



ST GEORGE'S ACADEMY

ATTENDANCE PROCEDURE

1. Rationale

Academy procedures to promote good attendance:

- Staff and students are punctual to morning registration and all lessons
- Registers are correctly marked electronically during morning registration and within ten minutes of the start of Period 1 and Period 4 (the start of the afternoon lesson). (This forms the legal AM and PM mark).
- Good attendance is praised and rewarded: monitoring by tutors and Student Progress Managers (SPMs) should lead to those students with 100% attendance for a term being rewarded via Dragon points and communication with home.
- Student Progress Managers and the Attendance Officer closely monitor the attendance of students and take appropriate action including home visits from the Attendance Officer and Pastoral Support staff.
- Telephone calls are made to inform of any unknown absence in real time.
- Attendance Summary sheets are sent home each term showing figures for previous term and a tracking comparison over time. Supportive data makes clear the days and number of lessons missed equating to lost learning and possible outcomes based on a current trajectory. (Both positive and negative shown in Summary).
- If attendance falls below 90% we have clear staged procedures. Concerns are monitored every 2 weeks by Key Stage Managers in conjunction with the Attendance Officer and regular feedback discussions with Vice Principal Attendance.
- All SPM's report their year group attendance to the Principal in their termly reports
- The Academy considers arrangements to deliver suitable education for children with health needs who cannot attend school. Senior Vice Principal –Pastoral, SPM, SENCO and Pastoral support are responsible in supporting with reduced timetables, sending work home, (often using ICT such as Academy21 and SENECA) hospital schools or following the EBSA pathway; all with the aim of reintegrating students back into school when well enough.

2. Objectives

The role of the form tutor is vital in promoting good attendance. Form tutors should:

- Monitor attendance and discuss with the SPM any concerns
- Ensure the register is accurate
- Collect notes / keep a log of absence for evidence
- Discuss with students any concerns over punctuality and attendance and take appropriate action
- Use attendance chart in planners to discuss an action plan where appropriate
- Alert parents to any unauthorised absence, using support staff if necessary or calling / emailing home (tracking document in Bromcom for Year and each form.)
- Praise those students with good attendance and ensure rewards are awarded as necessary

Subject staff should always keep a record of attendance for each lesson on the BROMCOM system and alert Student Support Officers/SPMs if they feel students are absent without good reason.

All students arriving late to lessons should be asked as to the reason for their lateness and appropriate action taken. Conduct cards must be signed three times if no valid reason is given. The BROMCOM class register must be updated with a late arrival to class, this also allows the number of minutes late to be entered. Pastoral detentions are to be issued for lateness using this information.



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3. Attendance Guidelines

The Attendance Module within the BROMCOM system is used to monitor and evaluate student attendance. Lesson Monitor will be used to record lesson attendance. This system is vital for safeguarding reasons and our expectations are clearly set out below.

Recording attendance:

- Morning registration by Form Tutors, electronically, at 8.45am.
- Afternoon registration by Subject Teachers, electronically, at 1.25pm.
- Lesson registration every lesson by Subject Teachers, electronically within the first 10 minutes of lessons.
- Spot checks are carried out during any period in the day.
- Staff who do not do a register are sent a reminder form the Attendance Officer. Untaken registers are being logged, and follow up action by the Senior Vice Principal will be actioned.

Monitoring of absences:

- Parents must inform the Academy, in writing, in advance of the absence, of the reason for the absence. Leave of absence will not be authorised unless deemed as exceptional circumstances and agreed by the Principal.
- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.
- Fortnightly attendance checks are run for each year group. The attendance of individual students is then monitored and recorded
- Where attendance continues to be below the government threshold, the following actions may be necessary:
 - Initial letter to parents to say attendance is low
 - Second letter stating no further reporting of illness will be authorised without supporting medical evidence / or that no improvement in attendance has occurred.
 - Attendance panel with parents and student to set targets to improve attendance and support where necessary
 - Home visits – these run alongside the process to ensure we have 'seen' a student every 5 days of absence.
 - Formal Warnings – County Letter and process
 - Fixed Penalty Notices – County Letter and process



