Attendance and Punctuality Policy

1.0 Introduction

Attendance and Punctuality are key priorities at the academy. We recognise the clear link not only between attendance and achievement of pupils but also between attendance and developing a culture of belonging. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within The Belvedere Academy to support learning, development and engender positive relationships.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide a safe and secure base from which learning can take place.

To gain the greatest benefit from their education it is vital that all children attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation that all pupils achieve at least 97%. ***As a school we define regular attendance as 97% or above.***

The Belvedere Academy believes teachers, parents, carers, children and all members of the academy community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve. This Policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

2.0 Aims

Maximise the overall percentage of pupil attendance and punctuality at the academy.

Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.

Provide support, advice and guidance for parents, pupils and staff.

Develop clear procedures for the maintenance of accurate registration for pupils.

Ensure a systematic approach to gathering, analysing and acting upon attendance data including qualitative insights into barriers to attendance.

Ensure a whole school approach to ensure consistency of intervention strategies.

Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

2.1 Promoting Regular Attendance at The Belvedere Academy:

This is everyone's responsibility, all members of staff, parents/carers and children. To help us all focus on this, we will ensure:

Appropriate interventions are in place to improve punctuality (see Appendix 2).

An appropriate, knowledge rich curriculum is provided and will be reviewed regularly.

The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.

Children are provided with appropriate support to minimise absence from school. This includes the academy and multi-agency provision as appropriate.

Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.

Effective partnerships with parents/carers are encouraged through regular contact and support provided.

Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.

Improved attendance and good punctuality is rewarded through regular incentives.

Attendance and punctuality is regularly discussed with pupils in class and at assemblies and adhoc workshops regularly take place with key groups throughout the year.

All students and parents have access to and therefore ownership of their own attendance figures through the Class Charts app.

Staff roles and responsibilities with regards to attendance are clearly defined and all staff should ensure these are followed (see Appendix 1).

3.0 Attendance Expectations and Absence Procedures

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

3.1 Expectations of Parent/Carer

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
You are required to:

- Ensure your child arrives for school on time.
- Telephone school if your child is to be late. The number is 01517271284. Please choose the appropriate option from the switchboard.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.

- Contact school preferably by 8am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school. **We request a phone call/ message for each day of your child's absence with a brief update on possible return.**
- If you receive a phone call as a result of your child's absence it is important that you respond to this to ensure your child is appropriately safeguarded.
- Contact the Attendance Team if the reason for absence requires a more personal contact.
- **In case of emergency** we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (**As a school we request a minimum of two emergency contact details be provided**)
- Requests for an exceptional circumstances leave of absence must be in writing to the Principal and can only be authorised by the Principal. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school include general holidays, weddings, shopping, concerts and birthdays.

3.2 If a pupil is absent we will follow our three tiered procedure (see appendix 3). This includes:

- Calling a parent/carer on the first day of absence if we have not heard from them by 9:00am. We require a response to any voicemails left.
- If no response is received and the absence is unauthorised a member of school staff may conduct a same day home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason parents should expect contact from their child's Form Tutor/ Head of Year, follow up letters offering extra support, regular home visits from our Family Liaison Officer and/or the parent/carer will be invited to meet with the Head of Year, a member of the Senior Leadership Team and Student Support if appropriate to discuss an Attendance Support Plan.
- If absences persist the Head of Year and Senior Leader will discuss actions such as issuing Notices to Improve (see definition below) and alerting the Liverpool Education Welfare Professional assigned to the academy so that the legal protocol can be followed.

4.0 Understanding types of Absence

The Belvedere Academy has to record and account for every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by text or phone on the first day of absence, update us on each day the absence continues and inform us in writing on the pupil's return.

4.1 Authorised Absence

Authorised Absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Principal, not parents who make the decision to authorise absence from school. Whilst we will not routinely ask for medical evidence, this may be appropriate in the case of persistent or regular absences from school.

4.2 Unauthorised Absence

Unauthorised Absence is when the school has not received an appropriate reason for absence or the Principal has not approved a child's leave of absence from school after a parent / carer's request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for holidays, shopping, birthdays, or to look after siblings;
- Absences which have not been explained;
- A pattern of absence without any visible improvement;
- Students who persistently absent or are in danger of becoming persistently absent;
- Pupils who arrive at school too late to get their AM mark. In this case, students will receive a U code, which counts towards absence.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018, The Belvedere Academy will be issuing **Notices to Improve** (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school will refer the case to the local authority, which could result in a fine being issued. Therefore, maintaining communication with school is vital.

