



BUXTON TRAINING ENTERPRISESTM
EXCELLENCE THROUGH EDUCATION AND EXPERIENCE

ATTENDANCE POLICY

AIMS

Buxton Training Enterprises Limited recognises the crucial link between achievement and attendance. There is clear evidence showing strong links between excellent GCSE/Vocational results and excellent school attendance. This policy is to encourage students to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for students to maximise their chances of success. Our primary aim is that all students have 100% attendance.

AIMS AND OBJECTIVES

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance through rewarding and target setting.
- To monitor and evaluate the processes on a regular basis.
- To give clear information on expected levels of attendance.

ATTENDANCE LEGISLATION

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.

If a child of compulsory school age who is registered at a school fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.

Compulsory school age is defined as beginning from age five. A child continues to be of compulsory school age until the last Friday in June in school year that they reach sixteen. The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent from Academy and the absence is unauthorised.

RESPONSIBILITIES

Buxton Training Enterprises Limited (BTE) is required to take an attendance register four times a day, at the start of each lesson. The register must show whether any absence is authorised or unauthorised. It is BTE and the Commissioning School and not the parent who authorises absences. BTE adopts the behaviour/attendance policy which outlines effective systems for encouraging regular attendance, investigating underlying causes of poor attendance and the referral pathway when attendance concerns remain.

BTE works closely with the Commissioning School to ensure all unauthorised absences are dealt with accordingly. It is the responsibility of the Commissioning School to deal with any enforcements relating to absences.

Policy produced: September 2015

Policy reviewed: September 2016, September 2017, September 2018, September 2019, September 2020, 30th September 2021, 3rd October 2022, 24th September 2023.

Policy to be reviewed: September 2024

BTE will ensure that:

- Students are registered accurately and efficiently.
- Attendance targets are set for individual students.
- Attendance and punctuality data is regularly monitored and appropriate interventions put into place.

All staff have a major role to play in encouraging students to be punctual and to attend school each day. All staff promote high standards of attendance in all year groups by being a good role model, setting an example to students and rewarding good attendance and punctuality in line with the school reward system. Parents receive regular communications regarding their child's attendance and at parents' evenings

Students are expected to:

- Attend school regularly and be punctual.
- Inform staff if there is a problem that may lead to absences.

Parents/Carers will:

- Ensure their child has good attendance (96% and above).
- Inform the school on each day of absence and giving specific reasons.
- Work with the school to address attendance concerns.

We judge attendance levels using the following criteria:

100% Perfect
95.5% - 99.9% No concern
94% - 95.4% Concern
90% - 93.9% Risk of Underachievement
85% - 89.9% Severe Risk of Underachievement
0% - 84.9% Extreme Concern

REPORTING STUDENT ABSENCE

All parents/carers should report their child absent on the first day and all subsequent days by telephoning or messaging BTE, no later than 9:30am on 07719 337416 or by emailing karen@buxtontraining.com.

A reason for absence should be given along with an indication of the anticipated length of absence. Where possible, medical evidence should be provided.

Absences in excess of 3 days, where no contact has been received from parents will generate a communication from the Commissioning School with potentially a follow up home visit by the Commissioning School. Wherever possible BTE will endeavour to carry out a home visit.

FIRST DAY CALL

BTE operate a "first day call" system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the school has not been previously informed, via telephone, text message or email. If contact cannot be made during this day a letter/email will be sent home. A satisfactory reply to the letter will authorise this absence; otherwise it will remain as unauthorised.

Where contact has been attempted but no reply is received and absence continues, further action will be taken, including:

- A home visit for students by the Commissioning School or where possible by a member of BTE staff.

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HOLIDAYS

BTE does not authorise holidays. In exceptional circumstances, a request for holiday can be submitted to the Managing Director who will decide if there are any mitigating circumstances.

