



Berwick Academy Registration and Absence Procedures

Registration

Students are expected to enter the academy prior to **8.45am**.

The legal registration is taken twice during the academy day, the morning registration is taken at **8.50am**; the afternoon registration takes place at **1.10pm**.

Any student arriving after **8.55am** and **1.10pm** will be deemed as late and therefore will be coded as 'L' on the register; a sanction such as an immediate detention during break times or after school can be used to make up the missed time.

Students arriving after 9.05am and/or 1.20pm will be marked as unauthorised late; 'U' code. A 'U' code means the student has incurred an unauthorised absence due having missed the legal registration period; legal action may be taken for continued unauthorised absences.

Absence

Parents/carers are required to notify the academy that their child is absent on **every** morning of absence giving the reason; calls should normally be made to the Attendance Officer. This expectation is in line with safeguarding procedures as, if no call is received, it must be assumed that the child is on their way to school and if they do not arrive the absence will be followed up accordingly.

The academy will also operate a First Day Contact system; if students are absent without notification, parents will be contacted and asked for the reason for absence. After a period of absence Parent/carers are requested to confirm the reason for the absence in the form or a written note. If contact is not achieved a home visit may be deemed necessary to fulfil the academy's safeguarding duties.

The academy reserves the right to make the decision as to whether an absence should be authorised. Although reasons given for absence will be recorded, the absence may not be authorised if the reason is not deemed appropriate, reasonable or if there are ongoing attendance concerns.

All student enquiries (including reporting student absence) should go to the Attendance Officer Mrs S Campbell Tel: 01289 333904 Email: campbells@berwickacademy.co.uk



Attendance Policy

Berwick Academy – Attendance Policy

Berwick Academy recognises the importance of school attendance in enabling students to achieve their maximum educational potential, helping them to participate in the life of the academy community and to have optimum life chances enabling them to enter adulthood successfully.

Berwick Academy:

- i) is committed to working in partnership with families and other agencies in order to achieve the best outcomes for children.
- ii) provides a welcoming and caring environment where all members of the academy community feel secure and valued.
- iii) has an effective system of communication with students and parents/carers to support good attendance and punctuality and to provide appropriate information and advice.
- iv) will use an appropriate system of rewards and incentives to recognise the effort students make in achieving good attendance and punctuality.
- v) follows Department of Education (DfE) guidance and best practice in the use of Penalty Notices as a deterrent to the removal of a student during term time. In line with current protocol, the Local Authority (LA) has the statutory duty to issue Penalty Notices and /or legal action.

Academy Daily Procedures

Within academy documentation the term 'parent/carer' is used to address those with responsibilities for children. For the purposes of attendance matters and identifying those with legal responsibilities for attendance, 'Parents' are determined as per Section 576 of the Education Act 1996 which defines a parent as:

*the natural parents of a child, whether they are married or not;
anyone who although not a natural parent, has parental responsibility for a child;
any person, who although not a natural parent, has care of a child;*

Registration

2) Registers will be kept in accordance with government regulations. The legal registration is taken twice during the academy day, the morning registration is taken at **8.55am**; the afternoon registration takes place at **1.10pm**.

3) Students may enter the school site at 8.00am. Morning registration takes place during tutor time which means there is a legal requirement for students to attend this session. Any student arriving after 8.55am and 1.10pm will be deemed as late and therefore will be coded as 'L' on the register; a sanction such as detention during break times or after school can be used to repay the missed time. Students arriving after 9.05am and/or 1.20pm will be marked as unauthorised late; 'U' code. A 'U' code means the student has incurred an unauthorised absence due having missed the legal registration period; legal action may be taken for continued unauthorised absences.

Absence

4) Your child may be at risk of harm if they do not attend school regularly therefore, Parents/carers are required to notify the academy of their child's absence every morning of absence, giving the reason; calls should normally be made to the Attendance Officer 01289 333904 or via the main school number 01289 305083. This expectation is in line with safeguarding procedures as non-attendance is considered a safeguarding matter. If no call is received, it must be assumed that the child is on their way to school and if they do not arrive the absence will be followed up accordingly.

5) To support the above, the academy will operate a First Day Contact system for students who are absent without notification to pursue the reason for the absence. After any period of absence Parent/carers are requested to confirm the reason for the absence in the form of a written note. If contact is not achieved between 1 and 3 days of absence a 'safe and well' home visit will be made.

6) The academy reserves the right to decide whether an absence should be authorised or not. Although reasons given for absence will be recorded, the absence may not be authorised if the reason is not deemed appropriate or if there are ongoing attendance concerns. Unauthorised absences can lead to legal action; Section 7 of the Education Act 1996 states:

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

7) The academy works with the LA and other agencies; this process assists in the assessment of need, using an assessment framework in order for appropriate support to be given or referrals to be made.

8) The academy has an Attendance Officer and Education Welfare Officer that reports into a member of the Senior Leadership Team. They have responsibility for the academy's attendance and include assisting parents and students in the removal of any barriers preventing regular attendance.

