



Attendance Policy

Approved by:	Claire Mullord - Vice Principal CSW committee
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1. Aims

These aims are in line with our vocational mission – to prepare young people for careers in the arts. Therefore, we expect nothing less than a professional standard of commitment to attendance and punctuality, with responsibility on the student to take steps to stay healthy, navigate the public transport systems and alternative routes in order to maintain their commitment to their education at BRIT.

We are committed to meeting our obligation with regards to School attendance through our whole School culture and ethos that values excellent attendance and punctuality, including:

- Promoting good attendance & punctuality.
- Reducing absence, including persistent and severe absence.
- Ensuring every student has access to the full time education to which they are entitled.
- Acting early to address patterns of absence and punctuality.
- Building strong relationships with families to ensure students have the support in place to attend School.
- Safeguarding is at the heart of everything we do, therefore we view low attendance as an indication that there may be other difficulties in a student's life that we will seek to support.

We will also promote and support punctuality in attending every session and lesson.

2. Legislation and guidance

This policy meets the requirements of the [Working together to improve School attendance](#) (2024) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [School attendance parental responsibility measures](#). These documents are drawn from the following legislations setting out the legal powers and duties that govern School attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [School census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Board of Trustees

The governing board is responsible for:

- Promoting the importance of School attendance across the School's policies and ethos.
- Making sure School leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole School.
- Making sure staff receive adequate training on attendance.
- Holding the Principal to account for the implementation of this policy.

3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the School.
- Monitoring School level absence data and reporting it to the Board of Trustees.
- Supporting staff with monitoring the attendance of individual students.
- Monitoring the impact of any implemented attendance strategies.
- Using fixed penalty notices, where necessary, when all other avenues of support fail to address the needs.

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the School.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Having oversight of the **Director/Pastoral Team/Education Welfare Officer's plans for:**
 - Devising specific strategies to address areas of poor attendance identified through data.
 - Arranging calls and meetings with parents/caregivers to discuss attendance issues.
 - Delivering targeted intervention and support to students and families.

The designated senior leader responsible for attendance is Claire Mullord and can be contacted via cmullord@brit.croydon.sch.uk and on: 020 8665 8615.

3.4 The Attendance Officer

The School attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to School staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal.
- Working with the education welfare officer (EWO) to tackle persistent absence.
- Advising the Vice Principal (authorised by the Principal) when to issue fixed penalty notices.
- Take calls (and messages) from parents/caregivers and students about absence on a day to day basis and record it on the School system.
- Share information from calls from parents/caregivers and students to the relevant Head of Year/Pastoral Lead/Director in order to provide them with more detailed support on attendance.

The attendance officer is Laurie Sutton and can be contacted via lsutton@brit.croydon.sch.uk and on the absence line: **020 8665 8623**.

3.5 Heads of Year/Directors of Strand

The Heads of Year (KS4) and Directors (KS5) are responsible for:

- Actively promoting the importance and value of good attendance to students and their parents/caregivers.
- Contribute to a whole School approach which reinforces good School attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Implement systems to report, record and monitor the attendance of all students, including those who are educated offsite.
- Analyse attendance and punctuality data to identify causes and patterns of absence or lateness.
- Contribute to the evaluation of School strategies and interventions.
- Work with other agencies to improve attendance and support students and their families.
- Document interventions used to a standard required by the (relevant) Local Authority should legal proceedings be instigated.

- Using the punctuality tracker (registered via the QR code), they will then monitor all lateness & attendance for their year group/strand and liaise closely with the Director and Assistant Director of Pastoral and the Attendance Officer on resolving the issue.
- Developing strategies with the tutor and any mentor on punctuality/attendance.
- Using rewards and sanctions to positively promote good punctuality/attendance.
- Liaising with parents/caregivers, and arranging meetings and phone calls to discuss punctuality/attendance.

3.6 Class teachers/form tutors

Class teachers are responsible for recording attendance at the start of every lesson, within 15 minutes of the lesson starting, and for updating the register with anyone who arrives late, with the number of minutes late recorded.

Form tutors are responsible for:

- Being fully aware of and following the late and post registration truancy procedures contained within this document.
- Recording attendance on a daily basis (twice at KS4), using the correct codes, and submitting this information via iSAMS to the attendance officer in a timely fashion.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Promoting good punctuality and attendance within their tutor group.
- Providing a positive role model by being on time for registration and lessons.
- Making registration a positive experience for students by engaging with them and following the guidelines for the tutor period for the year group/strand.
- Ensuring that all students in their tutor group are aware of the procedures for lateness.