4.3 Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised (including illness) or unauthorised. The DFE expects schools to intervene well before pupils reach a level of persistent absence. Pupils whose absence falls below 50% are classed as severe persistent absentees.

Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.

Parents/Carers are asked to contact the Form Tutor or Head of Year in the first instance.

5.0 Why Regular Attendance is very important:

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a pupil missing one half day per week, which is approximately 18 days or 90 lessons per year

The Belvedere Academy operates on shorter terms with students attending 176 days of the year. 90% attendance would equate to students spending only 158 days of the year in school.

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

6.0 The Education Welfare Partner (EWP)

- The Education Welfare Partner works for the local authority and is used when any support provided by the academy has failed or is not appropriate.
- They provide support for parents/carers and advice on problems relating to attendance, and encourage good communications between home and school.
- The EWP will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists, the EWP will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

7.0 Leave of absence in Term Time

The Law does not give any entitlement to parents/carers to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Principal must be satisfied that the circumstances warrant the granting of leave.
Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively.
Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Principal will determine the number of school days a child can be away from school if the leave is granted.

8.0 Lateness

Poor punctuality is not acceptable**.** If a pupil misses the start of the day they can miss work, important notices for the day and can disrupt lessons. It can be embarrassing for the pupil arriving late to walk into a room late and can encourage future absence. The DfE recognises students who are persistently late as 'at risk' of becoming persistent absentees. Therefore, we intervene swiftly if a pattern of lateness begins to emerge. If a child arrives after the registration period has closed, they will receive a U code.

8.1 How we manage lateness

The school day starts and registers are taken at 8:35am by the Form Tutor and pupils receive a late mark if they are not in their form room by that time. The academy recommends that pupils arrive by 8:30am.

Late arrival to school following the close of registers is classified as an absence if no contact is made with the academy.

If a pupil is persistently late after the official close of the register, we have clear procedure in place (see Appendix 2). If our interventions are unsuccessful in improving the lateness, school may request the local authority issue a Penalty Notice.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the Form Tutor or Head of Year who will offer support to resolve the problem.

9.0 People Responsible for Attendance Matters at The Belvedere Academy

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.
The designated Attendance Lead at Belvedere is Emma Speed, Senior Assistant Vice Principal.

10.0 Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to:

- Inform the LA in ***every*** circumstance when deleting a pupil's name from the admission register.
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Give the Head of Year comprehensive information about their plans, including any date of a move and the new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

This policy was created by: Senior Assistant Vice Principal, SLT

Policy reviewed: September 2026

Date of next review: September 2027

Appendix 1

Attendance and Punctuality
Roles and Responsibilities Guidance

Whole School Approach

Whom	Actions Expected
Pupils	● Attend school every day unless too ill to do so. ● Arrive on school site by 8:25am ● Be in form rooms on time for registration at 8:35am ● Take ownership of your own attendance on the Class Charts app and in planners.
Form Teacher/ Class Teacher	● Complete registers on Class Charts each day for each lesson on time ● Ensure attendance has a high profile in class ● Ensure all members of the form know the school target and their current attendance (FTs) ● Make phone calls home for targeted students who may need support with attendance (FTs) ● Discuss absence with pupils returning to school (FTs) ● Welcome and support long-term absentees back into the class by supporting/ monitoring catch up work.
Attendance Team (Yrs7-11)	● Ensure staff have completed AM/PM registers ● Ensure input of accurate attendance marks in the register ● Identify pupils who are absent from school without reason (after 9:30am) ● Log on Class Charts, parental voicemails, text messages and emails regarding student absences ● Manage first response calls to parents/carers who have failed to make contact regarding their child's absence and also pupils who arrive late. ● First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. To forward this on to Pastoral Teams/ Safeguarding Teams/ Student Support if necessary. ● SLT and/or class teachers contacted with specific attendance queries and necessary follow ups required. ● Log attendance of all pupils going out /in school for medical, dental or visits. ● Weekly Attendance/ PA report sent to senior leaders / pastoral team. ● Overall oversight of the Attendance Tracker. ● Generate regular reports for LGB and ATB. ● Identify patterns of attendance and punctuality over time. ● Liaise directly with Senior Attendance Lead and EWO.
Head of Year	● Track and monitor absenteeism with the Attendance Officer and to intervene appropriately. ● Support with first response calls for the year group. ● Home visits if required including appropriate risk assessment. ● Track and monitor persistent lateness and to intervene appropriately. ● Liaise with parents/ carers regarding absenteeism/ lateness. ● Work closely with others in the Pastoral Team including Family Liaison Officer and Keyworker where appropriate. ● Keep SLT/ EWO informed of any patterns of attendance. ● Track, monitor and support persistent absentees, with the Student Support where needed. ● Work on strategies for improving attendance across their year group. ● Work closely with Form Tutors on managing absentees and latecomers effectively. ● Meet with the Attendance Officer when required to discuss attendance issues. ● Ensure improvements in attendance are rewarded. ● Support the Student Support Team and DSL with pupils in other settings.

