

# Attendance Policy

## The Bishop of Winchester Academy



Sapere Aude

Policy Control Table	
<b>Policy Title</b>	<b>Attendance Policy</b>
<b>Author/s: Name, Code, Role</b>	Simmone Lewendon, SLE, Deputy Vice Principal (Behaviour)
<b>Link Trustee, if any</b>	ST
<b>Version (V) N°</b>	3
<b>Statutory</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Internal Policy
<b>Required on Website</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approval/Ratification Route</b>	<input type="checkbox"/> Author – Vice principals <input type="checkbox"/> Author - ALT - Trust Board <input type="checkbox"/> Author - ALT - Resources Committee <input checked="" type="checkbox"/> Author - ALT - Student Experience Committee (SEC)
<b>Review Frequency and Authority</b>	<b>Vice principals (VPs)</b> annual <input checked="" type="checkbox"/> biennial <input type="checkbox"/> triennial <input type="checkbox"/> <b>Trust committee</b> annual <input checked="" type="checkbox"/> biennial <input type="checkbox"/> triennial <input type="checkbox"/> <b>Trust board</b> annual <input type="checkbox"/> biennial <input type="checkbox"/> triennial <input type="checkbox"/> <b>Other</b> (state) updated if/when guidance changes <input type="checkbox"/>
<b>Linked Policies, if any</b>	<ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• Rewards Policy</li> <li>• Sanctions Policy</li> <li>• Supporting Students with Medical Conditions Policy</li> </ul>
<b>Review by Author/VPs Due</b>	October 2026
<b>Pending Ratification by Committee on</b>	
<b>Pending Ratification by Board on</b>	n/a
<b>Previous Ratification Date</b>	Michaelmas 2024
<b>Ratification Date and Authority</b>	SEC 06.11.25

A review or ratification/approval date is not a sunset clause.

The policy remains in place until such time as it has been reviewed, re-ratified/approved or superseded by updated relevant statutory guidance.

Policy History			
V	Date	Author	Revision Summary
2	Oct 2024	SLE	Pupils renamed students. Minor editing corrections. 8.3 'very likely' changed to 'will'. Addition of Deputy Vice Principal (SLE) as Senior Attendance Champion.
3	Oct 2025	SLE	3 renumbered 4.1.5 removal of 'of its' 4.1.10 Removal of termly absence, as data is collated more frequently by DfE Removal of 4.2.1, section reordered 4.3.1 added 'in correct uniform and with necessary equipment' 4.3.3 added 's' to procedure 5.1 Amended pm start time to 12.00pm to be consistent with 30 minute window as per am. 6.1 Altered he/she to 'they' 7.4.1 Removal of 'by telephone' - how to contact listed in 7.3.2 7.4.3 addition of 'it is expected' replacing 'must also' 7.4.4 spelling of carer amended 7.4.7 'must' emboldened 7.4.9 Inserted link to the request form on TBOWA website 7.4.13 & 7.4.14 layout amended 8.6 removal of 'is' 8.7 addition of 'this is per child' and removal of 'who have allowed the absence' 8.9 and 8.10 amended to bullet points and rest of section renumbered appropriately 9 added Heads of Year to 'attendance improvement lead' and 'abu' for 6 <sup>th</sup> form and amended to 11 Addition of sections 9 and 10: CME and removal from roll

## Contents

Sponsors' Statement .....	4
1. Introduction .....	4
2. Aim of this policy .....	4
3. Key principles.....	4
4. Roles and responsibilities .....	5
4.1 The Academy.....	5
4.2 Parents and carers.....	5
4.3 Students .....	5
5. Registration.....	5
6. Late arrival .....	6
7. Reasons for absence and how to report or request authorisation .....	6
Appointments .....	6
Leave of absence (including holidays during term time) .....	6
Religious observance .....	7
8. Addressing poor attendance and punctuality.....	7
Our procedures for managing unexplained absences can be found here: .....	7
Persistent Absenteeism (PA) .....	8
9. Important Contacts:.....	9

## Sponsors' Statement

All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities.

### 1. Introduction

- 1.1. As a Church of England Academy, the Christian ethos of love, respect, care and forgiveness for all members of the community, will be promoted throughout The Bishop of Winchester Academy. All students should be provided with a safe and secure learning environment, promoting a climate where students feel confident about sharing any concerns they have, enabling to achieve their full potential.