3.7 Parents/caregivers

Parents/caregivers are expected to:

- Make sure their child attends every day (KS4) and every timetabled session (KS4 & 5), on time.
- Call the School to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the School with more than 1 emergency contact number for their child, and update the School if those numbers change.
- Ensure that, where possible, appointments for their child are made outside of the School day.

3.8 Students

Students are expected to:

- Attend School every day on time at KS4 and as timetabled at KS5.
- Attend every timetabled session on time (KS4 & 5).
- Post 16 students are expected to call the School to report their absence before 8.30am on the absence line and to inform the Director of their strand via email on the day of the absence and each subsequent day of absence, copying in the Attendance Officer.

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all students onto this register.

We will take our attendance register at the start of every session of each School day. At KS4 our attendance is recorded at the start of the AM session and at the start of the PM session. It will mark whether every student is:

- Present.
- Attending an approved offsite educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See appendix 1 for the attendance codes that are taken from the DfE's guidance on School attendance (2024).

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a student is attending an approved educational activity.
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

We will preserve every entry in the attendance or admission register for 6 years from the date the data was entered.

KS4 Students (Years 10 & 11) must arrive in School by 8.40am on each School day.

The register for the first session (AM) will be taken at 8.45am and will be kept open until 9am. The register for the second session (PM) will be taken at 1.30pm and will be kept open until 1.40pm.

Post 16 Students (Years 12, 13 & 14) must arrive in School (or to pre-arranged offsite session) in plenty of time for the start of their first timetabled session. Strand timetables vary from strand to strand and from term to term: students are expected to stay informed of changes.

4.2 Unplanned absence

KS4 student's parent/caregiver must notify the School of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the School absence line: **020 8665 8623** (see also section 7). P16 students may inform the School of absence themselves, via the phone line and informing the relevant Director or Pathway Teacher.

We will mark absence due to illness as authorised unless the School has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the School may ask the student's parent/caregiver to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents//caregivers will be notified of this in advance.

4.3 Planned absence

We strongly encourage parents/caregivers to make medical and dental appointments out of School hours where possible. Where this is not possible, the student should be out of School for the minimum amount of time necessary. Attending a medical or dental appointment will be counted as authorised as long as the student's parent/caregiver notifies the School in advance of the appointment.

To request permission for a planned absence the parent/caregiver should complete the Leave of Absence form, available from outside the office of the Attendance Officer. We require a minimum of 3 days notice.

We rarely authorise absence for professional work, paid or unpaid. We will not authorise absence for auditions nor holidays taken in term time.

The student's parent/caregiver must also apply for other types of term time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term time absences the School can authorise.

4.4 Lateness and punctuality

We expect professional standards and expect all students to be on time, every day. A student who arrives late:

- Before the register has closed it will be marked as late, using the appropriate code.
- After the register has closed (9.30 am) will be marked as absent, using the appropriate code (U code).

Tutors monitor punctuality and may place a student on a punctuality report if a student displays a pattern of persistent lateness and/or absence. If this persists the student will go on report to either their Head of Year or the Director/Assistant Director of their strand.

4.5 Following up unexplained absence

Where any student we expect to attend School does not attend, or stops attending, without reason, the School will:

- When a student is absent when the register is taken with no reason given, an automated text will be sent to parent/caregiver contact via 'Truancy call' requesting a phone call to confirm why the student is absent. If the School cannot reach any of the student's emergency contacts, and there is cause for concern, the School may contact the police to conduct a welfare check.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Contact the parent/caregiver on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the School will consider involving our EWO to support the family with improving attendance.

4.6 Reporting to parents/caregivers

The School will regularly inform parents//caregivers about their child's attendance and absence levels, via the reporting system and timetable. Student attendance and punctuality records are available to parents/caregivers via the iSAMS app, with weekly updates.

5. Authorised and unauthorised absence

5.1 Approval for term time absence

The BRIT School will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the BRIT School's discretion, including the length of time the student is authorised to be absent for.

The School considers each application for term time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, available from the Attendance Officer. The BRIT School may require evidence to support any request for leave of absence.

It is incredibly rare for The BRIT School to authorise absence for students engaging in professional work; we expect students to attend their full courses of study whilst studying at BRIT.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/caregivers belong. (R) code can only be used for 1 day per academic year.

