



Nigel Bowes & Iford Academy
The best in everyone™
Part of United Learning

Parent & Carer Guide to Attendance



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Daily attendance

Each school day is divided into **two** attendance sessions. Attendance is recorded twice daily once at 8.50am and again at 12.00pm. It is important to note that one full day of absence is counted as two separate sessions of absence. For a child to achieve 100% attendance for the day, they must be present at school during both of these sessions. This means being checked in at both the morning and midday attendance times.

Lateness

All children are expected to be in school by 8.50am (AM Tutor). Nigel Bowes Academy is open daily from approximately 8.00am and although some staff may be present, staff are not on duty until 8.50am. Any child that arrives after 9.20am **must** report to the main reception and be signed in. Parents and carers are expected to inform the school if their child is going to be late and the reason why. This can be done via phone:

01202 524041

The academy **will** discuss with parents and carers the reasons as to why their child was late and will look to put in support in cases of persistent lateness.

Lateness codes



If a child arrives between 9.20am and 10.00am they will receive an L code. This is classed as a present mark and will not impact a child's overall attendance.



If a child arrives after 10.00am they will be coded as U (late after registers officially close). A U code is classed as an unauthorised absence and will impact on a pupil's overall attendance. It will also count towards legal action – further information can be found later in this document. The only exception to this is if a reasonable reason for the lateness has been provided by the parent or carer, in this case an L code will be used instead.

Lateness sanctions

Where a reasonable reason for lateness has been provided by the parent or carer, no sanction for lateness will be issued. The school will make the final decision on whether the reason provided is reasonable. Where no reason has been provided, or the reason is not deemed as reasonable by the school, the following sanctions will be implemented:

Student arrival time	Sanction
8.50 am -9.20am	Earn RSR credits
After 9.20am	Referral for lateness (after AM Tutors registers close)

Persistent lateness can result in the implementation of BCP attendance protocols and parents may be called in to a school meeting.

Absence

Parents and carers must inform the school each day that their child will be absent, including a reason, by 9am. This can be done via phone:

There are a select few instances where daily contact is not required:

- Pre-planned professional leave
- Another pre-planned absence
- When a pupil has been signed off school by a doctor/medical professional and confirmation of the sign off period has been given to the school.

The academy will start to follow up on any unexplained absences from 9.15am, via phone calls to **all contacts** listed for the child.

If there are two consecutive days of absence with no contact from the parents or carers, then the academy will conduct a home visit welfare check. If there is no answer, the academy may then contact 101 or 999 for a safe and well check.

Absence requests

All pre-planned absence requests must be verbalised to the school reception or by using the the correct form which can be obtained by calling the office on 01202 524041 or alternatively emailing nigelbowes@ta.weareauthentic.education

Depending on the type of absence, confirmation/evidence will be requested and must be provided in order for the absence to be authorised.

Types of confirmation/evidence may be:

- Letter
- Text
- Email
- Appointment slip

Where possible we suggest making appointments for times that would not mean your child being absent from school at 8.50am or 2.35pm to ensure that the appointment does not have a negative impact on their overall attendance.

No holiday request will be authorised and may be subject to a fixed penalty notice from BCP.

Absence for illness

Where a child is absent for illness and the absence exceeds three consecutive days, the academy may conduct a check in phone call.

If a Doctor is consulted for an illness, please provide evidence of this via:

Appointment
confirmation
text/email

E-consult
confirmation
text/email

Photo/copy of
prescription

The school **will not**
ask you to obtain
a doctors note.

For sickness related to a bug and/or diarrhoea, the exclusion period is **24 hours** after the last bout. All other illness related exclusion periods can be found on our attendance policy on the school website.