9) The academy will support the re-integration of students sensitively after an absence and involve all appropriate staff, giving access to pastoral counselling/mentoring services as appropriate.

How the academy will deal with concerns relating to poor attendance

10) Unplanned absence, for whatever reason, can be detrimental to a student's achievement and welfare. If 15% absence (85% attendance) is accumulated, either overall or for a given period of time, it is determined as 'persistent absence' by the DfE and all schools/academies have a duty to challenge persistent absence in order to improve the situation.

11) With the above in mind, all academy staff will work with students, parents and agencies to resolve academy related issues impacting on a student's attendance. In the first instance of low attendance being identified (overall levels of under 95%; or below 90% for a specific period as detailed above), the parent/carer will be informed by telephone/letter/email; if concern or decline continues, a meeting will be arranged to discuss the issues with the students Tutor and/or Head of Year.

12) If, after 'house based' initiatives, the level of attendance continues to be of concern parents/carers will be requested to attend a meeting with the Education Welfare Officer. At this meeting an Attendance Action Plan will be agreed by all to prevent any further decline in the attendance and ensure appropriate support is in place.

13) It is worthy of note that although working together, as above, should prevent any prosecution being necessary, if the level of attendance continues to be unsatisfactory the academy will be required to collate evidence of non-attendance and report the

information to the Local Authority (LA). The LA will then fulfil their statutory duty of prosecution under Section 444(1) of the Education Act 1996 using persistent absence thresholds as defined by the Department of Education; 85% attendance in any given period.

14) This academy adheres to the LA's Penalty Notice Code of Conduct and Section 23 of the Anti-Social Behaviour Act 2003 in the use of Penalty Notices for persistent absence. Penalty Notices are an alternative to prosecution under Section 444(1) of the Education Act 1996 enabling parents to discharge potential liability for the offence of non-attendance at school by paying a penalty within an allotted time frame. Failure to pay the penalty on time will result in the LA either prosecuting for the original offence under Section 444(1) of the Education Act 1996 or withdrawing the notice if it is proven that it contains material errors or was issued incorrectly.

15) Penalty Notices will be used for persistent absence throughout the academy where 10 sessions or more of absence are recorded as unauthorised. The use of Penalty Notices will be considered and used for identified groups of students who are either causing concern or are at a significant time within their education. Following a warning to parents/carers of the concerns the academy has a duty to consider requesting the LA to issue a Penalty Notice.

Requests for absence during school term

16) Berwick Academy actively discourages absence during term time. It is considered that each student should attend all sessions regularly and punctually in order to avoid disruption and maximise their educational achievement. Parents/carers are required to submit a request letter, at least four weeks in advance of the date of travel. Parents must detail the **exceptional circumstances** of the request.

17) In accordance with The Education (Pupil Registration) (England) Regulations 2006 & (Amendment) Regulations 2013 the academy is unable to authorise any period of absence unless it is for exceptional circumstances in addition to four weeks' notice having been given, as per the following extract from the above mentioned regulations:

Leave of Absence

(1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the academy. (i.e. Head teacher/Principal)

(1A) Subject to paragraph (2) (which relates to employment abroad), leave of absence shall not be granted unless-

(a) an application has been made in advance to the proprietor (Head teacher/Principal) by a parent with whom the pupil normally resides; and

*(b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application.*

It is worthy of note that "exceptional circumstances" do not include birthdays, bargain holidays, shopping trips, visiting or being visited by family and friends. Any absences requested for attending the wedding of an immediate family member will be considered as exceptional circumstances however, a maximum of 3 days will be given if the wedding is within the UK and 5 days if the wedding is taking place abroad.

18) Where leave of absence is unauthorised it will be dealt with in line with the Northumberland County Council Local Authority Code of Conduct and Anti-Social Behaviour Act as per Paragraph 13 of this policy.

19) Where an absence is suspected of being for the purposes of leave it is the parent/carers responsibility to disprove the suspicion by providing evidence that the absence was for an alternative unavoidable reason.

It is hoped that by following this policy the academy will work in partnership with parents/carers, students and external agencies to promote maximum attendance as a priority in order to secure successful outcomes for students.

Attendance Policy Supporting Documents:

Appendix 1 - Attendance Matters

Appendix 2 – Home/School Agreement

Revision Record of Issued Versions				
Author	Approved date	Committee	Version	Status
Berwick Academy	Pending 21/06/2017	FGPC	1.0	Final Version
Changed by	Review Date			
	July 2019		1.1	

WORKING TOGETHER

A school is a community in which every individual plays a part in making it safe, friendly and effective.

Like any community, it is important that we have clear rules and guidelines for how we should behave towards each other and what contribution we are expected to make towards the goals of the school.

Our goal is to ensure that every child makes the greatest possible academic progress within a safe and caring school environment in which they feel valued and supported.

