

Attendance & Punctuality Policy

1. Introduction

The Academy is committed to a positive policy of encouraging students to attend school regularly. The Academy will work with parents and students to secure this aim. The Academy believes that all students benefit from regular attendance and it is key to an individual's educational progress and attainment, as well as benefiting them socially. We are committed to encouraging and supporting parents, guardians, and carers in ensuring that their children regularly attend the Academy. This is achieved by providing a caring learning environment, which motivates students to attend school regularly and allows issues that prevent regular attendance to be identified early, and promptly acted upon.

The school sets a minimum target of 95% for both attendance and punctuality for all students.

2. EXPECTATIONS

We expect that all students will:

- Attend regularly
- Attend punctually
- Attend prepared for the day
- Discuss promptly with their Mentor or Family Leader any problems that prevent them attending regularly and punctually

We expect that all parents/guardians/carers will:

- Be aware of their legal duty to ensure that their child attends the school on a regular full-time basis - Section 7 Education Act 1996
- Ensure that their child arrives punctually and prepared for the day
- Ensure that they contact the school on the first day of absence, and every day thereafter with all absences. All absences should be supported by a note, on the day of return.
- Contact the school if a problem occurs that may or has resulted in their child not wanting to attend
- Avoid making appointments during school hours (the only exceptions may be orthodontist or hospital out-patients appointments where there is no alternative)
- Ensure holidays are not arranged during term time

We expect that school staff will:

- Provide a welcoming atmosphere for all students
- Keep a regular and accurate register of attendance twice a day
- Contact parents/guardians/carers on the first day of absence where no prior explanation has been received before 10am.
- Monitor student's patterns of attendance

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Homefield Road, Old Coulsdon, Surrey, CR5 1ES

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Make initial inquiries of parents/guardians/carers where a student is not attending regularly and (a) address any issues that are preventing attendance and (b) register their concern where absences are hitherto unexplained or unjustified

Refer to the Internal Education Welfare Officer Students (a) presenting irregular and/or unjustified absences or (b) who require welfare support beyond the schools resources

Provide a sympathetic response to a student's concerns

Meet, wherever possible, the requirements of the UN Convention - The Rights of the Child, by ensuring that children are consulted in all decisions that relate to them

Celebrate good and improved attendance
Publish and display attendance statistics



Opening & Closing of the Attendance Register

Students are expected to arrive at the Academy by 8.20am each day to ensure they are in class. Any student arriving after the start of the registration period will be marked LATE and any student arriving after 9.00 am will be marked ABSENT. Students arriving after 8.30am will receive half an hour detention, to be completed on the same day, and students arriving after 8.40am an hours detention.

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The school's attendance register is open from 8.30am, when students are expected to be present, and closes at 9.00 am. If a student arrives after the close of the register, they are given an attendance mark for health and safety reasons, but are regarded in law as being absent. If a child persistently attends school after the close of the register consideration will be given to (a) the issue of a Fixed Penalty Notice in the sum of £50.00 or (b) a referral to the Internal Education Welfare Officer for a prosecution. Lateness not only affects the learning of the student in question but also affects the learning of others.

Unauthorised Absences

Absence can only be authorised where there is good cause. Parents cannot authorise absence. This is the decision of the Academy, in accordance within the boundaries set by the Education (pupil registration) Regulations 1996. Whenever a student is absent due to illness, the Academy reserve the right to request medical evidence

Holidays

- Dental and medical appointments during school time are not encouraged.
- School holidays are published a year in advance and parents are required to book their family holiday during these periods. Exceptional requests must be made to the Principal on the official form.
- Regular reminders are sent to parents about the Academy's policy on term time holidays.

If leave is taken without authority then consideration will be given to issuing a Fixed Penalty Notice in the sum of £50.00 to each parent

Religious Observance

There is no legislation or regulation or DCSF guidance on leave for absence for religious observance.