5.2 Legal sanctions

At BRIT we use legal sanctions as a last resort, on a case by case basis, when all other methods of support have failed.

Penalty notices

The relevant Local Authority (LA) can fine parents/caregivers for the unauthorised absence of their child from School, where the child is of compulsory School age, by issuing a fixed penalty notice.

Before using a fixed penalty notice referral, the School will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 School weeks).
- Whether a penalty notice is the best available tool to improve attendance for that student.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the School has under the Equality Act 2010 make using a penalty notice inappropriate.

Each parent/caregiver who is liable for the child's offence(s) can be issued with a penalty notice, but this will usually only be the parent/caregiver who allowed the absence.

The payment must be made directly to the Local Authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent/caregiver must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent/caregiver in respect of the same child, the parent/caregiver must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent/caregiver in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents/caregivers allow their child to be present in a public place during School hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the School has notified the parents/caregivers that the child must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent/caregiver must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents/caregivers do not engage with offers of support, the School, together with the LA may offer a notice to improve to give parents/caregivers a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the relevant Local Authority area in which the child attends School.

They will include:

- Details of the child's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents/caregivers under [section 7 of the Education Act 1996](#).
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case by case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

6. Strategies for promoting attendance

At KS4 excellent and improved attendance and punctuality are rewarded in tutor groups and individually with certificates and prizes in assemblies.

At KS4 & KS5 the weekly Student Bulletin announces the highest attendance for tutor groups across the School.

See The BRIT School Attendance Strategy (appendix 2) for more details.

7. Attendance monitoring

7.1 Monitoring attendance

The School will:

- Monitor attendance and absence data termly (there are 5 terms in the BRIT Academic Year) and yearly across the School and at an individual student level.
- Identify whether or not there are particular groups of students whose absences may be a cause for concern.

Student level absence data will be collected each term and published at national and Local Authority level through the DfE's School absence national statistics releases. The underlying School level absence data is published alongside the national statistics. The School will compare attendance data to the national average, and share this with the Board of Trustees.

7.2 Analysing attendance & punctuality

The School will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Punctuality lists will be examined every 2 weeks by the Heads of Year/Directors and Attendance Officer.
- Students with persistent low attendance/poor punctuality will be invited in for a meeting with their parents/caregivers and Head of Year/Director.
- If absence continues a home visit will be made by our EWO and the meeting will either be re-arranged or conducted in the home, in line with our safeguarding protocols.

7.3 Using data to improve attendance

The School will:

- Provide regular attendance reports to form tutors, Heads of Year/Directors and other School leaders, to facilitate discussions with students and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of School, and severe absence is where a student misses 50% or more of School.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents/caregivers of students who the School (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at School.
- Provide access to wider support services to remove the barriers to attendance.

The BRIT School recognises that poor attendance is often an indication of difficulties in a student's life. This may be related to problems at home and or in School. Parents/caregivers should make School aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in School, for example, bereavement, divorce or separation, incidents of domestic abuse. This will help the School identify any additional support that may be required.

The BRIT School also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with Additional Educational Needs (AEN), those with physical or mental health needs, migrant and refugee students and looked after children (LAC).

The BRIT School will implement a range of strategies to support improved attendance.

Strategies used will include:

- Discussion with parents/caregivers and students.
- Attendance contracts.
- Attendance report cards.
- Referrals to support agencies.
- Learning mentors.
- Reward systems.
- Time limited part time timetables.

- Additional learning support.
- Behaviour support.
- Reintegration support packages.

Support offered to families will be student centred and planned in discussion and agreement with both parents/caregivers and students.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the attendance team will consider the use of legal sanctions. This may include the use of fines, when all other modes of support fail.

8. Monitoring arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum annually by Claire Mullord, Vice Principal. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy.
- Behaviour Policy.
- Register compliance.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on School attendance 2024.

