a period of absence of 5 consecutive days or more, medical evidence must be provided (NHS/Private Medical Certificate or photocopy of prescription, label of bottle).

Medical evidence may also be requested where there are repeated absences, and this has been raised as a concern. Absences will then only be authorised once the evidence has been provided.

### **Absence due to Medical or Dental Appointments**

Medical or dental appointments should be made outside of Academy hours or during Academy holidays. Where an appointment cannot be avoided during the Academy day, evidence must be produced i.e. copy of appointment card or letter at least 3 days in advance in order to authorise the absence

### **Request to Leave the Academy Early**

Leaving the Academy before the end of the core hours represents an absence and is therefore treated in the same way and follows the same procedures as for a leave of absence. A request to leave early may not be authorised by the Academy.

Parents/carers must make a written request at least 3 Academy days in advance using the Authorised Absence Request Form (see template at **Appendix 2**) and this must be returned to the main office.

A decision will be made by the Headteacher within 48 hours of receipt of the

completed Form. Part B of the Authorised Absence Request Form will then be completed and signed by the Headteacher.

A scanned copy of the signed Form will be retained on the student's file and the original returned to the parent/carer by post. Where an email address has been provided a scanned copy will also be sent to the parent/carer by email.

Where the request is granted, a student must sign out at the main office before leaving Academy early. A sign-out card will be given to the student - this must be kept on their person whilst they are outside of school, within school hours.

## **Leave of Absence**

The Governing Board believes that leave of absence during term time should be avoided as it can have a damaging effect on a student's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

The Education (Student Registration) (England) Amendment Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of Academy days a student can be away from Academy if the leave is granted.

With regards to these regulations, the Academy policy is as follows:

- Parents/carers must request leave for exceptional circumstances at least 3 Academy days in advance and ideally as far in advance as possible.
- The request should be made in writing using the Authorised Absence Request Form (see template at **Appendix 2**), which must be returned to the main office.
- Parents/carers should set out as much information as possible to explain why they feel there are exceptional circumstances which make it necessary to take a leave of absence.
- All of the particular circumstances will be taken into account and a decision will be made by the Headteacher within 48 hours of receipt of the completed Form. • Part B of the Authorised Absence Request Form will then be completed and signed by the Headteacher. A scanned copy of the signed Form will be retained on the student's file and the original returned to the parent/carer by post. Where an email address has been provided a scanned copy will also be sent to the parent/carer by email.



## **Term Time Holidays and Unauthorised absence**

All requests for absence related to holidays during term time will be refused and they will be recorded as an unauthorised absence on your child's attendance record.

Any leave of absence that is not authorised may result in a Penalty Notice being issued by the Local Authority to each parent/carer.

## **Failure to Return or Late Return following a School Holiday or a Period of Authorised Absence**

A student returning late following a school holiday or from a period of authorised absence may result in a Penalty Notice being issued to each parent/carer by the Local Authority.

## **Referral to Education Welfare Officer**

Every student's attendance will be **monitored** regularly throughout the academic year. If a student's attendance starts to fall, actions will be triggered at certain thresholds (see **Appendix 1**), including asking parents to attend a meeting, where will ask all parties to sign an Attendance Action Plan (**Appendix 2**).

If a student's attendance continues to fall below 93%, and medical evidence has not been provided to the Academy to support the current level of attendance, a referral will be made to our Education Welfare Officer.

The Education Welfare Officer will arrange a meeting with parents/carers and possibly a home visit to ascertain reasons for irregular attendance, and what support is available to ensure regular attendance.

Following the meeting with the Education Welfare Officer, the expectation is improved attendance. Failure to do so could result in a referral to an outside agency for support i.e. Hounslow Children's Social Care and/or may result in the issuing of a Penalty Notice by the Local Authority and consideration of legal proceedings, which could result in a prosecution and a fine of up to £2500, a community order or a jail sentence of up to 3 months.

## **Sending Students Home**

Should a student become too unwell to remain at the Academy, then a member

of staff, normally the Attendance Officer or member of staff in the main office, will seek authorisation from the on-call member of the Senior Leadership Team to call home and request that the student is collected by a parent/carer.

If a student is to make their own way home, consent must have been obtained from a parent/carer over the phone before students can be released. All students leaving Academy early must sign out at the main office. A sign-out card will be given to the student - this must be kept on their person whilst they are outside of school, within core hours.