Curriculum Leaders	● Ensure informal discussions take place with identified pupils to follow up attendance issues and agree if future action is required. ● Discuss with subject teachers, when required, identified pupils of concern regarding specific attendance queries and if necessary follow ups are required. Monitor the list of PA. ● Have a strategy for your team to support students on their return from an absence enabling them to catch up on missed work.
Family Liaison Officer	● Support with conducting safeguarding visits and home visits as required. ● Work closely with identified families who require regular support with persistent absenteeism. ● Daily contact with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters. If pupils fail to attend with reasons unknown, this is passed onto the pastoral team. ● Identify barriers to attendance and work with families to overcome them. ● Liaise with child's Key Worker, where appropriate to create bespoke support. ● Act as a Lead professional for supporting any part time education requests.
EWP	● Home visits as required. ● Focused casework interventions with persistently absent pupils and families, working with the Attendance Officer, Family Liaison Officer and HOY when necessary. ● Phone call contact with pupils/parents/carers when required. ● Advise the Attendance Lead and Principal on the instigation of legal proceedings ● Track actions and interventions, and feedback to Attendance Lead/ Attendance Officer ● Administer fixed penalties for unauthorised absences and initiate legal proceedings for persistent absenteeism when appropriate.
Student Support Team/ DSL	● Track and monitor all disadvantaged/ SEND pupils in relation to attendance. ● Daily action based on the log of attendance of targeted vulnerable students. Action is taken as a matter of urgency. ● Point of contact for pupils in other settings. Conduct QA visits. ● Lead on fortnightly Safeguarding Meetings where Attendance and particularly, PA, is a standing item. ● Offer individualised support for PA return to school including use of the Student Support during lunchtimes, use of a teaching room and support with phased return. ● Work closely with the parents of PA. ● Liaise with external agencies to offer families support to overcome barriers to attendance when necessary. ● Support HOY in all matters related to attendance.
Senior Leaders	● Designated Attendance Lead- Emma Speed, Senior Assistant Vice Principal. ● Maintain a high profile of attendance as a significant contributor to pupil achievement ● Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to Heads of School/ Year, for plans to raise attendance ● Ensure that the attendance policy is implemented across the school and that systems are operating effectively. ● Use attendance data to identify and take action to improve the attendance of vulnerable pupils, working with the Student Support Team. ● Ensure that all teaching staff focus on attendance in planning and pedagogy ● Monitor and track staff not completing registers in line with Safeguarding requirements with the support of the Attendance Officer. ● Liaise with EWO, Family Liaison Officer, Pastoral staff and Curriculum Leaders regarding support work with identified pupils. ● Liaise with EWO to create joint action plans for PA. ● Meet with parents where necessary to discuss attendance/ punctuality issues. ● Ensure that attendance has a high profile at ALL Parents' Evenings. ● The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision (led by DSLs). ● Undertake regular Attendance Reviews.

Principal	● Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors.

Appendix 1- Lateness Procedures

Procedure for punctuality to AM Reg

Stage 1- Initial lateness

If a student arrives late to school more than twice in a week, they will be issued with an automatic 30 minute detention after school (which will be recorded as a C2 on Class Charts). Parents will be informed of this through our communication system.