### 2. Aim of this policy

- 2.1 At The Bishop of Winchester Academy, we aim for an environment which enables and encourages all members of the community, to be proud to belong and to achieve of their best. For our students to gain the greatest benefit from their education It is very important therefore that you make sure that your son/daughter attends regularly and this policy sets out how together we will achieve this.
- 2.2 This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance.

### 3. Key principles

- 3.1 Setting high expectations for the attendance and punctuality of all students
- 3.2 Promoting good attendance and the benefits of good attendance
- 3.3 Reducing absence, including persistent and severe absence
- 3.4 Ensuring every student has access to the full-time education to which they are entitled
- 3.5 Acting early to address patterns of absence
- 3.6 Building strong relationships with families to make sure students have the support in place to attend school
- 3.7 Promote and support punctuality in attending lessons.



## 4. Roles and responsibilities

### 4.1 The Academy

#### The Academy will:

- 4.1.1 work with students and their families to support high levels of attendance and punctuality
- 4.1.2 investigate unexplained or unjustified absence, applying sanctions where appropriate
- 4.1.3 work with the local authority and, where required, make appropriate referrals in accordance with local procedures, legislation and guidance
- 4.1.4 regularly review and analyse attendance levels and set targets for the future
- 4.1.5 ensure that all students can access full-time education
- 4.1.6 ensure that the designated senior leader (also known as the 'senior attendance champion') leads improving attendance across the Academy
- 4.1.7 ensure that the Governors and Academy's Leadership Team work together to monitor attendance levels and the effectiveness of this policy
- 4.1.8 ensure that all legislation and guidance are complied with and reflected in its policies and procedures
- 4.1.9 have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Child Protection policy – Q:\1. Administration\Policies\Education Policies)
- 4.1.10 provide information requested by the Secretary of State, including data collected by the Department for Education
- 4.1.11 support students who are returning to education following long term absence
- 4.1.12 ensure that effective systems to record and report attendance data are in place.

### 4.2 Parents and carers

#### We expect parents and carers to:

- 4.2.1 ensure that their child arrives at the academy on time, in the correct uniform and with the necessary equipment
- 4.2.2 promote the importance of regular attendance at home
- 4.2.3 follow the correct procedures for reporting the absence of their child from the academy (see section 7.3)
- 4.2.4 avoid unnecessary absences
- 4.2.5 keep the academy informed of any circumstances which may affect their child's attendance
- 4.2.6 not take their child out of education for holidays during term time (see section 7.5)
- 4.2.7 inform the academy in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live.

### 4.3 Students

#### We expect students to:

- 4.3.1 attend the academy regularly and on time
- 4.3.2 be punctual to all lessons
- 4.3.3 follow the correct procedure if they arrive to the academy late (see sections 6 and 7).

## 5. Registration

- 5.1 The academy maintains an attendance register and uses this to record each student's attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Morning	8:30am	9:00am
Afternoon	12:00pm	12:30pm

- 5.2 Students who arrive after the start of a registration session but before the end of the registration session will be marked as late. Students who arrive after the end of the registration session will be marked as unauthorised absence unless a satisfactory explanation is provided and must follow the process set out in the [Late Arrival section](#).
- 5.3 The register is marked using the national attendance and absence codes which can be found Department for Education's guidance on School Attendance:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

- 5.4 Where a student attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents where necessary.

## 6. Late arrival

- 6.1 If a student arrives at the academy after the relevant registration period has ended, they must immediately go to the academy office to sign in and provide a reason for the lateness. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.
- 6.2 Persistent lateness will be treated as a disciplinary matter and will be dealt with in line with the Academy's behaviour policy.

## 7. Reasons for absence and how to report or request authorisation

- 7.1 Authorised absence - absence will only be authorised where the academy has given approval in advance for a student to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the academy can authorise absence.
- 7.2 Unauthorised absence – absence will be marked as unauthorised where the academy is not satisfied with the reasons given for the absence.
- 7.3 Reporting absence from the Academy

Where a student is to be absent from the academy without prior permission, the parent/carer should inform the academy on the morning of the day of the first absence before 8.00 and let the academy know when they expect the student to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the academy on each day of absence.