## **Academy Registers**

- *Admissions Registers*  
These will be maintained in accordance with The Education (Student Registration) (England) Regulations 2006.
- *Attendance Registers*  
The Academy will maintain AM and PM Registers in accordance with Local Authority guidance and legal requirements/regulations.
- *Deletion from Registers*  
The Academy will maintain all registers in accordance with Local Authority guidance and legal requirements/regulations pertaining to students of compulsory and non-compulsory age. This is outlined in the DfE School Attendance Guidance on The Education (Student Registration) (England) Regulations 2006.
- *Dual Registration*  
Students on dual registration will not be assumed to be attending the alternative education provision: both the Academy and the alternative provider must share attendance information and ensure the safety of the student.
- *Transfer of a student to another Academy*  
The Academy will only remove a student from the Academy register once Bolder has received confirmation from the new school that the student is now attending. Bolder Academy will share the Common Transfer Files with the student's new school and also inform the Local Authority Admissions Team that they have moved.
- *Children Missing in Education* – see separate policy.
- *Students in custodial sentences*  
Only students with at least a 4-month custodial sentence will be deleted from the school roll and attendance register (unless reasonable evidence exists at the point of deletion that the student will return at the end of the period of detention).

- *Home educated students*  
On receipt of written notification from the parent/carer of the student, the Academy will notify the Local Authority, and check this has been approved by the Local Authority before removing the student from the Academy or attendance register.

## **Managing Information on the Admission Register**

We encourage parents/carers to inform us of any changes to their contact details, to help the Academy and Local Authority when making enquiries about missing children.

In particular, where a parent/carer notifies the Academy that a student will live at another address, we will record the following in the Admission Register:

- The full name of the parent with whom the student will live.
- The new address.
- The date from when it is expected the student will live at this address.

## **Students Starting at the Academy**

We enter students on the Admission Register at the beginning of the first day on which the Academy has agreed, or been notified, that the student will attend the Academy. Where a student is added to the register at a non-standard transition point (i.e. at the start of Year 7) we will:

- Notify the Local Authority within five days.
- Provide the Local Authority with all the information held within the admission register about the student. If a student fails to attend on the agreed or notified date, we will undertake reasonable enquiries to establish the child's whereabouts and will notify the Local Authority at the earliest opportunity.

## **Making Reasonable Enquiries**

Where the whereabouts of a child is unclear or unknown the Academy, working with the Local Authority, will make reasonable enquiries to locate them and a record will be kept of the enquiries made. This will be in line with Children Missing in Education Policy.

## **Removing Students from the Admission Register**

Regulation 8 of the Education (Student Registration) (England) Regulations 2006 sets out the grounds on which a student can be deleted from the school's admissions register.

Where a student's name is to be removed from the admission register at a non-standard transition point (i.e. not including students who have completed the Academy's final year) for any of the reasons set out in the 2006 regulations, we will notify the Local Authority as soon as the ground for removal is met and no later than the time at which the student's name is removed from the register.

The Academy will also provide the Local Authority with the following information:

- The full name of the student.
- The full name and address of any parent with whom the student lives.
- At least one telephone number of the parent with whom the student lives.
- The full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable.
- The name of the student's destination Academy and the student's expected start date there, if applicable.
- The ground in regulation 8 of the Education (Student Registration) (England) Regulations 2006 under which the student's name is to be removed from the admission register.

## **Academy Closure**

The Academy maintains all registers in accordance with Local Authority guidance and legal requirements /regulations pertaining to Academy closure.

The Academy informs parents/carers of any necessary closures by texts (or by telephone where parents/carers have not provided a mobile number), via our website and social media channels.

In the event that Bolder Academy has to close due to unforeseen events such as a national emergency (e.g. pandemic, flooding, transport accidents), we will

follow guidance provided by the local council and the Department of Education.

## **Data Returns**

The Academy will ensure that all legal requirements are met.

## **Roles and Responsibilities**

### **The Headteacher**

- Determines whether there are exceptional circumstances which would justify a term time leave of absence and if leave is granted determines the number of school days a student can be absent.

