



Burnside College

Attendance & Registration Policy 2022 - 2023

Why is attendance important?

At Burnside we believe in **Pride, Respect and Achievement**. We want all of our students to take pride in what they do and good attendance is something to be proud of. The more that students are in school the more opportunities they will have to be successful and to achieve well.



Parents (as defined by the Children Act 1989) have a legal responsibility to ensure the education of their children. This applies even during the Covid19 pandemic. Burnside College is committed to providing such education to those children on its roll in accordance with the Education Act 1996, Section 444. At Burnside our aim is to work together with parents and carers to ensure high attendance and good punctuality.

The law requires schools to have an admissions register and an attendance register, all students must be on both. The admissions register needs to contain details of every student, along with the date of admission, information about parents / carers and details of the last school attended.

The governing body are responsible for making sure that an attendance register is kept (Education Act 1996).

The attendance register must be taken at the start of each morning session and once during each afternoon session and must show whether each Burnside student is present, attending an approved educational activity such as a trip, or absent. The attendance register must indicate whether the absence of a student of compulsory age was authorised or unauthorised. Only the school can authorise absence.

Morning (AM) registration:

- At 8.40 student registration opens for lesson zero. At this time the school gates close and anyone arriving after this time will be recorded as **late**. All students who are late to school will proceed to the late gate near the main reception and are issued with an automatic lunchtime detention.
- Teacher will then take registers electronically and **all registers must be completed by 9:00am**
- Form tutors will use one of the following codes on their register:
 - / the student is present
 - N the student is absent
 - L the student was late (followed by the number of minutes late)

Afternoon Registration:

- PM registration will be recorded within the first five minutes of period 3 by teachers using the same codes as above (/, N, L)

Other Lessons & Internal truancy:

- School policy states that the register should be taken every lesson, periods 1 to 3, within the first 5 minutes. This is to ensure that we know where students are at all times and we can keep students safe.
- Instances where students internally truant (avoid going to their lessons) will be referred to the student's **progress leader**. The progress leader will then contact home to inform parents/carers of this and any appropriate sanctions that have been put in place. All students who truant lessons will receive an immediate C4 and spend the remainder of the day and the following day in Quantum.

Communication:

- Parents/carers are able to view their child's attendance in real time on our parent portal (please contact ict-support@burnsidecollege.org.uk if you are unsure how to do this).
 - In circumstances where a student will be absent from school parents/carers are required to **notify attendance officers** as early as possible at the start of the school day to override the automated call system which will send a message to inform you that your child isn't in school (*Tel No. 2598500, option 2 Student Absence*).
 - Parents should contact attendance officers at the start of **each day of absence** and are required to provide an absence note (or medical evidence) to tutors or progress leaders upon return to school. Tutors communicate any issues with attendance (such as notes) to attendance officers who will amend the register and update our records accordingly.
 - Receipt of an absence note does not automatically authorise absence. Absence is ultimately authorised at the discretion of the Headteacher or other delegated staff.
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Celebrating good attendance

At Burnside we believe in celebrating the success of our students and this includes attendance:

- We have weekly star charts in registration groups to celebrate good attendance
- The progress leader will email tutors each week with the attendance percentage of their registration group. They are encouraged to discuss the attendance with students and a record is kept of 100% attendance in registration group attendance charts.
- Being on time every morning allows students to receive up to 5 merits at the start of each day (and a subsequent 5 merits each period that students are in lessons). Merits are rewarded every week in assembly as well as being able to be exchanged for activities as part of our rewards package.
- An amazon gift voucher is randomly awarded termly to a student from each year group with 100% attendance the previous week
- Each term we have high profile rewards trips/activities which are for all students that hit the criteria for attendance that term.

Dealing with absence:

- On the first day of absence parents/carers will be contacted by text/phone call to inform them that their child was absent and to determine if support may be needed to facilitate return to school. If we cannot contact family or complete an **unsuccessful home visit** we may choose to record an absence as unauthorised.
- On the second day of absence, if no reason for absence has been provided, an attendance officer or progress leader **will** make a home visit.
- On a weekly basis, progress leaders review the attendance of students whose attendance is currently below the school's aim of 96%. This will be followed by focus group meetings with students and contact home to discuss any issues. Progress leaders have weekly meetings with the attendance officers to discuss individual students. In cases where attendance does not improve, or falls below 94% attendance officers will then be in contact with parents/carers about strategies to improve attendance in order to avoid the child becoming 'PA'. We will review attendance history and on a case by case basis decide when / if absence becomes unauthorised.
- **'PA' or 'persistently absent' is defined by the DfE as attendance below 90%** - any student who was designated PA in the previous academic year will automatically have absence recorded as unauthorised if no medical evidence is provided.
- Where the school has offered reasonable support but attendance has not improved, the school is likely to refer individual cases to the Attendance and Placement Service in accordance with the policy of North Tyneside Local Education Authority. Action available to the Attendance and Placement Service include the issuing of a **Fixed Penalty Notice and/or the instigation of Fast Track Prosecution Proceedings at North Tyneside Magistrates Court.**
- In the event of a case being referred to the Attendance and Placement Service, staff will remain committed to working with students and parents/carers to improve attendance.

Lates:

- All students are required to be on site before the school gates close and arriving at school after this point will be considered as late.
- If arriving after the school gates have closed, students should sign in at the late door (adjacent to Main Reception).
- We understand that sometimes delays are unavoidable so in the first instance of lateness each half term if we receive communication from parents explaining valid reasons for lateness then there will be no further action. If there are circumstances for which a student

may incur sanctions beyond their control please do let us know.

- If students are late for a second time in a half term, they will receive a lunchtime detention for the same day and parents/carers will be contacted by text message to inform them
- If students are late for more than 6 occasions per term they may receive a warning letter. Failure to improve punctuality will result in further action being taken e.g. **Penalty Notice Warning/Fine.**

Inclusion:

Following prolonged absence from school, progress leaders will seek to put in place appropriate support to facilitate a successful return. This may range from passes to leave lessons early, use of our inclusion facilities of a potential flexible timetable (on a temporary basis). Such provision will be arranged by progress leaders or the educational welfare officer on a case by case basis. **At all times the school will seek to provide the appropriate support to ensure good attendance.**

Leave of absence during term time:

Parents must seek permission in writing from the Headteacher in advance should they wish their child to take a leave of absence during term time. Forms can be obtained from the attendance team. The school does not authorise leave of absence during term time for holidays and this can result in an automatic £60 fine per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days. Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

A guide to attendance codes:

When recorded as present		When recorded as absent	
/ \	Present	N	No reason for absence provided
L	Late	E	Excluded (<i>and no alternative provision is made</i>)
B	Receiving education at another institution	I	Illness (not dental or medical appointments) - If confirmed as Covid 19 illness will be authorised
D	Dual registration	M	Medical / dental appointment
J	Interview	H	Holiday authorised by the school
P	Approved sporting activity	G	Holiday not authorised by the school
V	Educational visit	C	Other authorised circumstances
W	Work experience	R	Day of religious observance
Administrative Codes		S	Study leave
X	<i>Not required to be in school - issued for self isolation during Covid 19</i>	T	Gypsy, Roma & Traveller absence
Y	<i>School closure / emergency</i>	U	Arrived after the register has closed
Z	<i>Pupil no longer on admission register</i>	O	Absent without authorisation

Reviewed by CJ - Dec 2022
Ratified by Governors - Mar 2023