Burnside College
Attendance and Registration Policy
2023 - 2024

Attendance is the responsibility of all stakeholders at Burnside College. We expect that students will attend school every day the school is open. Attendance is clearly linked to how well a student achieves at school. Good attendance that is above 96% will ensure that students achieve well at Burnside College.

The aims of this policy are:

- To communicate to all stakeholders (students, parents/carers, staff, governors) what the school expectations are about attendance
- To explain the legal and statutory requirements of attendance to school
- To explain how a whole school culture of high attendance is implemented consistently across the school
- To explain what happens when a student does not attend school

Parental Responsibility for Attendance

The Education Act states that: 'Parents have the responsibility to ensure that their children receive a suitable education, either by regular attendance at school or otherwise'. This is a legal requirement.

Therefore, parents/carers are expected to:

- Ensure their child attends school every day.
- Always notify the school (using the reporting absence procedure) when their child has an unexpected absence from school
- Provide a valid reason as to why their child is absent from school, providing medical evidence if requested by the school
- Book any medical appointments around the school day where possible

School Responsibility for Attendance

Parents can expect that the school including the Headteacher and Governors will:

- Implement a clear and consistent whole school approach to improving attendance across the school
- Ensure students are recorded on the school's admission register with the date of their admission, contact details for parents/carers and details of the last school attended
- Ensure the school fulfils its statutory and legal requirements in recording a student as present or absent in school attendance registers at the start of every morning and afternoon session
- Record student attendance as authorised, unauthorised or attending an approved educational activity
- Regularly monitor the attendance of all students and groups of students with actions put in place to improve a student's attendance
- Liaise with the Local Authority Attendance and Placement Team to improve a student's attendance

Expected level of attendance at school

The school day starts at 8.40am and ends at 3.10pm. Students arriving at school after 8.40am will enter the school site through the Late Gate, giving a reason for being late to school and a punctuality detention is issued at lunchtime for that day. Electronic registers must be completed by all staff to record a student as present in the first 5 minutes of every lesson. This is a legal requirement. Parents can view their child's attendance on ClassCharts.

Students are expected to attend school every day. The table below shows how days absent from school affects attendance and shows how much lesson time is missed.

Attendance	Days missed across the year	Lesson time missed across the year
98%	4 days	12 (100 min lessons)
96%	8 days	24 (100 min lessons)
94%	11 days	33 (100 min lessons)
92%	15 days	45 (100 min lessons)
90%	19 days	57 (100 min lessons)

Reporting Absence Procedure

If your child is going to be unexpectedly absent from school for any reason. The following procedure to report a student absence must be followed:

- Telephone 0191 2598500, Option 2 (Student Absence) and follow the information to report a student absence clearly giving your name, the student's name, year group and the reason for the absence.
- This must be communicated before 8.40am on each day the student is going to be absent
- This information will be used to decide if the absence will be **authorised** or **unauthorised**
- If we do not receive this information, a Truancy Call is sent by text message to the first named contact for a student. This must be responded to.
- If the Truancy Call is not responded to then the school will contact other named contacts and a home visit may then be organised to check on the welfare of the student as part of the school's safeguarding duties.
- Morning registers will close at 9.15 and afternoon registers will close at 1.45. Students will be recorded as absent if not marked in by this time.

Authorised and Unauthorised Student Absence

The Headteacher or the designated senior leader in charge of attendance will decide if the student's absence is **authorised** or **unauthorised** based upon the information they receive from the parent regarding a student absence.

Authorised absence: An absence that is agreed by the school to be valid. This may include:

- Illness
- Urgent medical appointments

- Religious celebrations
- Exceptional circumstances which are agreed by the Headteacher as being beyond the control of the parent

Further medical evidence can be requested by the school to decide if a student absence is valid.

Unauthorised absence: Absences cannot be recorded as authorised where a valid reason for absence has not been provided by the parent. This includes:

- a family holiday that has not been agreed by the Headteacher
- arriving at school after the registers have closed with no explanation
- Where the school is not satisfied with the explanation for the student absence

- If a student is absent from school for 2 weeks, with no parental contact then the student is referred to the Attendance and Placement Team as a Child Missing in Education

Approved Educational Activity: These are supervised educational activities that will be an authorised absence. This includes:

- Work experience
- Educational trips, sporting activity or other educational activity approved by the school. These activities must be supervised by someone authorised by the school

Request for a Leave of Absence

Parents must complete a Leave of Absence Request Form if they wish their child to take a leave of absence during term time. This must be returned to the Headteacher.

A family holiday during term time will be an unauthorised absence from school. The Local Authority will issue a Fixed Penalty Notice as follows:

- £60 Penalty Notice per parent if paid within 21 days
- £120 Penalty Notice per parent if paid within 28 days
- Failure to pay the Penalty Notice could result in the Local Authority starting legal procedures against you for the offence of failing to ensure your parental responsibilities and ensuring your child attends school

Persistent Absence from School

Persistent absence from school is when a student's attendance at school is below 90% as defined by the Department for Education. **The school will report a student's**

attendance every half term via email to parents including the number of sessions (am and pm sessions) missed.

This table summarises what happens when a child fails to attend school and attendance falls below the expected standard of 96% and the actions that will be taken by the school to improve attendance.

	Actions to be taken by the school to improve attendance
Tier 1: Expected Standard Attendance is above 96%	The school will ensure: ● Students will be able to take part in the school rewards programme ● Progress Leader will give attendance rewards for students in assembly
Tier 2: Below expected standard **Attendance is between 96% and 93%**	Progress Leader will monitor and may contact parents to discuss: ● Patterns and reasons for absence Form tutors ● Daily/weekly reminders of what this looks like as number of lessons missed and praise conversations for good/improved attendance ● Taking opportunities to discuss the number of lessons missed at this level e.g. parents' evenings
Tier 3: Cause for concern Attendance is between 93% and 90%	Progress Leader will contact home to discuss: ● Patterns and reasons for absence ● Identify any barriers to the student attending school ● Early intervention that can be put in place to improve attendance ● Attendance Letter 1 is sent reminding of the importance of good attendance and the number of lessons currently being missed
Tier 4: Persistent Absence Attendance is below 90%	Senior Progress Leader and Attendance Officer will arrange a meeting with parents to discuss: ● Patterns and reasons for absence ● Identify any barriers to the student attending school

	• Make a referral to the Local Authority Attendance and Placement Team for support in improving attendance if needed • Formal Attendance Support Plan is put in place • Attendance Letter 2 is sent explaining why the student absence is a cause for concern and what actions need to be put in place to improve attendance
Tier 5: Persistent Absence is below 80%	Deputy Headteacher with overall responsibility for attendance will: • Arrange a meeting with parents (and where possible the Local Authority Attendance and Placement Team) • Make a referral to outside agencies where appropriate • Attendance letter 3 is sent confirming that If attendance does not improve then legal proceedings will be initiated with the Local Authority
Tier 6: Severe absence is below 50%	The school will take a multi-agency approach, working closely with the Local Authority and Early Help team to ensure that the child is accessing education.

Appendix A: Codings for Attendance

Registration codes when recorded as present		Registration codes when recorded as absent	
/\	Present	N	No reason for absence provided
L	Late	E	Excluded (and no alternative provision made
B	Educated at another educational site	I	Illness (not medical or dental appointments)
D	Dual registration	M	Medical or 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
Y	School closure/emergency	T	Gypsy, Roma and Traveller absence
Z	Pupil no longer on admission register	U	Arrived after register closed
		O	Absent without authorisation

Reviewed by HP/DJ - Jan 2024
Ratified by Governors - Jan 2024