### **The Senior Leader responsible for Attendance**

- Ensures that all aspects of this Attendance Policy are being met including the correct delegation of roles and responsibilities outlined in this policy.
- Completes an annual review of attendance and punctuality.
- Completes an annual attendance improvement plan, including reference to whole school curriculum provision.
- Reviews the Attendance Policy with the Headteacher and Governing Board on an annual basis.
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### **The Attendance Officer**

- Ensures all administrative tasks/procedures associated with this Attendance Policy are completed as required including the collection of attendance data for students on alternative education provision.
- Ensures all aspects of the lates/attendance monitoring and Attendance Action Plans and Punctuality Support Plans are supported as outlined.
- Be informed of any extraordinary issues that may impact on a student or group of students' abilities to attend the Academy on time or at all including regular updates on the running of local transport services.
- Ensures the safety of all students by following the procedures for students who are late or absent from Academy, including making contact with parents/carers or, if not possible and with the guidance of the Academy's Designated Safeguarding Lead, making contact with Children's

Social Care.

- Works closely with the Senior Leaders and tutors on strategies designed to improve attendance for individuals and groups of students in the Academy, including detentions for lates and truancy, completing lates/punctuality reports, Attendance Action Plans and Punctuality Support Plans, meeting with parents/carers and students, rewards and the promotion of attendance issues.
- Works closely with the Education Welfare Officer and other outside agencies to support students (and their families) who have persistent absences including Team Around the Child (TAC) and Children In Need (CIN) meetings.
- Works closely with the Education Welfare Officer on issues and strategies related to improving attendance for individuals, groups of students or the Academy as a whole.
- Attends any appropriate local or national meetings on attendance as approved by the Senior Leader link for attendance.
- Completes a weekly attendance and punctuality report which is provided to the Senior Leader link for attendance every Monday morning, detailing the previous week's attendance together with attendance for the year to date.
- Supports any administrative work to help meet all aspects of the attendance policy by providing information on individual students or groups of students as requested.
- Remains alert to any concerning patterns and anomalies across tutor, year and house groups. This will additionally include meeting with the Education Welfare Officer weekly or bi-weekly as required, to review attendance of these groups and to support the referral process.

## **Tutors and Teachers**

- Complete all registers within 10 minutes from the start of every lesson.
- Form Tutors to call home on the first day of every absence to clarify the reasons for this absence, offer support where necessary and to find out the expected return date.
- Communicate attendance and/or punctuality concerns and strategies to individual students and groups of students to support the Attendance Policy.
- Ensure all aspects of attendance and or punctuality monitoring and student Attendance and Punctuality Support Plans are supported as outlined.
- Support sanctions for lateness and unauthorised absence including

- detentions and lates/punctuality reports.
- Alert the Attendance Officer or appropriate Senior Leader and, if necessary, the Designated Safeguarding Lead if any issues arise that may impact on the attendance of a student or group of students.
- Give attendance a high profile by celebrating good and outstanding attendance.
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### **Designated Safeguarding Lead**

- Where appropriate share information with the Attendance Officer where the attendance of a student may be affected by their circumstances.
- Support the tutors in handling safeguarding or child protection issues.
- Work with the Senior Leader link for attendance on strategies related to improving and maintaining high expectations for attendance across the Academy.
- Work with the Attendance Officer to put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions.
- Be proactive in improving effective information sharing processes between parents, schools and local authorities, which is critical to ensure that all children of compulsory school age are safe and receiving suitable education.

### **Parents/Carers**

- Ensure that their children allow enough time to get to the Academy before morning registration, including taking into account local transport conditions and mitigating the effects of rush hour traffic.
- Notify the Academy before 8.30am of their child's absence either by phone or email on the first day of the absence and each day thereafter.
- Respond to text alerts and/or phone calls by 10:30am where their child is reported late.
- Ensure that up-to-date contact information has been provided to the Academy for at least three points of contact.
- Provide a written explanation for their child's absence from the Academy upon their return to school.
- Attend meetings as required and actively support any Attendance Action Plans and Punctuality Support Plans that are agreed at meetings.
- Do not take children out of Academy in term time for any reason

(unless there are exceptional circumstances and the absence has been requested following the procedures set out in this policy and authorised by the Academy).

- Inform the Academy as soon as possible of any circumstances that may result in the student being taken off-roll in the future.

## **Students**

- Arrive by 08.40am every morning and be punctual to lessons.
- Be present in and on time for all timetabled lessons.
- Remind their parents/carers to send a signed note to explain any absence.
- If arriving late after 8.45am, sign in at the main office.
- If permission has been given to leave Academy early, sign out at the main office. Keep the sign out card on hand at all times during school hours.
- Tell the tutor if there are any problems which may impact on attending Academy or arriving on time.
- Follow all Academy procedures including attending any detentions and if necessary an Attendance Action Plan and/or Punctuality Support Plan.