DFE ATTENDANCE CODES - FROM AUGUST 2024				
NEW CODES	BRIT INTERNAL CODE			
CODE	NAME	DESCRIPTION	STATISTICAL MEANING NOW ON ISAMS	Laurie Notes
/	Present		AUTHORISED	
B	Educated offsite	Educated offsite (not dual registration)	AUTHORISED PRESENT	Schools must also record the nature of the education
C	Other Authorised Circumstances	Other Authorised Circumstances (not covered by another appropriate code)	AUTHORISED ABSENCE	
D	Dual registration	Dual registration (i.e student attending other establishment)	AUTHORISED PRESENT	
E	Excluded	Excluded (no alternative provision made)	AUTHORISED ABSENCE	
F	Extended family holiday (agreed)	Extended family holiday (agreed)	AUTHORISED ABSENCE	
G	Family holiday (not agreed)	Family holiday (not agreed or days in excess)	UNAUTHORISED	
H	Family holiday (agreed)	Family holiday (agreed)	AUTHORISED ABSENCE	
I	Illness	Illness (not medical or dental appointments)	AUTHORISED ABSENCE	
L	Late	Late (before register closed - until 9.30am)	AUTHORISED PRESENT	
M	Medical appointment	Medical or dental appointment	AUTHORISED ABSENCE	
N	No reason	No reason yet provided for absence	UNAUTHORISED	

O	Unauthorised absence	Unauthorised absence (not covered by any other code)	UNAUTHORISED	
P	Approved sporting activity	Approved sporting activity	AUTHORISED PRESENT	
R	Religious observance	Religious observance - can only be used for one day - use C for more days	AUTHORISED ABSENCE	
S	Study Leave	Study Leave - do not use for mocks	AUTHORISED ABSENCE	Do Not Use For Mocks
T	Traveller absence	Traveller absence	AUTHORISED ABSENCE	
U	Late (after registers closed)	Late (after registers closed) 9.30 AM	UNAUTHORISED	
V	Educational visit	Educational visit or trip	AUTHORISED PRESENT	Schools must also record the nature of visit
W	Work experience	Work experience - KS4 only	AUTHORISED PRESENT	
X	P16 ONLY CODE	PRESENT MARK - STUDENT NOT DUE IN	AUTHORISED PRESENT	
#	Planned whole or partial School closure	Known or planned in advance School closure/INSET		
C1	Leave of absence for participating in a regulated performance or undertaking a regulated employment abroad	Use for those students in external performances/or undertaking regulated employment abroad	AUTHORISED ABSENCE	new code for external shows
J1	Interview	Replaces J code	AUTHORISED ABSENCE	
C2	Part Time Timetables	Use for those students on reduced timetables	AUTHORISED ABSENCE	
Q	Unable to Attend due to	Lack of access arrangements - Local	Code classified for statistical purposes	

	unavoidable circumstances	Authority failed	as not a possible attendance	
Y1	Transport normally available but not	Transport provided is not available	Code classified for statistical purposes as not a possible attendance	Allocated taxi
Y2	Widespread disruption to travel	Local/National or International Emergency	Code classified for statistical purposes as not a possible attendance	use for train strikes
Y3	Partial School Closure	Part of School premises are out of use	Code classified for statistical purposes as not a possible attendance	
Y4	Unexpected Whole School Closure	Closed due to weather/whole site closed	Code classified for statistical purposes as not a possible attendance	eg Snow day
Y5	Criminal Justice Detention	Student cannot attend due to being in police detention/youth detention/awaiting trial	Code classified for statistical purposes as not a possible attendance	
Y6	Public Health Guidance/Law	Transmission of disease - eg COVID	Code classified for statistical purposes as not a possible attendance	
Y7	Unable to attend because of other unavoidable causes	Unavoidable cause for absence affecting the student not the parent/caregiver	Code classified for statistical purposes as not a possible attendance	Schools must also record the nature of the unavoidable cause
K	Attending a place other than the School	Home Tutoring - arranged by local LEA	Attending an approved educational activity	Schools must also record the nature of the educational visit
A	BRIT School CODE	INTERNAL EXCLUSION	AUTHORISED PRESENT	
&	BRIT School CODE	PRESENT MARK - IN AEN	AUTHORISED PRESENT	

@	BRIT School CODE	PRESENT MARK - WITH PASTORAL TEAM	AUTHORISED PRESENT	
£	BRIT School CODE	PRESENT MARK - PERI LESSON	AUTHORISED PRESENT	
*	BRIT School CODE	PRESENT MARK - IN SHOW - OFF TIMETABLE	AUTHORISED PRESENT	
%	BRIT School CODE	PRESENT MARK - IN FIRST AID ROOM	AUTHORISED PRESENT	
A1	BRIT School CODE	LESSON CANCELLED - P16 - X code roll call	AUTHORISED ABSENCE	
A2	BRIT School CODE	INTERNAL EXAM	AUTHORISED PRESENT	



Every Day Matters

The BRIT School

Attendance, Registering
& Punctuality Strategy

KS4 & KS5

1. Introduction – Our vision & target for all students

Our vision is focused on our vocational mission – to prepare young people for careers in the creative arts. Therefore, we expect nothing less than a professional standard of commitment to attendance and punctuality, with responsibility on the student to take responsible steps to stay healthy, navigate the public transport systems and alternative routes in order to maintain their commitment to their education at BRIT.