THE 10 DAY RULE

Students who have failed to attend school for 10 days will have been subject to the following agreed protocol:

1. Attendance Officer at BTE will liaise with external agencies, (where appropriate) with student details, nature of the problem and evidence of school contact.
2. The Attendance Officer will attempt to contact the parent/carer and student, making a home visit where possible. BTE will ask for support with home visits from the Commissioning School.
3. If a child has a continued period of unexplained absence BTE will complete a home visit within 10 days for all students. If the matter remains unresolved at this point BTE will always refer the case to the Commissioning School who will contact the local authority children missing education team within 15 days from the first day of absence. This referral may be done earlier if safeguarding concerns are identified.
4. For a student who is subject to a child protection plan the academy will notify children's social care if there is an unexplained absence of after 3 days of absence and will undertake a home visit on the third day.
5. Students will be reported as "child missing from education" and further welfare services will become involved as required on a case-by-case basis.

PUNCTUALITY

All students are asked to be at BTE for 9:30am in preparation for the lesson commencement. Any lateness will be recorded on the register and details sent via email to the Commissioning School. Lateness is recorded for each lesson throughout the day and data will be added to the BTE attendance system. All information is re-laid to Commissioning School on a daily and weekly basis.

Students are asked to make any lateness time up at the end of their lesson. Failure to do this could result in sanctions being put into place.

Parents/carers are kept informed of any lateness through text messages, emails and weekly reports.

ONGOING MONITORING

Monitoring students with staff.

Lateness and absences will be discussed during the assemblies held at BTE. Any concerns will be discussed with the parent/carer and the Commissioning School.

Weekly Safeguarding and Monthly Team Meetings take place and attendance/punctuality is discussed

Lateness and absence is recorded in our day book, on our electronic registers and in each student report.

The Attendance Officer will make contact with parents/carers if their child is absent from BTE. This is done by text and then followed up with a phone call and/or email. Details from the parent/carer is recorded following our absence procedure. If BTE are unable to get hold of parent/carer they will attempt to speak to the student directly using their mobile number. Any contact/non-contact is recorded and the relevant Commissioning School is informed.

PERSISTENT ABSENCE

When a student is identified as a potential persistent absentee the Attendance Office/Manager will follow the following procedure:

1. When a student is identified as having 90– 95% attendance, an initial contact letter will be made by the Attendance Officer with the parent and a conversation with the student will take place. Targets will be set to improve attendance.
2. A student's attendance will be monitored closely, but if no improvements are made and a student's attendance continues to drop then other forms of action will be taken.

In cases of persistent absence (deemed as that below 90%) the following procedure will be followed:

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1. When a student is identified as having 90-95% attendance, Potential Persistent Absentee, a letter will be sent out to the parent by the Attendance Officer.
2. If a student's attendance rate does not improve and a student is identified as having less than 90% attendance, Persistent Absence (PA), a second contact letter will be made by the Attendance Manager/Officer with the parent. This will ascertain the nature of any issues of which we ought to be aware. If no improvement EWS involvement will commence, along with continued parental support.

Where students are meeting or exceeding their target we will make every effort to recognise and reward improvements in attendance.

TRUANCY

Truancy from school is dealt with as a high priority and must be dealt with immediately. Parents/Carers will be invited by the Attendance Officer to school to discuss the matter, arrangements for monitoring future attendance established and detentions organised for making up lost time.

Any recurrent problems with truancy from BTE will be referred to the Attendance Officer for further actions.

SIGNING IN AND OUT

Students with appointments must show an appointment card or note from home to student reception or a parent/carer have called BTE in advance. This will always be checked. On leaving the lesson, the student **must go to Reception** where register will be updated. Marks will be entered for the student for the remainder of the session where appropriate. Students sent home with illness must also go via the Reception.

Students who arrive late to BTE for any reason will inform the Attendance Officer their reason for being late. Their register mark will be entered onto the register, along with the number of minutes late and, where appropriate, the reason for lateness.

REWARD STRATEGIES

There are a number of rewards put in place to positively encourage outstanding attendance. These may include but are not limited to:

Gift voucher.

Confectionery.

Time to charge mobile phone.

Time to watch a film/programme of their choice (dependent on whether student is on target with work).

Time in the gym.

Praise phone call/Praise letter for improved attendance.