## Appendix 1: Absence Thresholds and Actions

This colour code will be used in communication with students when discussing attendance and around the school building.

<p><b>100% Excellent attendance</b></p> <p>Student will receive regular House Points to keep up momentum.</p> <p>Student will receive a certificate at the end of each half-term and an Attendance Award at the end of the term. If a student gets to the end of the year with 100% attendance, they will join the Roll of Honour.</p>	<ul style="list-style-type: none"> <li>- 2x House Points per week by Form Tutor.</li> <li>- Certificate at end of each half-term.</li> <li>- Award at end of year.</li> <li>- Roll of Honour.</li> <li>- Letter (Appendix 4) at start of summer term.</li> </ul>
<p><b>97% to 99% Attendance is acceptable</b></p> <p>Student will receive House Points from their Form Tutor for every two weeks of improved attendance. A certificate will be given for a half-term of 100% attendance. On the first day of each absence the Form Tutor will call home to acknowledge the absence and to clarify the reasons and expected return date.</p> <p>No further action will be taken.</p>	<ul style="list-style-type: none"> <li>- House Points every two weeks by Form Tutor.</li> <li>- Certificate given at end of each half-term.</li> <li>- Award at end of year.</li> <li>- Letter (Appendix 5) sent at end of first term.</li> </ul>
<p><b>95% to 97% Attendance needs to improve</b></p> <p>Parents/carers will be phoned by the Attendance Officer and the Attendance Awareness Letter will be sent home. The Form Tutor continues to call home on the first day of each absence to acknowledge the absence and to clarify the reasons and expected return date.</p>	<ul style="list-style-type: none"> <li>- House Points every week by Tutor to look for improvements.</li> <li>- Certificate at end of half-term for progress.</li> <li>- Phone call home by Form Tutor and AWO.</li> <li>- Letter (Appendix 6) sent at end of first term.</li> </ul>
<p><b>93% to 95% Attendance is a concern</b></p> <p>Parents/carers will be required to attend Academy to meet with the Attendance Officer to discuss their child's attendance and to agree an Attendance Action Plan with the Form Tutor. The Tutor continues to call home on the first day of each absence to acknowledge the absence and to clarify the reasons and expected return date.</p>	<ul style="list-style-type: none"> <li>- House Points every week by Tutor to look for improvements.</li> <li>- Attendance Action Plan to be completed with parents (Appendix 3)</li> <li>- Letter (Appendix 7) sent at end of first term.</li> </ul>
<p><b>Below 93% Further intervention required</b></p> <p>The student's attendance case will be passed over to our Education Welfare Officer for further intervention and review. A letter will be sent home reminding parents/carers that they have a legal duty to ensure regular attendance and if they fail to do so, they may be committing an offence under Sections 7 and 444 of the Education Act 1996. The Tutor continues to call home</p>	<ul style="list-style-type: none"> <li>- House Points every week by Tutor to look for improvements.</li> <li>- Referral to EWO.</li> <li>- CFAN completed if necessary, based on</li> </ul>

on the first day of each absence to offer support and encourage the student to return to school.

*conversation following Attendance Action Plan.*

*- AWO to make daily contact with student.*

## **Appendix 2: Authorised Absence Request Form**

This form is to be used to request all authorised absences, including a request for your child to leave school early.

Note: This form must be completed and returned to the main office at least 3 Academy days in advance of the requested absence. A decision will be made within 48 hours of receipt of the completed Form.

### **Part A: Application (to be completed by parent/carer)**

Name of student:

Form group:

A leave of absence is requested starting on (date):

My child would return to Academy on (date):

Or a leave of absence is requested to allow my child to leave the Academy early:

At (time): \_\_\_\_\_ On (date): \_\_\_\_\_

A leave of absence is requested for the following reasons:

*(set out as much information as possible to explain why you feel there are exceptional circumstances which make it necessary for your child to take a leave of absence and attach any supporting documentation)*

Parent/carer name:

Signed:

Date:

**Part B: Decision (To be completed by the Headteacher)**

Having taken all of the circumstances into account (including any supporting documentation) the application for a leave of absence is approved/refused (delete as appropriate).