7.4.1 This can be done by the following methods:

- a. Through the SIMs Parent App
- b. Calling the academy on 01202 512697 Option 1
- c. Emailing the Attendance Team on [attendance@tbowa.org](mailto:attendance@tbowa.org)

7.4.2 On the day of return to the academy, it is expected for parents / carers to provide written confirmation of the reason(s) for the full period of absence.

7.4.3 In cases of prolonged absence due to illness, the parents/carers may be asked to provide the academy with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

### Appointments

- 7.4.4 Medical, dental and other essential appointments for a student should take place outside of school hours where possible.
- 7.4.5 Where an appointment must take place during school time, the student should attend the academy for as much of the day as possible.
- 7.4.6 For the time absent from the academy to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter **must** be provided.

### Leave of absence (including holidays during term time)

- 7.4.7 Parents and carers should make every effort to avoid taking students out of education for holidays or other extended leave during term time. The academy will only authorise a leave of absence during term time where there are exceptional circumstances.

- 7.4.8 To request a leave of absence, parents/carers must make the request in advance and in writing and, wherever possible, at least 4 school weeks ahead of the planned leave.  
<https://www.tbowa.org/parents/attendance/absence-request-form>
- 7.4.9 Where a leave of absence is requested as above, the Principal will consider the specific facts and circumstances relating to the request. The decision:
- a. will be confirmed in writing
  - b. is solely at the Principal's discretion and is final.
- 7.4.10 Where permission is granted, the Principal will confirm the number of days and dates of absence which are authorised.
- 7.4.11 If permission is not granted and the parents/carers proceed to take their child out of the academy, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority:

[bournemouth-christchurch-poole-penalty-notice-code-of-conduct-for-failure-to-ensure-regular-attendance-at-school-of-a-registered-pupil \(bcpcouncil.gov.uk\)](https://www.bournemouth.gov.uk/bournemouth-christchurch-poole-penalty-notice-code-of-conduct-for-failure-to-ensure-regular-attendance-at-school-of-a-registered-pupil)

### Religious observance

- 7.4.12 We recognise that students of certain faiths may need to participate in days of religious observance. Where a day of religious observance falls during school time, and has been exclusively set apart for religious observance by the religious body to which the student belongs, the absence from the academy will be authorised.
- 7.4.13 We ask that parents/carers notify the academy in writing in advance where absence is required due to religious observance.

## 8. Addressing poor attendance and punctuality

Our procedures for managing unexplained absences can be found here:

- 8.1 We will send a truancy call / message by 10.00am to advise parents/carer's their child is absent from the academy and no reason has been received. Parents are requested to contact the academy to advise of the reason for absence before 8:00 am.
- 8.2 If no contact has been received by the second day the Attendance Officer will report absence to all contacts including email addresses.
- 8.3 If a student is absent for 3 school days without a contact being received from parents, a "safe and well" home visit will be requested by the Attendance Officer and made by our Education Social Worker or member of the Pastoral team if appropriate. This is a safeguarding procedure and is an expectation from the Local Authority.
- 8.4 Where absence or punctuality is a cause for concern, for example because there is:
- a. a pattern of unauthorised absence
  - b. a question over the reasons provided for a particular absence or late arrival
  - c. persistent truancy or lateness,
- we will contact the parents/carers with a view to working together to support improved attendance and/or punctuality.
- 8.5 Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.
- 8.6 Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level will hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract.
- 8.7 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the academy, we may consider issuing a penalty notice. A penalty notice is a fine (£80 if paid within 21 days, £160 if paid within 28 days) imposed on the parent or parents; this is per child.
- 8.8 When considering whether to issue a penalty notice, we will have regard to:
- a. the Department for Education's statutory guidance, School Attendance Parental Responsibility Measures.
  - b. the local authority's Code of Conduct for issuing penalty notices.

- 8.9 In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

### **Persistent Absenteeism (PA)**

- 8.10 A student becomes a 'persistent absentee' when they miss 10% (equivalent to 3 weeks in a year) or more schooling across the academy year for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and we need parents/carers' full support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA level or is at risk of moving towards that level is given priority and a parent/carer will be informed of this immediately via letter. PA students are tracked and monitored carefully by the Attendance Officer and through our regular attendance tracking meetings. Selected PA students and their parents/carers are subject to an Action Plan and the plan may include:
- 8.11 additional support through their Head of Year and our Education Social Worker/ Attendance Officer.
- 8.12 All PA cases are also automatically made known to our Attendance Officer & Education Social Worker (ESW) and notified to the Local Authority.