Absence codes

A full list of attendance codes used by schools can be found on the .gov website:

[Working together to improve school attendance - GOV.UK.](https://www.gov.uk/working-together-to-improve-school-attendance)

Common codes which Nigel Bowes Academy use

Authorised codes which **do not**
impact overall school
attendance

Parental leave

P

Educational trip

V

Work experience

W

Medical appointment

M

Illness

I

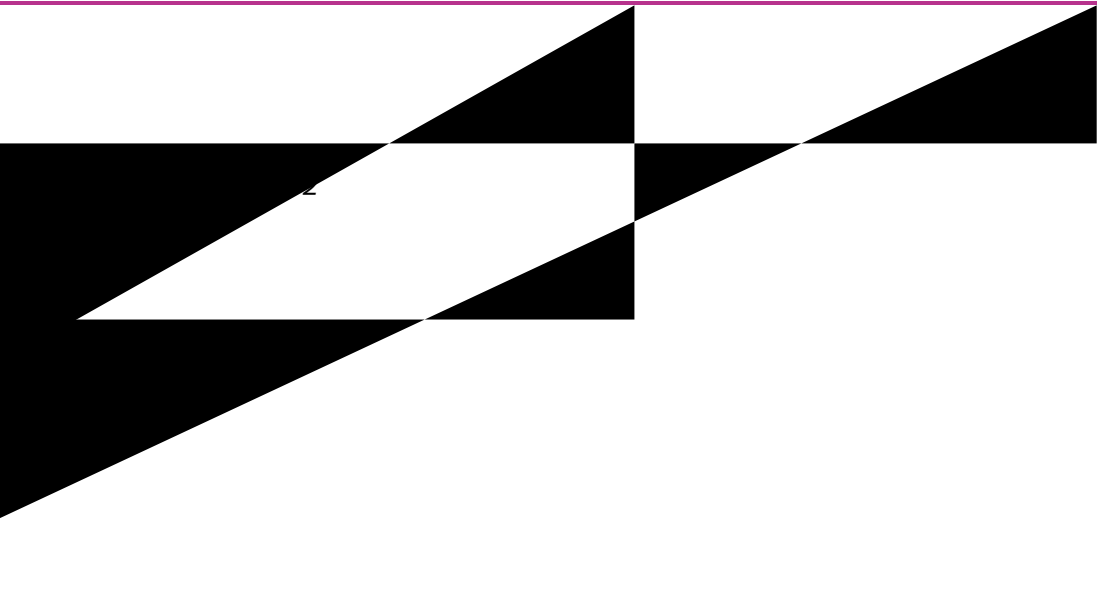
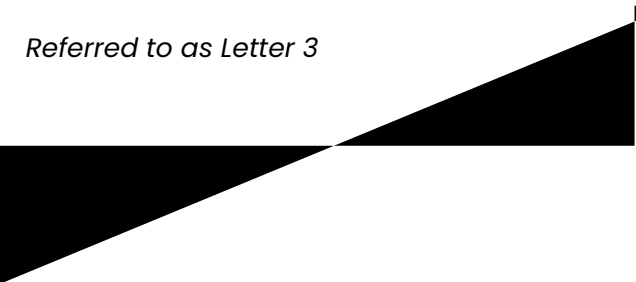
J1

Authorised codes which **do**
impact overall school
attendance
(not logged at a roll call session)

	Any other absence deemed exceptional circumstances	
Unauthorised codes which do impact overall school attendance (if logged at a roll call session)	Unauthorised absence	O
	Late after registers officially close	U
	Holiday	G

Stages and alerts

There are four main stages when monitoring attendance:

Stage 1	<i>Referred to as Letter 1</i>	An initial or alert
 Stage 2		This stage attendance Track to A
Stage 3	<i>Referred to as Letter 3</i> 	Warning action

Stage 4	Referred to as Letter 4	Referral to pursue le
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Every child's attendance is reviewed case-by-case, and each stage from stage 2 will be decided based on the pupils' individual circumstances.

Regardless of the reason, when a child's attendance drops below 96%, a Letter 1 will be issued. This is because we are required to inform parents and carers at certain trigger levels.

Attendance alerts via Arbor will be sent termly for any child who is below 96% at the end of each term.



Support

If your child is experiencing any barriers to attending school, we have a range of support available. Should you wish to discuss your child's attendance or want to access any of the support available, please get in touch (include contact details)