If refused, the reasons are:

Date:

Headteacher signature:

*(Scanned copy to be retained on the student's file and the original returned to the parent/carer by post. Where an email address has been provided a scanned copy will also be sent by email.)*

## Appendix 3: Attendance Action Plan

# Attendance Action Plan



Staff member holding meeting \_\_\_\_\_

Date of meeting \_\_\_\_\_

Current attendance	
How many days have you had off?	
What is your attendance target for the year?	
What does that look like over the course of the year?	
What else do you notice about your absence?	

Tick the main reasons for your absences (max. 3):

I have been on holiday	I can't be bothered to come to school sometimes	I stay up late sometimes	I don't like my lessons on some days
I don't come to school when I fall out with my friends	I truant from school	I oversleep	I am allowed to stay at home when I want
I don't like my teachers on some days	I don't like being in school	I don't come in when I owe homework	I don't come in when I have a detention/internal
I don't come in when I have a test	I don't come in when I am worried about something	I have had a long illness	I have had lots of little illnesses

What do your parents/ guardians say when you say that you are not going to school?	
What effect is your attendance having on your grades?	

Target 1: \_\_\_\_\_

Target 2: \_\_\_\_\_

Review on: \_\_\_\_\_

Signed by (student): \_\_\_\_\_ Signed (parent): \_\_\_\_\_

#### **Appendix 4: Letter for 100% attendance**

Dear (student's name),

Congratulations on your outstanding 100% attendance record!

We know that this achievement has taken a great deal of effort over the past year. We are so proud of you for demonstrating such resilience and self-management.

As someone who has demonstrated our core values of being brave and strong in achieving and maintaining such an excellent attendance record, we see you as a role model and inspiration to other students at our school. We hope that you will look forward to your certificate and award. You will also be added to our Roll of Honour, to celebrate students who manage such a brilliant achievement.

*A note to your parent or carer:*

Thank you for all of your support in helping to achieve (student)'s incredible 100% attendance record. We recognise that in order to achieve the best they can, students must attend every day and on time. This is our expectation for every individual student, so thank you for the support you give to enable your child to be the best that they can be.

We really appreciate your efforts. Thank you for your support,

Yours sincerely,

(Headteacher)

## **Appendix 5: 97% to 100% letter**

Dear (parent),

I am writing to you with regards to (student)'s attendance at Bolder Academy which was \_\_\_% for the last academic year as a result of your consistent support.

The purpose of this letter is to congratulate you with regards to your child's current attendance, so that they can maintain this level of attendance during the remainder of this academic year. At Bolder Academy we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and be ready for learning no later than 8:40am. This is our expectation for every individual student.

The 2015 Department of Education's report entitled 'The link between absence and attainment at KS2 and KS4' tells us clearly that if pupils do not attend regularly, they will not achieve their full potential. They are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs. During this academic year we expect every child to achieve attendance of **above 97%**.

Your child will receive certificates and other rewards for their great attendance and will be recognised for being a great Bolder student, as they have been strong and brave to achieve and maintain such an excellent record.

Thank you for your ongoing support.

Yours sincerely,

(Headteacher)

## **Appendix 6: Attendance Awareness Letter**

Dear Parent/Carer of \_\_\_\_\_,

At Bolder Academy, we believe in the immense potential of every one of our pupils.

In order to achieve the best they can, pupils must attend school every day and be ready for learning no later than 8:40am. This is our expectation for every individual student.

I am writing to you with regards to your child's attendance at Bolder Academy for this current term. Your child's current attendance is currently below 95% which can lead to significant gaps in their learning and consequently may result in underachievement.

I realise that you have informed the school as to your child's absence, or that we have contacted you for a reason to authorise any such absence. The purpose of this letter is to inform you of your child's current attendance, so that you can understand our concerns and support an improvement in attendance during the remainder of the academic year.

Government research into the achievement of pupils at GCSE level, or for pupils taking other qualifications and awards, tells us clearly that if pupils do not attend regularly, they will not achieve their full potential. Students are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs.

During this academic year we expect your child to consistently achieve attendance of above 97%. (Student) will continue to have their attendance and punctuality monitored this year and, if necessary, you will be invited to a meeting at the Academy, to discuss any further period of absence and to sign an Attendance Action Plan.

If there is a period of persistent absence that the school decides is unauthorised then you may be issued with a Fixed Penalty notice. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website.

Your child will receive certificates and other rewards for excellent attendance and be recognised for raising their own attendance in line with our targets for every student at Bolder Academy.

Thank you for your ongoing support.