High attendance and excellent punctuality are vital if a student is to realise their full potential. We understand that there are occasions when students are unwell and are unable to attend School. However, we also recognise the impact that absence from School has on students' progress and academic success. It is our responsibility to inform parents/caregivers of this and the responsibility of parents/caregivers to ensure that a child attends School regularly and on time.

Research and our own experience shows that missed School days seriously impact upon a student's learning, confidence and progress, which may also affect their grades and their future prospects. It is our aim that every student attends BRIT 100% of the time. It is our expectation that every student will attend BRIT for a minimum of 96% of the time.

2. How we monitor punctuality

At BRIT being on time is an absolute expectation. We aim to prepare our students for the professional working world, so punctual time keeping is essential. We understand that students and staff have to navigate public transport, and that there are often issues; students should call the absence line and P16 students should also contact their tutor/Director to inform them of any transport difficulties, in line with their strand's protocol.

- Tutors & teaching staff are responsible for monitoring punctuality, referring it up the pastoral chain where students are persistently late. It must be addressed.
- If a student arrives to class after the start of registration/the lesson they are marked as L – late, also with the number of minutes late.
- Students late to School should report straight to their timetabled lesson where the teacher will update the register. If **under 30 mins** late they will receive a **Late (L)** mark, if **more than 30 minutes** late they will receive an **unauthorised absence grade (U)**, unless a legitimate reason for lateness is given.
- At **KS5** teachers may not allow students to enter the classroom if late, as this interrupts the learning of the rest of the group.
- At **KS5** students will be required to complete the punctuality form, via a QR code; this asks them to record the minutes late, the reasons for lateness and the steps they'll take to ensure it is not repeated. Tutors will then address with them in 1-2-1 time.
- **KS4** students with poor punctuality may have 'catch up' sessions with their tutor, who will make contact with home.
- **All students** will be asked to record why they are late and how they will avoid being late again.

3. Registering – responsibilities of the tutor/teacher

- Every tutor/class teacher is required to take the class register within 15 minutes of the lesson starting.
- Teachers can mark a student present (\), late (L) or (N) if absent. No other codes should be used. The Attendance Officer will update the codes when confirmation of the reason for absence is received from the parent/caregiver.
- Latecomers go straight to the lesson, the teacher updates the register with an L mark and the number of minutes late.
- If there is a change to the normal lesson/day/timetable always inform the Attendance Officer - **“Tell Laurie!”**
- When planning off site visits, teachers must forewarn the Attendance Officer of the date so the register can be coded correctly. On the day of the visit a register of attendance must be sent to the Attendance Officer.
- Tutors should inform students of their Attendance & Punctuality data regularly, chase reasons for absence & ensure the Attendance Officer is informed of info, so that it may be updated; at the end of each week there should be no 'N' codes remaining.
- If there is an issue with the device being used to take the register, or the system used to record the register it is the **teacher's responsibility** to inform the Attendance Officer of who is absent from their lesson and to then inform the IT team of the issue.

3.1 Non compliance

Schools are required by law to record the attendance of students for the AM & PM sessions. Teachers are responsible for the accurate recording of students' attendance. At BRIT we monitor attendance of students to all lessons, so the register must be taken within 15 minutes of each lesson commencing.

- The Attendance Officer will email staff at the end of each School day if a register has not been taken.
- For AM/PM roll call registers the Attendance Officer will email urgently to alert staff that the register must be taken.
- Should a parent/caregiver mistakenly receive a truancy call alert due to a register not being taken, the teacher of that class is expected to call the parent/caregiver to explain why the alert was triggered, by the end of that School day.
- Staff who repeatedly fail to take their registers will receive disciplinary sanctions via their HOD/Director, then SLT, in line with the Non Compliance Policy.

