

Attendance and Punctuality Policy

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To be read alongside all relevant BOA Stage and Screen Production Academy policies and procedures including the Safeguarding and Child Protection Policy

Contents

	Section	Page
1	Introduction and Context	3
	1.1. Our Responsibilities	3
	1.2. Our Principles	3
2	Roles and Responsibilities	3
	2.1 Student	3
	2.2 Parent/carer	4
	2.3 Academy Administrator	4
	2.4 Subject Teacher	4
	2.5 Personal and Professional Development Tutor	5
	2.6 Curriculum Lead	5
	2.7 Pastoral Manager	5
	2.8 Assistant Principal (Pastoral Care)	6
3	Absence and lateness Procedures	6
	3.1 Learners taken ill during the academy day	6
	3.2 Medical/Dental appointments	6
	3.3 Religious Observance	6
	3.4 Safeguarding and Attendance	6
	3.5 Attendance and Four-Week Rule	7
	3.6 Absence-leave requests	7
	3.7 Reporting to Parents/Carers	8
	Addendum	
	Appendix 1 – Department for Education (DfE) Attendance Codes	9
	Appendix 2 -Attendance and Punctuality Process Matrix	10

1. Introduction and Context

1.1 Our Responsibilities

1.1.1 This policy outlines a shared responsibility within the academy, to encourage high levels of attendance and punctuality for all students.

1.1.2 The values of the academy reflect the importance of attendance and belonging. We ensure our academy provides a welcoming and caring environment where all students feel safe and secure.

1.1.3 Clearly defined roles and responsibility and the consistent implementation of procedures ensure that attendance and punctuality are promoted effectively to support successful learning.

1.1.4 Intervention is triggered by systematic approaches to the monitoring and analysis of attendance data. Patterns of good attendance and punctuality are celebrated and rewarded and students who make every effort to improve are encouraged and recognised.

1.1.5 We are fully committed to safeguarding and promoting the welfare of children and young people and follow best practice procedures to ensure their safety.

1.1.6 This policy ensures that all staff in our academy are fully aware of and clear about the actions necessary to promote good attendance.

1.2 Our Principles

1.2.1 Good attendance is a pre-requisite for success.

1.2.2 BOA Stage and Screen Production Academy wants all students to enjoy studying with us and become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality are essential in the workplace and students who are used to attending on time, and on every occasion, unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

1.2.3 BOA Stage and Screen Production Academy aims to:

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the academy.
- Raise awareness of the importance of uninterrupted attendance and punctuality during education and transition to adulthood and the world of work.
- Promote a positive and welcoming atmosphere in which students feel safe, secure, and valued, and encourage in students a sense of their own responsibility.
- Ensure that awareness of attendance is embedded within the curriculum, teaching and learning and behaviour for learning.

2. Roles and Responsibilities

It is the responsibility of all staff, parents/carers and students to ensure good attendance and punctuality at the academy.

2.1 Student

2.1.1 Students should attend every timetabled session, unless they are really not well enough to. Students who attend regularly are more likely to feel settled, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

2.1.2 Any absence affects the pattern of a young person's education and training, and regular absence may seriously affect student learning. It is important that students develop attendance habits for life in future employment and are aware of the impacts it may have with respect to regular non-attendance. The academy therefore requests that students report their absence by calling and speaking to the Academy Administrator. The Academy Administrator will also confirm the reason for the student's absence with their parent/carer.

2.1.3 When a student arrives late to the academy, they miss teacher instructions and introductions; this can seriously disadvantage students. It creates poor habits for life in future employment. Therefore, students are expected to notify their subject teacher via email if they are going to be late to class and in liaison with their subject teacher arrange to catch up on any work missed.

2.2 Parent/carer

2.2.1 It is vital that young people develop regular attendance habits and are prepared effectively for employment. Therefore, the academy will encourage parents/carers to send their child to every session that is available to them.

2.2.2 If the young person is unable to attend the academy for any reason, the parent/carer should inform the academy of the reason on the first day of absence. If the academy is concerned about a student's attendance for any reason, the academy will contact the parent/carer.