## **Appendix 7: Attendance Concern Letter**

Re: Attendance concern for (---name---d.o.b.)

Dear Parent/Carer,

I am writing to you with regards to your child's attendance at Bolder Academy for the last academic year. Your child's attendance was .....% which we believe undermines learning and results in underachievement.

During this academic year we expect your child to achieve attendance of 97% or above. (Student) will have their attendance and punctuality monitored this year and, if necessary, you will be invited to a meeting at the school to discuss any significant period of absence and sign an Attendance Action Plan. We will also need to discuss a possible referral to Children's Social Care, if attendance does not improve.

If there is a period of persistent absence that the school decides is unauthorised then you may be issued with a Fixed Penalty notice. Please read the leaflet enclosed in this letter. You can read the full Attendance and Punctuality Policy on the school website. Your child will receive certificates and other rewards for good attendance.

The 2015 Department of Education's report entitled 'The link between absence and attainment at KS2 and KS4' tells us clearly that if pupils do not attend regularly, they will not achieve their full potential. They are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs.

Under the Education Act 1996, parents/carers have a duty to see that their children attend school regularly and punctually. Failure to meet this responsibility could lead to a referral to the Education Welfare Officer, which could lead to:

- a fine of up to £2,500
- referral to parenting classes
- a custodial sentence
- a criminal record

At Bolder Academy, we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and on time. This is our expectation of every single pupil.



## **Appendix 8: Non-return from holiday**

Dear Parent/Carer,

I am writing out of concern as your child did not start the academic year on the ..... of September with the rest of Bolder Academy.

Unfortunately, it will mean that your child will have started the year at a disadvantage as well as it being impossible for your child to achieve 100% attendance for the academic year.

We want all our students to have the very best opportunities to achieve great results and one of the biggest barriers is attendance below 97%.

Year ..... is an important time in your child's academic career; days away from the academy will result in your child not being able to maximise their grade potential. The Academy understands that illness may be a result of non-attendance and at times cannot be helped. However, if absence continues, then you and your child will be invited into the school to attend a meeting.

If absence continues then you may receive a fixed penalty notice charge and/or a referral to the Education Welfare Officer. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on our school website.

At Bolder Academy, we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and on time. This is our expectation of every single pupil.

Please do everything possible to ensure your child achieves 100% attendance from now on and we look forward to celebrating your child achieving a very good attendance record over the rest of the year.

Yours sincerely,

(Headteacher)

## Appendix 9: Coronavirus-related absences, quick reference guide

<i>What to do if...</i>	<i>Action needed</i>	<i>Code</i>	<i>Return to school when</i>
... my child has coronavirus symptoms.	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate</li> <li>• Get a coronavirus test</li> <li>• Inform school immediately about test result</li> </ul>	Code X	... the test comes back negative.
... my child tests positive for coronavirus.	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately about test result</li> </ul>	Code I	... they feel better. They can return to school after 10 days even if they have a cough or loss of taste/smell. These symptoms can last for several weeks once the infection has gone.
... somebody in my household has coronavirus symptoms.	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate.</li> <li>• Household member to get a test.</li> <li>• Inform school immediately about test result.</li> </ul>	Code X	... the household member test is negative.
... somebody in my household has tested positive for coronavirus.	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days.</li> </ul>	Code X	... the child has completed 14 days of self-isolation.
... NHS Track and Trace has identified my child as a 'close contact' of somebody with symptoms of confirmed coronavirus.	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days.</li> </ul>	Code X	... the child has completed 14 days of self-isolation.
... we/my child has travelled and has to self-isolate as part of	<ul style="list-style-type: none"> <li>• <b>Do not take unauthorised leave during term time</b></li> <li>• <b>Consider quarantine requirements and FCO</b></li> </ul>	Code X	... the quarantine period of 14 days has been completed.

<p>a period of quarantine.</p>	<p><b>advice when booking travel</b></p> <ul style="list-style-type: none"> <li>• <b>Provide information to school as per attendance policy</b></li> </ul> <p><b><u>Returning from a destination where quarantine is needed:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days.</li> </ul>		
<p>... we have received medical advice that my child must resume shielding.</p>	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school as often as requested</b></li> <li>• Shield until you have been informed that restrictions are lifted and shielding is paused again</li> </ul>	<p>Code X</p>	<p>... school inform you that restrictions have been lifted and that you child can return to school again.</p>