We cannot achieve this goal without the co-operation of every parent, child and member of staff.

This agreement sets out clear guidelines as to how we can work together to maximize the opportunities for our students.

I, THE HEADTEACHER, AGREE TO.....

- Create a supportive and welcoming atmosphere within which your child can grow and achieve.
- Respect the individuality of every student and ensure the school is free from prejudice or bullying.
- Set out a clear complaints procedure and ensure that concerns are addressed promptly and fairly.
- Maintain the fabric of the school in order to provide a safe, clean and healthy working environment.
- Make the uniform and behaviour codes very clear.
- Liaise with transport providers on behalf of parents.

SIGNED

Headteacher signature: _____

Date: _____

BERWICK ACADEMY

Working together

Home/School Agreement



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Adams Drive
Berwick upon Tweed
TD15 2JF

Tel- 01289 305083
Fax- 01289 302681
Email- admin@berwickacademy.co.uk
Web- www.berwickacademy.co.uk

HOME/SCHOOL AGREEMENT

WE, THE STAFF, AGREE TO.....

- Promote the ethos of Friendship, Learning and Respect.
- Provide a positive classroom atmosphere where all students feel safe and valued.
- Provide well planned, challenging lessons which allow all students to achieve their maximum potential.
- Communicate with parents promptly if we have concerns about the student's progress.
- Uphold the school's behaviour expectations and ensure that the classroom is a suitable environment for learning.

I, THE TUTOR, AGREE TO.....

- Monitor the student's attendance and raise concerns if this falls below acceptable levels.
- Take an interest in the student's progress and encourage achievement in all areas.
- Act as an advocate for the student, addressing issues arising.
- Recognise the student's contribution to the school by rewarding positive behaviours.

SIGNED

Tutor name: _____

Tutor signature: _____

Date: _____

I, THE STUDENT, AGREE TO.....

- Promote the ethos of Friendship, Learning and Respect.
- Respect all staff, visitors and children and speak appropriately at all times.
- Attend school regularly, on time (before the 8.55am bell), properly equipped and in school uniform.
- Take care of the equipment and building and take pride in the school.
- Take responsibility for my own behaviour and accept the consequences of poor behaviour with good grace.
- Organise myself effectively, using my school planner so that I record and complete all homework on time.
- Complete all work, both in the classroom and at home, to the best of my ability.

SIGNED

Student name: _____

Student signature: _____

Date: _____

I, THE PARENT/CARER, AGREE TO.....

- Promote the ethos of Friendship, Learning and Respect.
- Make sure that my child attends school regularly, on time, properly equipped and in school uniform.
- Inform the school promptly of the reasons for any absences.
- Wherever possible, arrange dental and medical appointments out of school hours and avoid family holidays in term time.
- Reinforce and support our school expectations and values.
- Strongly encourage my child to complete homework and coursework on time and to the best of their ability.
- Make a commitment to attend all parents' evenings and read school reports so that I can use this feedback to support my child to improve.
- Take an interest in my child's progress at school and encourage them to do well.
- Support the school's consequence system.
- Arrange after school transport when my child is required to attend after school activities, detentions or revision sessions.

SIGNED

Parent name: _____

Parent signature: _____

Date: _____

ATTENDANCE MATTERS



90% sounds good...

90% in an exam – YIPEE – Very good!!!!

But if you were told for the next four months you would only earn 90% of your salary – Not so good....

If a student achieves 90% attendance over a year it means they have attended **171 days**.

BUT

They have missed **19 days**. That is half a day each week!

19 days = **38** school sessions (am & pm)

OR

95 hours of lessons

Over three years that would equal 57 days = **11.4 weeks**.

11.4 weeks is nearly a term (it is only 2.6 weeks short of a term)

57 days = **285 hours** of lessons

So... 90% - Not so good.

Good attendance means **96% or more**.

100% = EXCELLENT

96% = GOOD

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BERWICK ACADEMY

ATTENDANCE MATTERS

BERWICK ACADEMY



A guide to maintaining your child's attendance at school



Does your child need to miss a day?

- *Encourage your son/daughter to achieve 100% attendance.
- *Sending them to school every day UNLESS they are genuinely too ill to participate in lessons.
- *Making routine medical and dental appointments after school or in school holidays whenever possible.
- *Promoting the benefits of good attendance.

Why is attendance important?

- ⇒ Keep up with work and understand the lesson.
- ⇒ Develop and maintain strong friendships.
- ⇒ Get better qualifications and develop new skills.
- ⇒ Have high expectations for the future.
- ⇒ To be present for modules/tests which happen throughout the year.

- *Absence for holidays is not, and never has been, an entitlement.
- *The Head Teacher has the discretion to consider each case on its own merits.

*A letter requesting permission should be written.



If it is deemed that a student has persistent absences, 90% or below from September 2015, the Education Welfare Officer (EWO) will be notified and parent/carers may face court action.