2.2.3 Parents/carers can notify the academy by phone (0121 359 9390) or by email (Attendance@boa-stageandscreen.co.uk) stating the student's full name and tutor group as well as reason for absence ('unwell' is insufficient).

2.3 Academy Administrator

2.3.1 The Academy Administrator will provide a first day text and/or phone call to absent students where appropriate, to ensure safeguarding.

2.3.2 The Academy Administrator will take telephone messages and email when students are absent from the academy and will encode bromcom to explain absences.

2.3.3 Each Friday, the Academy Administrator will provide all staff with a weekly and accumulative data of all subject attendance and punctuality, for monitoring .

2.3.4 The Academy Administrator will provide 100% attendance data for the Leadership Team/Pastoral Manager other data as required.

2.3.5 The Academy Administrator will check with leadership if student absences can be authorised.

2.4 Subject Teacher

2.4.1 It is the responsibility of all subject teachers to formally take their class register, in silence, accurately and within 5 minutes of the start of every lesson.

2.4.2 We expect all subject teachers to encourage punctuality through the appropriate meeting and greeting of groups. All lateness to lessons must be recorded on the electronic register (in minutes) and challenged appropriately.

2.4.3 If a student starts arriving late to the academy on a regular basis, their subject teacher will work with the student and parent/carer to find out why the student is late and whether any support is needed for the student to attend on time.

2.4.4 Subject teachers will conduct 'return to work' meetings following each student's period of absence. This is to support students who are returning to the Academy following an absence by ensuring that adequate resources are provided for their positive reintegration.

2.4.5 Subject teachers are expected to monitor their class attendance and identify patterns and report any concerns to their line manager and the student's personal and professional development tutor.

2.4.6 Subject teachers will refer students to the Pastoral Manager if the student display no improvement in their attendance.

2.5 Personal and Professional Development (PPD) Tutor

2.3.3 The PPD tutor will conduct a 'one to one tutorial meetings' following a student's second period of absence in a 4-week period. This is to support students and ensure that attendance improves.

2.3.3 If a student starts arriving late to the academy on a regular basis, their PPD tutor will work with the student and parent/carer to find out why the student is late and whether any support is needed for the student to attend on time.

2.3.4 The PPD tutor will communicate with parents/carers of students who are frequently late, to further investigate reasons for lateness and discuss solutions to enable more punctual attendance.

2.6 Head of Department

2.6.1 The Head of Department will monitor attendance and punctuality in their subject area.

2.6.2 The Head of Department will be vigilant and inform their Line Manger if any student is giving cause for concern or if there are patterns of authorised or unauthorised absence.

2.6.3 The Head of Department will inform staff in their team via Monday's briefing of weekly attendance and punctuality and ensure that return to work meetings are being conducted in a timely manner.

2.6.4 Will monitor:

- late students
- vulnerable groups
- students at risk of becoming persistently absent (attendance rate under 95%)
- persistently absent students (attendance rate under 90%).

2.7 Pastoral Manger

2.7.1 It is the responsibility of the Academy Administrator to maintain the day-to-day running of attendance procedures.

2.7.2 When no explanation for an absence has been received following the Academy Administrator sending an attendance text home and /or phone call, the Pastoral Manager is responsible for contacting parents/carers to confirm the nature of the absence. The Pastoral Manager is expected to liaise with Subject Teachers, tutors and the Assistant Principal (Pastoral Care) in all matters of attendance.

2.7.3 The Pastoral Mager will monitor registers on a regular basis to check for trends in absence and punctuality and ensure that staff are recording absences and late marks correctly.

2.7.4 The Pastoral Manager should analyse attendance data to identify any patterns of concern and liaise with the relevant parties e.g. Tutor, Assistant Principal (Pastoral Care).

2.7.5 The Pastoral Manager will host Attendance Review meetings and formalise support for students to ensure that attendance improves.

2.7.6 If a student displays no improvement following support and intervention from the Pastoral Manager they will be referred to the Assistant Principal (Pastoral Care).

