



Attendance & Punctuality 2024-25 – Policy Summary

Aim

At BBEC, Attendance and Punctuality is a strong focus, and it is 'everyone's business'. This means that all pupils benefit from BBEC's education and experiences. They develop key life skills and are well safeguarded.

Attendance team

The main staff within the team are Mr J. Ryan (Assistant Headteacher), Ms Z. Asghar (Assistant Headteacher) Ms E. Hoey (Lead Attendance Officer), Ms M. Hoddy (Lead attendance and family liaison officer), Mr N. Clarke (Attendance and Welfare manager) and Ms. C. Fagan (Assistant Head of Year- Attendance).

Roles and Responsibilities

We expect that students will:

- ✓ Aim to achieve 100% attendance and punctuality by arriving to school on time every day
- ✓ Always attend school unless prevented by a specified illness or unavoidable circumstances
- ✓ Speak to a member of staff if there are any problems that may affect attendance, punctuality and/or learning

We expect that Parents/Carers will:

- ✓ Ensure your child arrives punctually and prepared for the school day.
- ✓ Contact the school immediately whenever your child is unable to attend school.
- ✓ Provide medical evidence when appropriate to support absence.
- ✓ Don't book family holidays during school term time unless there is an exceptional circumstance.

Absence Reporting

The school day begins at 8.30am and finishes for students at 3.00pm.

Parent/carers should email studentattendance@bbec.bdat-academies.org to notify us of absences or call the Absence Line at **01274 676285**. Do this before 8:00am and no later than 8:30am on the first day of absence. In any call or voicemail, please provide the following for the student:

- ✓ First name and second name;
- ✓ Form or Year Group
- ✓ Reason for absence, please ensure clarity to help with coding.

Where students are absent for more than two days, please provide any medical evidence.

Medical Evidence/ Medication

Medical Evidence may include:

- ✓ GP Appointment letters (stating the child's name, date and time of appointment);
- ✓ Prescribed Medication (clearly showing the child's name, DOB and date medication prescribed)
- ✓ Prescriptions
- ✓ A&E / Hospital Ward Discharge Notes



We request that any medical evidence is emailed to the attendance team directly on:
studentattendance@bbec.bdat-academies.org

We cannot accept:

- × Details of sickness or illness from a Parent/Carer
- × Photographs or Images of any kind of your child

Our Principal First Aider can also offer direct support and guidance around your student returning to school.

Illness

The NHS provide some useful guidance for parents/carers on the difficult decision of keeping a child off school for illness. Please see : www.nhs.uk/live-well/is-my-child-too-ill-for-school

There are clearly cases where a student **can** attend school e.g.

- ✓ Minor coughs and colds;
- ✓ Sore throat;
- ✓ Head lice
- ✓ Cold Sores

There are also cases where a student should not be in school e.g.

- × High Temperature;
- × Vomiting and/or Diarrhoea – stay away until they have not been sick for two days;
- × Infectious diseases e.g. early stages of measles or Chicken Pox

Mental Health & Anxiety

At BBEC, we strive to help students with anxiety. We do this through our school-based programs: Tic Tac, The Hub, and First Aid. Our Mental Health Practitioners can only signpost and access external support. They are not qualified to provide treatments.

Mental Health Practitioners can provide useful local contacts for support. For example, call Guide-line (non-emergency) at 08001 884 884, NHS First Response (24/7) at 0800 9521 181, or NHS 111.

Punctuality to school

We are aware that students may on arrive late to school, if this is the case then please make our attendance team aware so that they can offer any support and decide if a Late mark will be given to your child.

A Late to school mark will be issued from 8.36am. A 'U' code will be recorded after 9.05am.

Welfare Check

BBEC has a legal requirement to check the welfare of our students. There may be instances where students have not been seen for periods of time and parents/carers are not communicating with our attendance team for reasons for absence.

We are required to inform the Local Authority with the names and addresses of all students who fail to attend school regularly or have been absent for a **continuous period of ten school days**. A welfare check will be carried out at the child's home.



Registration Codes

You may see the codes below on information you receive from us. This is what they mean:

Present Codes

Code / \: Present at the school

Code L: Late arrival before the register is closed

Authorised Absence Codes

Code E: Suspended or permanently excluded

Code I: Illness (not medical or dental appointment)

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Unauthorised Absences

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

The full Attendance and Punctuality policy is available at www.buttershaw.net