3.2 Registering – responsibilities of the Pastoral Team/Director/HoD

- To inform the Attendance Officer of students on special timetables, those who have been taken off roll, timetable changes, planned educational visits etc – if there's a change to normal lesson/day/timetable: **“Tell Laurie!”**

4. How we monitor attendance

The monitoring of attendance falls under the remit of BRIT's KS4 and KS5 tutors and pastoral teams in conjunction with the Attendance Officer, Laurie Sutton, who is line managed by Claire Mullord, Vice Principal - Student Experience.

Attendance at BRIT is supported by an Educational Welfare Officer from Team EWO, who works closely with students whose attendance falls below 90%.

The EWO works with students who have:

- Very poor attendance.
- Regular patterns of absence.
- Poor attendance and particularly challenging home circumstances.
- Poor attendance that has been pursued by the tutor & pastoral team and still remains low.

5. The BRIT School Strategy

It is all of our responsibility to support our students to attend BRIT. Tutors at KS4 and KS5 will be the first person to meet and greet the student in the morning and so have a vital role in the monitoring of attendance.

At the beginning of every new academic year, BRIT will communicate to parents/caregivers the School's policy on punctuality and attendance and its importance. After each term has ended all parents/caregivers receive an attendance report from BRIT containing their child's attendance to date. If parents/caregivers believe there is an error in the reported attendance they should contact either the tutor and/or the Attendance Officer to report the discrepancy.

During the academic year, regular assemblies will be held for KS4 to explain to students why attendance is so central to their success at BRIT, rewarding and celebrating excellent attendance. AT KS5 this is communicated via tutors, Directors of strand, Assistant Director of Pastoral, Director of Pastoral and Vice Principal.

All levels of attendance will be reported on and discussed using the following system:

- On or above 96%** Excellent attendance - GREEN
- 93% - 95%** **Tutor** to monitor attendance - AMBER. Student is potentially missing up to 2 weeks of learning a year, which may affect their progress.
- 90% - 92%** **Pastoral team/Director** to monitor attendance - AMBER. Student is missing 3 to 4 weeks of learning a year, affecting their learning. Attendance monitored by pastoral staff.
- 89% or less** Persistently absent student - RED. Student is missing over 4 weeks of learning every year, will be monitored by the relevant Pastoral Team/Director & the Education Welfare Officer (EWO). Parents/caregivers may be fined or taken to court if attendance does not improve (offence SS7 and 444 of The Education Act, 1996).

6. Roles & Responsibilities regarding Attendance

6.1 Tutors – Y10 & Y11

Tutors have a daily, legal duty to register the students in their tutor group and, aided by the Attendance Officer & their pastoral team, to monitor their tutees' attendance on a weekly basis.

Tutors have responsibility for the attendance of all students in their tutor group. They need to check for parental notes or emails to support the absence and pass the information to the Attendance Officer. The Tutor needs to flag up attendance concerns to their Head of Year should the absence fall below 96%.

During the academic year, regular assemblies are held rewarding and celebrating excellent attendance.

6.2 Tutors - Post 16

Post 16 form tutors have a duty to register the students in their tutor group/strand classes and monitor their attendance on a weekly basis. Students should attend roll call where required, and follow phoning in protocol to report any absence or lateness.

Tutors have responsibility for the monitoring of attendance of all students in their tutor group – their overall attendance, which may include their attendance of Pathway classes, if following that course of study. They need to check for parental notes to support the absence and change the register accordingly, or pass the information to the Attendance Officer. Unexplained absences need to be investigated by the tutor in the first instance.

Students with excellent attendance are rewarded with the opportunity to claim free tickets for BRIT shows (with the exception of charity events). The Director of Pastoral will inform students and tutors of those eligible.

Weekly

The KS4 and KS5 pastoral teams, tutors and Directors of strands will be given the percentage data for every member of their cohort on a weekly basis. The persistent absentee students will be identified on the data. Tutors need to discuss with their tutees their attendance levels, investigate any reasons for absences with students or their parents/caregivers and make plans to improve where necessary.

6.3 Head of Year & Pastoral Team

It is the Pastoral team's responsibility to support tutors and Directors in monitoring student attendance. They may also request the support of the EWO where attendance moves below 93%.

6.4 Attendance Officer (AO)

Every Day

The AO will check registers on a daily basis and update registers following phone calls from parents/caregivers. Truancy calls will be activated by 10am for KS4 and 11am for KS5 to inform parents/caregivers if students have not arrived at School. Staff will be made aware of any registers that have not been fully recorded on iSAMS so they may be rectified on a daily basis.