If a student fails to attend the 30 minute detention, it will automatically escalate to a 60 minute detention after school. If a student continues to be persistently late despite this new system being in place, a meeting will be arranged with parents/carers to discuss further possible sanctions.

Our goal is not to penalise but to provide a natural consequence to encourage better habits and ensure that all students are able to benefit fully from their education.

Stage 2- Ongoing lateness

If a student continues to be persistently late despite this new system being in place, a meeting will be arranged with parents/carers to discuss further possible sanctions.

Stage 3- Senior LM

HOY to alert Senior LM who will monitor the 'at risk' group- those with persistent lateness over time. Senior LM/ HOY to come up with an individual action plan for individuals (working with parents). This will take the form of a contract. If the contract fails, the child will be sanctioned for truancy.

Please note, any child who arrives to school in the morning after registration closes must legally be issued with a U on registers. This will go against their overall attendance and will eventually trigger EWO involvement.

Procedure for punctuality to lessons

This process covers what should happen immediately when a student is marked as present for AM/ PM registration but fails to turn up for a lesson. Once this lateness becomes persistent, the process escalates. The use of the Sanctions tab in Class Charts to record lateness allows HOY to identify persistent lateness across lessons at a glance and for the SLT Lead to identify patterns for this lateness over time.

As soon as a child fails to turn up to a lesson the classroom teacher should use their judgement to decide if they should send a Missing Pupil email for the relevant year group to key staff (eg. Missing Pupil Y7@belvedereacademy.net). This should mainly be used for students identified as vulnerable.

If a child is more than 10 minutes late, staff can record as AWOL on Class Charts. If the child does not turn up and no adequate explanation has been given for this, the teacher may report the child for Truancy. 2 Truancy records in one week generates an SLT Detention.

Stage 1- Classroom Teacher

Classroom teacher to deal with punctuality to their lessons through:

a) A conversation with the student about their lateness at the end of the lesson. A phone call to parents can follow where appropriate.
b) Using discretion to record the lateness on Class Charts in the Sanctions tab under C1. Add a Note if necessary.
c) Once the student has more than 2 consecutive lates to a lesson, then the classroom teacher informs HOY through C3 on the Sanctions tab. This will then generate a detention.

Stage 2- SL/CL

Once persistent lateness has been through Stage 1, SL or CL will sanction and monitor persistent lateness through one or more of the following:

a) Further conversations with parents;
b) Punctuality report;
c) CL detention;
d) Allocation of key worker (where appropriate).

Stage 3- Senior LM

CLs to alert Senior LM who will monitor the 'at risk' group- those with persistent lateness over time. Senior LM/ CL to come up with an individual action plan for individuals (working with parents). This will take the form of a contract. If the contract fails, the child will be sanctioned for truancy.

Appendix 2

Process for dealing with persistent absenteeism or those in danger of persistent absenteeism

If your child is identified as being a persistent absentee or as in danger of being a persistent absentee, the academy will follow the process below in line with government statutory guidance:

Stage 1 Support

This is used when your child has initially been identified as a PA:

- FT monitoring of attendance from Attendance Officer reports, This will be follow;
- Parent/ Carers may receive a letter from school reminding them of the need for excellent attendance;
- Conversation between HOY and Parents/ Carers if appropriate;
- Pupil may be required to attend attendance workshops with pastoral staff;
- Home visit may occur if appropriate.

If absences continue longer term or a pattern is beginning to emerge:

Stage 2 Support

- HOY monitoring of attendance with support from Attendance Officer;

- Meeting with HOY (and SLT link/ SENCO if necessary), child and parent/ carer to discuss barriers to attendance and to complete an Attendance Support Plan;
- Child may be offered a Key Worker to support them in school to overcome barriers to attendance;
- Family may be allocated to Family Help for longer term support;
- Regular home visits may be appropriate;
- EWP may become involved at this stage to offer local authority level support, which may include home visits.

Please note, at this stage, the academy may decide to no longer authorise any absences.

Stage 3 Challenge

- Parents will be issued with a Notice to Improve and attendance will be monitored daily.
- EWP and local authority involvement. This may include legal proceedings which may result in fines.

Stage 3 is deemed a last resort and the school hopes attendance issues can be resolved before this is reached.