



BCS Policy:

Attendance

Date: November 2020

The BCS is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children.

Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills.

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory academy age shall cause him to receive efficient full-time education suitable, a) to his age, ability and aptitude and, b) to any special needs he may have, either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The BCS will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

Procedures

Any child who is absent from the BCS at the morning registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of school day (08:25). The register will remain open for 30 minutes. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

First Day Absence

In the case of an absence the parents are expected to contact the School Administrator before 09:00. Failure to notify the BCS will result in a telephone call being made to the parent/carer before 09:00. The School Administrator will relay any information directly to the supervisor in the relevant learning centre.

In the event that neither parent can be contacted the School Administrator will attempt to make contact with the emergency contact; if there is no response from any contact by 1pm, a member of staff will visit the house and notify the police if they have concerns about the child/children's safety.

Continuing Absence

Any student who is absent without an explanation for 10 consecutive days will be reported to the Local Authority, by submitting a referral to the Children's Services Attendance Team (this is a legal requirement). The BCS will include details of the action that they have taken.

Frequent Absence

It is the responsibility of the Headteacher to be aware of and bring attention to, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences or late arrivals, the BCS will try to resolve the problem with the parent/s. If this is unsuccessful the School Administrator will review if the problem appears to be a medical one. In other cases the School Administrator will seek advice from the Local Authority Attendance Improvement Officer.

A Welcome Back

It is important that on return from an absence that all students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to the other students.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student, that may require further investigation, then the notes may need to be retained for a longer period.

Promoting attendance

The BCS will use opportunities as they arise to remind parents/carers, that it is their legal responsibility to ensure that their children receive their education.

Holidays in term time

Holidays during term time are to be discouraged. Parents will be reminded of the effect that absence can have on a student's potential achievement. The BCS will consider authorising up to 10 days absence (or more in very exceptional circumstances) but parents must apply in advance for permission.

Attendance Awards

The BCS will use the following system to reward students who have good or improving attendance:

- Certificates
- Merits
- Honour Roll

The registration system

The BCS will use manual paper registers for keeping the school attendance records.

Register Security

The registers must be safely stored.

The following codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
I	Present	Present
H	Family holiday (agreed)	Authorised absence
I	Sickness (NOT medical or dental etc. appointments)	Authorised absence
O	Absent	Un-authorised absence
L	Late	Missed Register
X	Not attending in circumstances relating to COVID-19	Authorised absence

Registers, by law, must be kept for at least 3 years. Computer registers must be printed out at least once a month and bound into annual volumes. Alternatively, electronic back-ups or microfiche copies can be made. These also need preserving for at least three year.

Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid).

Policy Review Information:

Review date	Changes made	By whom	Date of next review
September 2017	No changes required.	Mrs. D Thomas	September 2020
July 2020	Minor changes in relation to Covid 19; major changes made with regard to first day absence following DSL training and checking with Yasin Lorgat from Kirklees children missing in education on 23 rd July 2020	Mrs J Holt	July 2023
July 2020	None	Mr S Hodgson	July 2023
November 2020	Minor changes made in relation to COVID-19	Mrs J Farrant authorised by Mrs J Holt	July 2023