Weekly

The AO will email tutor group attendance to tutors to monitor on Friday mornings.

Fortnightly, the Pastoral team will meet with the AO to discuss students whose attendance is on or below the 93% threshold the previous week.

These discussions will also include what contact has been made with parents/caregivers the previous week.

The AO will meet with the Vice Principal Student Experience & the EWO every week. Notes from the meeting with the pastoral teams will inform the strategy for each student whose attendance continues to cause concern.

7. Stages of Intervention

N.B. The figures are staggered throughout the School year to reflect the amount of sessions it has been possible to attend: T1: 92%, T2: 93%, T3: 94%, T4: 95%, T5: 96%.

Green 96% -•- 100%

- AO takes calls from parents/caregivers regarding absence.
- Tutor speaks to the student on their return & checks the reason given from the parent/caregiver.
- KS4 Tutor rewards 100% attendance on a weekly basis with **1 merit**.

Amber 93% -•- 95%

- Tutor speaks to the student & monitors over a two week period.
- Tutor needs to refer absence to the Head of Year/Director so they are aware the student is being monitored.
- **First stage** letter sent to parents/caregivers (signed by Tutor & AO).
- If attendance improves over the two weeks, KS4 rewards with **1 merit**.
- If attendance does not improve, the tutor contacts parents/caregivers to discuss.

Amber 90% -•- 93%

- Student meets with the Head of Year/Director/Assistant Director and is put on report for a two week period.
- **Stage two** letter sent home & communication via phone/meeting made with parents/caregivers (signed by Head of Year/Director/Assistant Director & AO).
- Pastoral team/Director consults with EWO to plan strategy, agree a plan & interventions.

- All meetings will be followed up with a letter to parent/caregiver outlining the agreed plan.
- Pastoral team/Director will communicate the plan to the relevant staff.
- If attendance improves, the pastoral team communicates this to the tutor who rewards and monitors. If attendance does not improve, the student moves into the Red Stage of intervention.

Red 89% and below

- The EWO consults with relevant Pastoral team member to plan strategy.
- Student meets with the Head of Year/Director and continues on attendance report for a further two week period.
- Stage three letter sent home & communication via phone/meeting made with parents/caregivers (signed by Head of Year/Director/Assistant Director and AO).
- All meetings will be followed up with a letter to parent/caregiver outlining the agreed plan.
- Pastoral team/Director will communicate the plan to the relevant staff.

7.1 Yr 10 & 11

- EWO meets with parents/caregivers either in BRIT and/or at home to discuss absence and agree a plan & intervention.
- Parents/caregivers are made aware of the possibility of court action should the absence persist.
- A letter outlining the planned strategy will be sent to parents/caregivers and will include the warning about possible court action.

Attendance Improves

- The EWO/Pastoral team will communicate this to the tutor who will reward.
- The EWO/Pastoral team continues to monitor.

Attendance does NOT improve

- The EWO will follow the Local Authority protocol, in consultation with the Pastoral team, which may include using fines.

7.2 Post 16

- The tutor/Director with P16 Pastoral support meets with the parents/caregivers to discuss absence and agree a plan & intervention.
- Once the meeting has occurred, a letter will be sent home outlining the agreement regarding attendance.
- Students and parents/caregivers may be warned that securing the full qualification being studied may be put at risk if poor attendance levels persist.

7.3 Interventions & Support when attendance falls below 90%

- Attendance concern logged on CPOMS.
- Letters sent to parents detailing strategy and agreed interventions after all meetings.
- Ongoing support offered to the pastoral team by the EWO throughout the process.
- Internal interventions offered e.g. counselling, mentoring etc.
- Potential referral to relevant external agencies where appropriate e.g. Social Care, Early Help, etc.

7.4 Flow chart of intervention stages - over page

STAGE 1
Student meets with Tutor
General letter sent to parents
Student on 2 week attendance report to Tutor

Improved - no action required

No Improvement - move to **Stage 2**

STAGE 2
Student meets with Head of Year/P16 Director
Letter sent to parents
Student on 2 week attendance report to Director

Improved - no action required

No Improvement - move to **Stage 3**

STAGE 3
Student meets with Pastoral Team
Letter sent to parents
Student on 2 week attendance report to member of Pastoral Team

Improved - no action required

No Improvement - move to **Stage 4 - EWO**

STAGE 4
EWO Intervention