The Principal will review any such application on an individual basis, and in consultation with the Deputy Principal (Pastoral), Family Leader and the parents.

Changing Schools

In order to maintain accurate registers and attendance data, it is important that if a parent/guardian/carer decides to send their child to another school they must inform school of their decision as soon as possible. A student cannot be removed from the roll of the school until the following information has been received: -

The date the pupil will be leaving
The name of the new school and start date

The student's records will then be sent on to the new school. In the event of the information not being provided then the student/family will be referred to the Internal Education Welfare Officer. Save in exceptional circumstances there is an expectation that the child will continue at this school until the transfer takes place.

Legal Proceedings

The Internal Education Welfare Officer, on behalf of the Local Education Authority, has authority to commence proceedings either in the Magistrates' Court or in the Family Proceedings Court when a student fails without justification to attend the school on a regular full-time basis.

3. ROLES AND RESPONSIBILITIES

- All staff will take every opportunity to promote the need for good attendance and punctuality with students and parents
- The school will provide an appropriate curriculum for all students
- The school will provide a teaching and learning environment that is stimulating and encourages students to attend and to succeed
- All staff will maintain positive relationships with students and ensure the learning needs of all students are met

Mentors

Mentors have a pivotal role in promoting and encouraging good attendance and punctuality, applying rewards and sanctions as appropriate. They have a key role in congratulating and supporting good attendance and punctuality and challenging absence and lateness in a supportive and positive manner.

Mentors should expect a written note of explanation for all absences which should be passed to the Attendance Officer.

All Mentors must ensure that sanctions in relation to lateness are consistently applied. Mentors should work in liaison with their Family Leaders to promote good attendance and punctuality by the publication of weekly statistics and devising and applying appropriate rewards.

Mentors should inform their Family Leaders and Attendance Officer immediately they have any concerns regarding individual students in relation to attendance punctuality and general welfare.

Mentors should meet with their Family Leaders and other key staff to support targeted students.

Mentors must provide reports as required for any individual students or groups of students within their mentor group whose attendance or punctuality fall below agreed targets.

Mentors should monitor attendance to school and lessons on a daily basis.

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Family Leaders

- Family Leaders also have a key role in relation to promoting the highest standards of attendance and punctuality. This should be done in relation to the whole year group through assemblies, in relation to Mentor Groups by guiding and supporting Mentors, and in relation individual students by liaison with the Attendance Officer, students' families and where necessary, the Internal Education Welfare Officer.
- Family Leaders must ensure that procedures in relation to attendance and punctuality are adhered to by all Mentors
- Family Leaders should monitor and report on attendance levels for their Family Group, each Mentor Group and individual students and raise any concerns without delay.
- Family Leaders should ensure that appropriate rewards and sanctions are applied consistently
- Family Leaders must provide reports as required for any individual students or groups of students within their year group with specific attendance or punctuality issues.

Attendance Officer

The Attendance Officer has a key role in ensuring the effective operation of the school's systems in relation to attendance and punctuality, that information in relation to attendance and punctuality at every level is available as required and in working with the Family Leaders and the Internal Education Welfare Officer to promote good attendance and punctuality for all students.

The Attendance Officer will

- Ensure that students arriving after 9.00 am are signed in and that registers are amended accordingly
- Check lesson monitor and monitor Truancy Call.
- Generate letters to parents in relation to poor attendance or punctuality.
- Liaise directly with Parents, Students, Mentors, Family Leaders and Internal Education Welfare Officer as appropriate.
- Keep records of all actions taken in relation to attendance and punctuality
Supply reports as required and complete termly returns to the DFE

All Staff must

- Mark attendance on lesson monitor (SIMS) every lesson including am and pm registration*
- Record late arrivals indicating the number of minutes late.
- Promote and encourage punctuality to school and lessons.
Support and encourage non-attendees returning to school.
- Encourage absentees to copy up/catch up/make good all work missed.

* Registration period for legal reasons

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