

Attendance Policy



Why we have an attendance policy:

The more that students attend BAPA, the **better the outcomes and achievements** are for the students.

What do we want to happen?

- More students regularly attending BAPA
- More students arriving on time
- Less unauthorised or persistent (ongoing/long) absences
- Better outcomes for the students

Registration: Registration is between **9AM and 9:15AM** by the head of centre. Registers close at 10AM. If they arrive after 9:15, they will be recorded as LATE. If they arrive after 10AM, they will be recorded as ABSENT.

What happens when a student is absent?

You must tell us why your child is not attending as soon as possible. If we don't hear from you, we will contact you for a reason. If a child leaves school, you will be contacted. If a student has lots of absences, strategies will be put in place to support attendance ("A Plan for Success"). If families don't support with the plan, a formal route may be initiated, and this could include **prosecution/legal action**.

Requests for leave of absence: These are only accepted in exceptional circumstances and will be decided by the head of centre. Please make medical appointments, where possible, **outside of school hours**.

Closure of BAPA: The school may be closed due to factors such as weather (e.g. snow/floods), natural disasters, health related emergency (e.g. covid), travel disruption (e.g. no fuel) or lack of transport available (e.g. for students who travel via Local Authority taxis).

Key strategies to improve attendance:

- BAPA to provide stimulating, accessible, and high-quality teaching
- Views of student and their parent/carers listened to and attendance information communicated clearly to students and parents/carers
- Accurate attendance records
- Daily/weekly attendance rewards for students
- Arrange multi-professional support for attendance

Roles & Responsibilities:

Head teacher:	Parents/carers:	Students:
<ul style="list-style-type: none"> • Monitor attendance • Report to Local Advisory Board • Take into account the views of student & parents/carers • Set up Plan for Success • Support attendance as appropriate 	<ul style="list-style-type: none"> • Support your child's regular attendance • Provide explanation for any absences • Don't take your child out of school in term time • Communicate any problems with BAPA 	<ul style="list-style-type: none"> • Attend school regularly • Be on time • Follow the rules • Hand in letters from parents/carers to head of centre • Don't go on holiday in term time

Persistent absence triggers:

- **Trigger 1:** Attendance below 70% for first 4 weeks or within a 4-week period. This would happen if the student missed 6 or more days in a 20 day period.

What will happen? BAPA staff to complete a home visit. Share information with head of centre. Planned support/targets (Plan for Success) set by head of centre. Attendance letter 1 sent home.

- **Trigger 2:** Attendance below 70% in an 8 week cycle. This would happen if the student missed 12 or more days in a 40 day period.

What will happen? Review support (Plan for Success). Home visit by BAPA staff and home engagement team. Referrals to other agencies may be made to support attendance. Attendance letter 2 sent home.

- **Trigger 3:** Attendance remains below 70% beyond 12 weeks of placement. This would happen if the student misses 18 or more days in a 60 day period.

What will happen? Review support (Plan for Success). Effectiveness of placement considered. Meeting with parents/carers at BAPA site. Documentation for legal action prepared. Attendance letter 3 sent home.

If you have any questions you should speak to the BAPA Head of Centre.