



Better Together
LEARNING TRUST

BETTER TOGETHER LEARNING TRUST
ATTENDANCE POLICY

STATUTORY POLICY

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Glossary

The term '**School**' is used as standard to mean the educational establishment that is adopting this policy.

The term '**Headteacher**' is used to refer to the person with overall day-to-day responsibility of the **School**.

Directors are the Trustees of the Board.

LGB is the Local Governing Body.

Better Together Learning Trust offers an environment in which students and their parent/carers feel valued and welcomed. A varied and flexible curriculum is offered to all students and learning tasks are matched to students' needs.

The ethos of Better Together Learning Trust is that students should feel that their presence is important and that they will be missed when they are absent or late. The school's aim is to encourage every student to achieve high levels of attendance, employing a range of strategies to assure good attendance and punctuality.

Absences are dealt with on the first day of absence, and in the first instance, by direct contact with parent/carers. Following consultation with a member of the Senior Leadership Team, a telephone call is made by the school's Parent Support Worker to the parent/carers of those students with unexplained absences.

Attendance is recorded on SIMS twice a day, % attendance/absence information can then be generated.

Parents/carers are requested that they notify the school in the morning of the first day of absence, giving the reason and, if possible, stating if known, the duration of absence.

Students whose attendance causes concern will be set targets for improvement.

Students who are absent for whatever reason for an extended period will, when appropriate, have work sent home to them and will be re-integrated back into school upon return.

'All week Attendance' awards are presented to classes during Friday Assembly.

High attendance awards are presented to students at the end of each school term, with an additional award to those with full academic year attendance.

The Head Teacher reports annually to the Directors and LGB on attendance matters.

Under Section 444 of the 1996 Education Act, a student is required to attend regularly at the school where they are a registered student. Better Together Learning Trust is obliged by law to differentiate between authorised and unauthorised absences. A letter or telephone call does not in itself authorise an absence.

An absence may be authorised if:

- A student is ill or 'prevented' from attending by an unavoidable cause.
- The absence occurred on a day set aside for religious observance by the religious body to which a student's parents belong.
- A student is absent with leave (granted by the Head Teacher or Governing Body).
- A student's transport fails to arrive.
- A family bereavement.
- An exclusion.
- A student is involved in an exceptional special occasion.
- Medical appointment.

An absence will be unauthorised if:

- No explanation is forthcoming.
- The school is dissatisfied with the explanation.
- A student stays at home to mind the house or care for siblings.
- Shopping trips.
- Birthdays.
- Family Holidays

Holidays

In line with amendments to The Education (Student Registration) (England) Regulations 2006, Better Together Learning Trust will not authorise any term time holiday. The Head Teacher may authorise holiday in exceptional circumstances, for example, as was the case for Police Officers in the lead up and during the London Olympics of 2012 having leave cancelled.

Procedures for following up absences and lateness

If a student is absent without an explanation being received, the school, where possible, will contact the parent/carer on the first day of absence. If the absentee is a student with whom there are already concerns, or who is considered vulnerable due to their special needs, the school will make every effort to contact the parent/carer immediately.

If a student is persistently absent or late, the school will notify the parent in writing.

When a student returns without communication from the parent the school will request an explanation from the parent in writing.

If a student is persistently absent or late and the school's efforts to improve the situation have been unsuccessful, a member of the Senior Leadership Team will consult with the Education, Inclusion Partnership Team for further support with the potential that the EIPT will then contact parent/carers.

Students arriving late in school are to report to the Office where the time of their arrival will be noted.

If a student arrives late and their parent/carers have already been notified of their non-attendance, the school will telephone the parent/carers to confirm the student's arrival.

Communications from parent/carers received by the class teacher will be initialled, dated and delivered to the Office.

Policy will be reviewed bi-annually; or sooner subject to new guidance.