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Absence codes:

- *[L] Late
Arrival between 8.50 – 9.30am
Arrival between 1.30 – 2.00pm
Arrival after 9.30am in the morning or 2.00pm in the afternoon will be recorded as unauthorised by SPM.
- DO NOT USE [U] (this is used by Progress Managers)
- [M] Medical/Dental Appointments only
[I] Illness but NOT medical or dental appointments
[P] Approved sporting activity (only if risk assessed)
[R] Religious observance
[V] Educational visit
[W] Work experience
[C] Other authorised circumstances
[B] Educated off site
[D] Dual registration (ie pupil attending other establishment)
[E] Excluded
[J] Interview
[A] On site authorised absence from lesson
[T] Traveller absence
[N] No reason provided for absence (this becomes unauthorised if no reason is given every 2 days).
[O] Unauthorised absence – when Progress Manager and Form Tutor are certain the absence is one of truancy or have not been able to obtain an acceptable explanation for the absence.

Lateness:

A firm line must be taken on late arrivals. Students must sign the late book in the relevant Student Support Office giving a reason for the late arrival. Pastoral Support / SPMs monitor this. A lack of adequate explanation will result in unauthorised lateness being recorded U.

Students will be challenged on lateness at the school gates as they arrive and conduct cards signed. SLT are on duty to do this.

Lateness should be actively discouraged.

Suspected truancy:

If Form Tutors suspect truancy, parents are informed immediately by the Key Stage Student Support Co-ordinators. SPMs are also involved and then Leicester Street and Senior Vice Principal.

Key points:

Registered pupils of compulsory school age are required by law to be in school. Parents will be informed annually by letter of our fixed penalty procedures:

- Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an



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offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.

Whilst it is right that schools should recognise that individual pupils and families have problems, the aim should always be to expect regular attendance.

Where a pupil is absent without prior authorisation an explanation is required. If one is not forthcoming, the absence must be treated as unauthorised and the register annotated accordingly.

The Academy is not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered.

Explanations such as minding the house, looking after other children, or shopping trips within school hours will not normally be acceptable for absence.

Even where absence is authorised, schools should be alert to emerging patterns of absence which may seriously disrupt continuity of learning.

Our procedure for poor attendance is set out below. Whilst we have supportive methods within school for students with individual difficulties, we have a clear staged policy to ensure that we follow legal requirements.

Attendance procedure:

- Parent / Carer to notify us of an absence through the MCAS App
- Attendance Officer / Support will phone home all absent students without a reason and monitor absence daily
- Attendance Officer meets with SPM or ASPM every 2 weeks to discuss any student with less than 90% attendance. Action is agreed from phone calls, meetings and home visits. All recorded on the on-line monitoring spreadsheet. The County EBSA route is possibly initiated at this point using student and parental feedback
- First letter sent to those with below 90% attendance
- Monitor for 2 weeks, no improvement- send out second letter stating no further absences will be authorised without medical evidence and asking parents/guardians to ring and arrange a meeting with SPM
- Academy Attendance Panel Meeting is arranged, letter sent home with date and time to set goals with SPM. If parents do not attend then the meeting takes place with the student. An action plan is agreed with a letter home. Monitor for 2 weeks
- Attendance panel will include discussion of EHA. If EHA required another appointment will be set to fill in EHA paperwork, TAC to be opened if required.
- No improvement after 1 week - formal warning to be sent
- No improvement after 1 week or panel not attended home visit to be made and documented
- No improvement after 1 week apply to LEA for a fixed penalty notice (FPN)
- Continued non-attendance trigger to prepare court report for legal action



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Policy Developed by: Claire Crawshaw, Senior Vice Principal

Date Adopted: *January 2024*

Reviewing Committee: Student Support

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Date last reviewed: *January 2024*

To be reviewed by: *January 2026*

Name *C. Arnold* Signature 

Committee: *Co-chair of Governors*