## **9. Children Missing in Education (CME)**

- 9.1 When a child goes missing from education (CME), the DfE-based procedure requires schools and local authorities (LAs) to make a series of "reasonable enquiries" to locate the child, including contacting parents, checking with other agencies, and performing home visits. If the child's whereabouts cannot be established after 20 consecutive school days of unauthorised absence, their name is removed from the admission register.

## **10. Removing students from roll**

- 10.1.1 A pupil can only be removed from the admission register for reasons specified in the School Attendance (Pupil Registration) (England) Regulations 2023. Schools must notify the local authority when a pupil is deleted, unless it is a standard transition at the end of the final year of school.

### 10.1.2 Reasons for removal:

- Moving to another school: A pupil moves to a new school, and the name is removed when they are expected to start there.
- Home education: The parents have informed the school that the child will be educated at home, and the school and local authority have conducted reasonable inquiries.
- Child missing education (CME): A pupil has been continuously absent for 20 school days, and after conducting joint inquiries with the local authority, it's determined there are no reasonable grounds to believe the child will return or that any steps can be taken to secure their attendance.
- Local authority action: The local authority revokes a school attendance order and arranges for the child to be educated elsewhere, or substitutes another school in the order

## 11. Important Contacts:

1. Mentor
2. Head of Year

Central Attendance Team		
Attendance Administrator	<a href="mailto:attendance@tbowa.org">attendance@tbowa.org</a>	<p>Early intervention is nearly always successful in improving attendance.</p> <p>If difficulties cannot be sorted out in this way, the academy may refer the student to our Attendance team who will try to resolve the situation by agreement. Please telephone the school for assistance.</p>
Attendance Improvement Leads	<a href="mailto:Attendance@tbowa.org">Attendance@tbowa.org</a> <a href="mailto:Year7head@tbowa.org">Year7head@tbowa.org</a> <a href="mailto:Year8head@tbowa.org">Year8head@tbowa.org</a> <a href="mailto:Year9head@tbowa.org">Year9head@tbowa.org</a> <a href="mailto:Year10head@tbowa.org">Year10head@tbowa.org</a> <a href="mailto:Year11head@tbowa.org">Year11head@tbowa.org</a> 6 <sup>th</sup> form: <a href="mailto:abu@tbowa.org">abu@tbowa.org</a>	<p>To ensure that attendance policies and procedures are followed correctly. Full details of the options open to enforce attendance at school are available: <a href="https://www.bournemouth.gov.uk/education/attendance/penalty-notice-code-of-conduct-for-failure-to-ensure-regular-attendance-at-school-of-a-registered-pupil">bournemouth-christchurch-poole-penalty-notice-code-of-conduct-for-failure-to-ensure-regular-attendance-at-school-of-a-registered-pupil (bcpcouncil.gov.uk)</a></p> <p>Magistrates Court.</p> <p>Full details of the options open to enforce attendance at school are available: <a href="https://www.bournemouth.gov.uk/education/attendance/penalty-notice-code-of-conduct-for-failure-to-ensure-regular-attendance-at-school-of-a-registered-pupil">bournemouth-christchurch-poole-penalty-notice-code-of-conduct-for-failure-to-ensure-regular-attendance-at-school-of-a-registered-pupil (bcpcouncil.gov.uk)</a></p>
Education Social Worker		
Mrs Laura Baldwin	<a href="mailto:Laura.baldwin@tbowa.org">Laura.baldwin@tbowa.org</a>	<p>The academy also has an Education Social Worker who can support student attendance and provide appropriate support and guidance to all parties in order to ensure levels of attendance remain above 97%. Please telephone the academy for more assistance or a meeting with the ESW if you feel your son/daughter's attendance requires improvement.</p>
Senior Attendance Champion		
Mrs Simone Lewendon	<a href="mailto:Simonne.lewendon@tbowa.org">Simonne.lewendon@tbowa.org</a>	<p>The school's Senior Attendance Champion will ensure all school based staff complete their attendance responsibilities in line with the school's policies and procedures.</p>