

Attendance and Punctuality Policy for BCI

British Creative Institute

Policy Statement

The British Creative Institute is committed to promoting regular attendance and punctuality for all students, including those with Special Educational Needs and Disabilities (SEND). Consistent attendance is vital for the academic, social, and emotional development of students. This policy outlines our approach to addressing absences and supporting students with attendance issues.

1. Objectives

- To promote regular attendance and punctuality among all students.
- To identify and address barriers to attendance for students with SEND.
- To provide support and interventions to improve attendance and punctuality.
- To involve parents, carers, and external agencies in supporting students with attendance issues.

2. Roles and Responsibilities

- **Principal/Head of Institute:**
 - Ensure the implementation of the attendance policy.
 - Allocate resources for attendance support initiatives.
- **Attendance Officer/General Manager:**
 - Monitor attendance records.
 - Identify and address attendance and punctuality issues.
 - Communicate with parents and carers regarding attendance concerns.
- **SENCO:**
 - Collaborate with the Attendance Officer to support students with SEND.
 - Develop Individual Attendance Plans (IAPs) for students with persistent attendance issues.
 - Liaise with external agencies to provide additional support.
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- **Teaching Staff:**
 - Encourage regular attendance and punctuality.
 - Report concerns about student attendance to the Attendance Officer.
 - Implement strategies to support students with attendance issues.
- **Parents/Carers:**
 - Ensure their child attends school regularly and punctually.
 - Inform the school of any absences and provide reasons.
 - Work with the school to address attendance issues.
- **Students:**
 - Attend school regularly and arrive on time.
 - Communicate any difficulties impacting attendance to a trusted staff member.

3. Attendance Expectations

- **Attendance:**

- Students are expected to attend school every day, unless they are ill or have an authorised reason for absence.
- **Punctuality:**
 - Students should arrive on time for the start of the school day and for each lesson.

4. Addressing Absences

- **Reporting Absences:**
 - Parents/carers must notify the school of their child's absence by phone or email on the first day of absence.
 - A written explanation is required upon the student's return to school.
- **Authorising Absences:**
 - Absences will be authorised for valid reasons, such as illness, medical appointments, or family emergencies.
 - Unauthorised absences will be recorded if no valid reason is provided.
- **Monitoring Absences:**
 - The Attendance Officer will monitor attendance records daily.
 - Patterns of frequent absences will be identified and addressed promptly.
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5. Supporting Students with Attendance Issues

- **Identification:**
 - Students with attendance below 90% will be identified and flagged for additional support.
 - Patterns of lateness will also be monitored and addressed.
- **Individual Attendance Plans (IAPs):**
 - Developed for students with persistent attendance issues.
 - Include specific strategies and interventions to improve attendance.
 - Reviewed regularly with input from the student, parents/carers, and relevant staff.
- **In-School Support:**
 - Flexible timetables or reduced schedules for students with medical or emotional needs.
 - Counseling and mentoring services to address underlying issues impacting attendance.
 - Academic support to help students catch up on missed work.
- **External Support:**
 - Collaboration with external agencies, such as educational psychologists, social services, and health professionals.
 - Referral to specialist services if needed.

6. Communication and Collaboration

- **Regular Communication:**
 - Regular updates to parents/carers on their child's attendance.
 - Meetings with parents/carers to discuss attendance concerns and develop support plans.
- **Multi-Agency Collaboration:**

- Work with external agencies to provide comprehensive support for students with complex needs.
- Attendance panels or case conferences for students with severe attendance issues.

7. Rewards and Incentives

- **Positive Reinforcement:**
 - Recognition and rewards for good attendance and punctuality.
 - Certificates, awards, and incentives for students who show improvement.
- **Celebrations:**
 - School-wide celebrations and events to promote the importance of attendance.

8. Monitoring and Evaluation

- **Regular Monitoring:**
 - The Attendance Officer and SENCO will monitor the effectiveness of attendance interventions.
 - Regular reviews of attendance data to identify trends and areas for improvement.
- **Evaluation:**
 - Annual evaluation of the attendance policy and its impact on student outcomes.
 - Feedback from students, parents/carers, and staff to inform policy updates.

9. Policy Review

- **Annual Review:**
 - This policy will be reviewed annually to ensure its effectiveness and relevance.
 - Any changes will be communicated to all stakeholders

10. Legal Framework and Statutory Guidance

This policy is informed by the following legislation and statutory guidance:

- School Attendance (Pupil Registration) (England) Regulations 2024
- Education (Penalty Notices) (England) (Amendment) Regulations 2024
- Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024
- SEND Code of Practice: 0 to 25 Years (2024 Update)
- Keeping Children Safe in Education (2025)

Approval and Review

- **Policy Owner:** Principal/ SEN Coordinator
- **Approved by:** General Manager
- **Date of Approval:** 05/09/2025
- **Next Review Date:** 05/09/2026