



**Attendance and  
Punctuality  
Booklet  
2022-2023**

Important information for pupils and  
their parents and carers

## Introduction

At Pheasant Bank Academy we believe it is vitally important for pupils to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage pupils to become responsible and resilient individuals, which will serve them well in their future working lives. Every student at Pheasant Bank Academy, in line with the Government's expectations, is expected to maintain an attendance level of 97% and above.

## Standards

At Pheasant Bank Academy we:

- Expect every student to attend school 100% of the time.
- Expect pupils to arrive on time every day.
- Will support parents in their legal responsibility to ensure their child attends school regularly and punctually.
- Believe family holidays should not be taken during term time. We will not authorise requests for holidays during term time, unless in exceptional circumstances in line with section 444 of the Education Act.

The Government expects Schools and Locals Authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

And

- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to school.

Parents should contact us by telephone on the first day and each subsequent day of their child's absence. Our Attendance Team may visit children who are absent from school. The school should be informed of any planned absences in advance; this includes unavoidable medical appointments during the school day.

## Policies and Procedures

### Recognising good attendance and punctuality

At Pheasant Bank Academy we use a range of measures to praise and reward pupils who meet their attendance and punctuality targets. This will include celebration assemblies, certificates, other rewards such as school visits and entry into prize draws.

### Addressing poor attendance

Our Attendance Team works with families when attendance falls to unacceptable levels. Any pupils whose attendance falls below 97% and fails to meet interim thresholds throughout the year is more likely to become a persistent absentee (PA). In these cases, further absences due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as doctor's appointment card or letter.

### Academy Advisory Board Attendance Panels

Academy Advisory Board Attendance Panels are calendared throughout the school year. Parents or carers may be invited in if their child has a pattern of absence from school, their attendance is 90% or below and they have either a period of 10 or more consecutive unauthorised sessions or 10% unauthorised absence over a six-week period. The Academy Advisory Board Attendance Panels are to ensure that intervention strategies are put into place early to tackle school attendance issues.

The purpose of the Academy Advisory Board Attendance Panel is for the parent/carers and pupils to meet with Academy Advisory Board member, a member of Senior Leadership Team, a member of the Attendance Team to identify the reasons for absence and to formulate an action plan to promote working together to improve attendance and meet the attendance targets which will be set for the pupil.

A review panel will be held in a further six weeks to review the progress of the action plan and whether the attendance targets have been met.

### Academy Advisory Board Attendance Review Panels

Academy Advisory Board Attendance Review Panel will take place six weeks after a school attendance panel has met to set attendance targets for a specific pupil and agreed an action plan to enable the targets to be met.

The purpose of an Academy Advisory Board Attendance Review Panel is to review the progress of the action plan towards meeting the attendance targets and make decisions as to any further action needed. If attendance targets are met the review panel can recommend that no further action is required, and the case be closed.

If attendance targets are not met the review panel will consider recommending:

- Prosecution of the parents or carers
- Consultation with a view to an application for an Educational Supervision Order
- A different strategy to improve attendance for instance a Positive Parenting Group
- A further action plan will be agreed.

## Holidays in term time

At Pheasant Bank Academy we believe family holidays should not be taken in term time. We will not authorise any holidays, unless in exceptional circumstances in line with section 444 of the Education Act. A penalty notice will be issued, under section 444b of the Education Act 1996, where unauthorised holidays are taken.

## Punctuality

It is the responsibility of parents to ensure that their child attends school every day and on time. Pupils should be on the school site by 8:50am every day.

Our Attendance Team will work with parents to overcome barriers which prevent pupils arriving on time. If punctuality problems persist, we may involve the Local Authority Education Welfare Officer, who may issue a penalty notice for persistent lateness under section 444 of the Education Act 1966.

MINUTES LATE PER DAY	EQUIVALENT OF MISSING
5 Minutes	4.4 School days a year
10 Minutes	6.9 School days a year
15 Minutes	10.3 School days a year
20 Minutes	13.8 School days a year
30 Minutes	20.7 School days a year

## Parents Carers support for good punctuality

We would ask parents to support us in maintaining good punctuality by:

- Ensuring that their child gets up in plenty of time to be ready and prepared for their school day.
- Ensuring their child has organised their uniform, bag and equipment the night before so that this does not delay departure in the morning.
- Check traffic and public transport for journeys to the school using relevant websites or apps daily, to ensure good records of punctuality are maintained.
- Discussing any issue of lateness to ensure this does not become a habit.
- Monitoring their child's attendance record when it is sent home and looking for patterns of lateness.

## Parenting Contracts (Anti-Social Behaviour Act 2003)

A parenting contract is a voluntary agreement between the school and the parent. It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will be outlining attendance targets and will detail agreed actions that will help to achieve the target. The conduct will be reviewed regularly. The contract can be used as evidence in prosecution should parents fail to carry out agreed actions.

## Unavoidable Absence

Absences which are considered unavoidable may be authorised by Pheasant Bank Academy. These include:

- General illness, unless your child attendance is below 97%.
- Attending a religious festival or ceremony with family.
- An emergency medical or dental appointment that could not be made outside of school hours.
- Being in hospital or having hospital treatment.
- Attending a funeral with family.
- Taking part in public performance or an examination.

## Avoidable Absence

Absences which are considered avoidable will not be authorised by the school. These include:

- Trivial illness or looking after an ill relative.
- Looking after the house or waiting for workmen/deliveries etc.
- Holidays in term time.
- Looking after brother or sisters, including dropping them off at school or nursery.
- Helping with housework or family business.
- Being unhappy or not getting on with others at school.
- Being up late the night before.

If you feel there is anything we can do to support, you or your child or would like to discuss this matter further please do not hesitate to contact school. We are keen to work with you and to support you and your child.

## School day

09:00 Registration

15:15 End of school

**To report a pupil absence call:**  
01302 651039 – option 1