2.7.7 The Pastoral Manager will monitor and support students with persistently absent students conducting formal meetings. This is to support students and ensure that attendance improves.

- 2.7.8 The Pastoral Manager will reward praise points and generate letters each half-term for students with 100% Attendance.
- 2.7.9 The Pastoral Manager will generate letters for students with attendance concerns. They will organise which students receive 'keeping in touch' checks from the Assistant Principal (Pastoral).

2.8 Assistant Principal (Pastoral Care)

2.8.1 It is the responsibility of the Assistant Principal to oversee the Academy's attendance and punctuality policy and practice.

2.8.2. The Assistant Principal (Pastoral) will ensure that all staff are following procedures on completing registers and follow up any concerns.

2.8.3 The Assistant Principal (Pastoral) will meet with the pastoral team to discuss attendance issues, and monitor the progress made towards the meeting of agreed attendance targets.

2.8.4 The Assistant Principal (Pastoral) will consider applications for absence requests via the Academy Administrator.

2.8.5 The Assistant Principal will host Attendance Review meetings for students who have been placed onto an attendance contract. This is to enforce the academy attendance expectations.

3. Absence and late procedures

Please refer to *Appendix 1 – Department for Education (DfE) Attendance Codes*

3.1 Learners taken ill during the academy day

3.1.1 If a learner needs to be sent home due to illness, this should be by agreement by a member of the Senior Leadership Team. In such circumstances, contact must be made with the parent/carer to confirm it is safe for the student to make their own way home, or to make arrangements for them to be collected. This must also be recorded on Bromcom register.

3.2 Medical/Dental Appointments

3.2.1 Students should try to make appointments outside of academy hours wherever possible. Where appointments during the academy day are unavoidable, the student should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a learner to miss a whole day for an appointment, unless absolutely necessary, in which case the academy will need an explanation as to why this is.

3.2.2 The academy recognises that students with a health condition may have a higher number of medical appointments than other learners and it is therefore possible that at least some of these appointments may be during the academy day.

3.2.3 All students leaving the academy site for a medical appointment must sign out at the office.

3.2.4 Advance notice is required for medical or dental appointments, unless it is an emergency appointment. Student should also provide the academy with sight of, or a copy of, the appointment card or letter.

3.3 Religious Observance

3.3.1 The academy acknowledges the multi-faith nature of the academy community and recognises that religious festivals sometimes fall outside of academy holidays or weekends.

3.3.2 In accordance with guidance, the academy will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the student belongs – this will be marked with the R code.

3.3.3 Parents/carers should notify the academy in advance that their child will be absent for religious observance, so that the academy knows whether to expect the student into the academy or not.

3.3.4 If a parent/carer would like their child to be absent for an additional day, around a religious observance, they should contact the academy. The academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If additional absence is authorised, this would be marked with the C code.

3.3.5 The academy will ensure a learner is not penalised for absence due to days of Religious Observance, for example if using attendance rewards.

3.4 Safeguarding and Attendance

3.4.1 The academy will monitor trends and patterns of absence for all students as a part of its standard procedures. However, it is recognised that sudden or gradual changes in a student's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education, Local Procedures and the Academy's Child Protection and Safeguarding Policy, staff will investigate and report any suspected safeguarding cases on to the relevant authorities.

3.4.2 As part of the academy's safeguarding duty and standard procedures, staff will inform the Local Authority and/or the Police of the details of any student who is absent from the academy when they cannot establish their whereabouts and is concerned for the student's welfare.

3.4.3 If a student is not attending as required, where the academy deems it appropriate, staff may make home visits to see and speak to the student and parents/carers as part of the academy's safeguarding and attendance processes. If staff are unable to see and speak to the student and parents/carers, they may contact the student's emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the academy with relevant information.

3.5 Attendance and the Four Week Rule

3.5.1. The [Education and Skill Funding Agency](#), which funds 16 to 19 year old educational placements in England, will not fund any student with four week's consecutive absence from the academy without medical notification. Hence, in line with this funding rule, if a student does not attend the academy for a consecutive four week period and do not provide such notification, they will be taken off roll.

3.6 Absence – leave requests

3.6.1 Students should not be absent during term time for holidays, or other absence such as trips and visits, unless exceptional reasons apply.

3.6.2 The academy will not authorise any leave of absence in term-time unless satisfied the reason for absence is exceptional. The academy will consider each application individually.

3.6.3 Parents/carers are asked not to make plans to take their child out of the academy without making a request to the academy first. The request should be made by the parent/carer with whom the child normally lives.

3.6.4 Parents/carers wishing to request leave for their child should complete a Leave of Absence Request form which is available from the academy. The request should be submitted as soon as it is anticipated; and, wherever possible, at least four weeks before the absence.

3.6.5 Parents/carers may be required to provide the academy with additional evidence in order to support a leave of absence request.

3.6.6 The academy will consider the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead (DSL). A leave of absence is granted entirely at the Principal's discretion.

3.6.7 The absence should be for the shortest time possible – if an absence is agreed, the Principal will decide how many days of absence will be authorised.

3.6.8 If the student is absent for more days than were authorised by the academy, the remaining days absent will be recorded as unauthorised absence. Any holidays and other absence such as trips and visits which have not been agreed by the academy will be recorded as unauthorised.

3.7 Reporting to Parents/Carers

3.7.1 The academy will include each student's attendance information in each report. There are four assessment points each year. If parents/carers wish to see a copy of their child's attendance summary at any other time in the year, they can request a copy from the Assistant Principal (Pastoral Care) or by emailing Attendance@boa-stageandscreen.co.uk

3.7.2 Where a students' attendance falls below 95%, parents/carers will be contacted, unless there is a good reason not to. For further information see Appendix 2 -Attendance and Punctuality Process Matrix.

Appendix 1 – Department for Education (DfE) Attendance Codes

CODE	DESCRIPTION	MEANING
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school age students	Not counted in possible attendances
Y	Where the academy site, or part of it, is closed due to unavoidable cause; or the transport provided by the academy or local authority for students (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school; or a student is detained in custody for less than four months.	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	Academy closed to all students	Not counted in possible attendances

Appendix 2 -Attendance and Punctuality Process Matrix

	Student Behaviour	Action	Who	Evidence
**please note that RTW meetings are conducted by the subject teacher regardless of what stage of concern **	Absent from the academy	Return to Work Meeting	Subject Teacher	RTW form completed and uploaded to Microsoft Teams
Cause for Concern	2 nd Absence within 4-week period	Subject Teacher refers to PPD Tutor. 1 to 1 tutorial meeting held.	PPD Tutor	1 to 1 tutorial form completed and uploaded to Microsoft Teams
Stage 1	Multiple concerns around attendance Attendance below 95% Punctuality 30 mins late pw	Student meeting. Progress towards agreed criteria and weekly meetings for 2 weeks with Curriculum Lead	Curriculum Lead	Stage 1 letter sent home to Parents /Carers by Pastoral Manager Pastoral Manager to log on Bromcom
Stage 2	Continued concerns and unsatisfactory improvement following Stage 1 including persistent poor attendance and punctuality	Pastoral Manager meets with student to offer intervention & support. Progress towards agreed criteria and weekly meetings.	Pastoral Manager	Stage 2 letter sent home to Parents /Carers by Pastoral Manager Pastoral Manager to log on Bromcom
Stage 3	Continued concerns and unsatisfactory improvement following Stage 2 including persistent poor attendance	Student placed onto an attendance contract and meet with Assistant Principal(s)	Assistant Principal(s)	Stage 3 letter sent home to Parents /Carers by Attendance Officer Assistant Principal(s) to log on Bromcom
Following Stage 3 - Principal will review student progress with staff, to inform next steps.				
Stage 4	Continued concerns or unsatisfactory improvement following Stage 3	Final meeting with student, Parent and Principal (other staff as necessary) to determine support plan.	Principal/Senior Leadership Team	Letter home summarising outcome Principal/Senior Leadership Team to log on Bromcom