



Attendance Policy

November 2020

1. Introduction

- Promoting regular school attendance is a key component in the Government's strategy to raise educational standards.
- There is a direct link between attendance and outcomes for students which is why it is a key area of strategic focus for the Academy.
- The Academy is committed to a positive policy of encouraging students to attend school regularly and on time.
- The Academy will work with parents and students to secure this aim.

2. Aim

- The aims of this Attendance policy are to ensure that there is an efficient system, known to all, for ensuring all students attend the Academy on a daily basis, or for ensuring a reason for non-attendance is known to the Academy.

3. Taking the Register

3.1 Students of compulsory school age must have their attendance registered twice per day. The Academy also records lesson attendance.

3.2 The register must be taken twice daily at the start of morning and afternoon sessions. In addition, all teaching staff must check that the students timetabled to be in their lessons are present for each session.

3.3 The register must record whether the student is present, absent, or attending an approved educational activity.

3.4 An 'approved educational activity' is defined as:

- One taking place off the Academy premises.
- Approved by a person authorised by the Principal.
- Supervised by a person approved by the Principal.
- Of an educational nature, including work experience, field trips and educational visits.
- Link Courses where students attend a FE college for part of their time, or students receiving part of their education off-site at another location while remaining on roll and under Academy supervision (e.g. sick students being taught at home), or attending approved an sporting activity

3.4 When a student of compulsory school age is absent, it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

3.5 Registers will be closed at 9.00 am for the morning session and 1.30 pm for the afternoon session. Any student arriving after 9.00 am will be recorded with an unauthorised absence mark and this will reflect in their overall attendance.

3.6 Students arriving late but before 8.45am receive a demerit. A student arriving late between 8.45am and 9.00am will receive a 30 minute detention. Students arriving late

after 9.00am will receive a 60 minute detention. All detentions are sat on the day they are given.

4. Responsibilities

- Excellent attendance and punctuality, in close conjunction with excellent learning and teaching lay the foundations for an outstanding education and future employment/career prospects. The correlation between attendance and attainment is evident – being on time and attending school each day is the most important aspect which will enable a child to fulfil their potential, to maximise on their learning time.
- We expect all the Academy's stakeholders: students, staff, parents, carers and OCL to be committed to ensuring high standards of attendance and punctuality.

4.1 The **Regional Director** will:

- Approve the policy and any proposed changes.
- Receive reports from the Principal.
- Review the working of the policy in the light of the Principal's report.

4.2 The **Principal** will:

- Ensure the policy is promoted and implemented throughout the Academy and is known by the parents and carers.
- Set attendance targets as part of the Academy Development Plan and target-setting process.
- Monitor progress with linked senior staff.
- Ensure strategies are in place to promote and implement the policy throughout the Academy.
- Determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested on the Academy's official form, or absences which have taken place for which no request was made.
- Instruct relevant senior staff to notify parent/carer as appropriate if a student of compulsory school age fails to attend regularly his/her parents commit an offence.
- Initiate appropriate staff strategies to improve attendance.
- Report regularly to the Regional Director.

4.3 The **Deputy Principal** in charge of Behaviour and Attendance will:

- Oversee all attendance arrangements.
- Work with Assistant Principals, Family Leaders and Attendance Officer to ensure the efficient running of the system; weekly meetings, actions set and completed by relevant staff.

- Promote importance of attendance to all staff and students.
- Make periodic checks of the registers to monitor student absence; ensure coding is concise, complete and correct.
- Make regular checks on absence notes and the reasons for absence.
- Ensure unaccounted-for absences are followed up by Family Leaders and Attendance Officer in getting in contacting parents/carers (referring to external agencies if any concerns of a welfare nature).
- Monitor and check that the SOL attendance tracking system is being followed and completed correctly and fully, liaising with SOL consultant regularly.
- Keep the Principal and Academy Leadership Team informed of progress completed by Family Leaders and Attendance Officer.
- Advise the Principal on any strategies that could be initiated or improved.
- At the end of each day ensure every absence is accounted for and recorded.
- Deal with issues of inadequate registering;
- Liaise with appropriate bodies (including the Local Authority's agencies) over persistent absentees.
- Liaise with the Local Authority agencies and police when they wish to exercise their powers to enforce truants to return to the Academy.

4.4 Attendance Officer:

The role of the Attendance Officer is to be the key link for families to support them in ensuring their child attends the Academy each day and on time.

The Attendance Officer will:

- Keep and maintain accurate attendance and punctuality records.
- Check the coding of all year group registers (in Bromcom) at least three times a week.
- Ensure the coding is accurate by the Friday and that there are no 'N' codes in the registers.
- Meet Family Leaders weekly to discuss attendance for that year group.
- Keep the attendance tracker accurate and up-to-date.
- Conduct meetings and record discussions with students about their attendance.
- Contact parents/carers to inform them of their child's attendance or punctuality and outline plans for improvements.
- Send out standard letters regarding attendance.
- Collate and record registration and attendance information.
- Take and record messages from parents regarding absence.

- Contact parents/carers of absent children where no contact has been made – for vulnerable students on the First day of absence and for all other students on the Third day of absence, or direct Family Leaders to do so in their place.
- Provide reports and background information to inform discussion between Family Leaders or Assistant Principals.
- Liaise with other professionals to determine potential sources of difficulties and reasons for absence.
- Liaise with the EWO on students requiring further interventions, including FPNs.

4.5 **Family Leaders** will:

- Ensure all student absences are noted and absence notes received from parents/carers.
- Make regular checks on the efficiency of the registering; monitor attendance of their year groups' attendance and key student groups, together with persistent absence figures.
- Make regular checks on absence notes.
- Ensure all suspected truancy is followed up and dealt with.
- Contact parents/carers over student absences where appropriate.
- Attend weekly attendance meetings with Attendance Officer and update their line manager on attendance weekly.
- Liaise with the Deputy Principal (Pastoral) over training needs.

4.6 **Family Mentors** will:

- Ensure students are registered accurately within first ten minutes of mentor time.
- Ensure students bring absence notes and pass details on to Attendance Officer.
- Monitor their mentor group's attendance.
- Positively promote excellent attendance with their mentor group.
- Enquire on any issues with individual student's attendance, inform Family Leader and Attendance Officers of any signs of suspected truancy, or absence without prior notification.
- Inform the Family Leader of any possible underlying problems which might account for absences.
- Contact parents/carers as required to discuss attendance/punctuality of mentees.

4.7 **Classroom Teachers** will:

- Ensure students are registered accurately within first ten minutes of the lesson starting.

- Monitor their teaching group's attendance and punctuality.
- Positively promote excellent attendance with their teaching groups.
- Inform the Family Leader of the names of students who are absent without notification.
- Make lessons and learning experiences engaging, enjoyable, stimulating and challenging to ensure students look forward to attending - ensuring the learning environment is a safe, secure and positive setting where students feel at ease and ready to learn.

4.8 **Parents/Carers** are required to:

- Ensure their child attends every day unless they are ill or have an authorised absence. (Attending means registering before the attendance register is closed for the session).
- Inform the Academy of their child's absence and reason why on the first morning of non-attendance, or as soon as possible thereafter on the same day.
- Send an explanatory email or phone on the day of return to the Academy.
- Make any request for leave of absence on the Academy's official leave of absence form.
- Support the Academy in upholding consequences for poor attendance or punctuality.
- Work with the Academy and/or Attendance Officer to resolve any attendance or punctuality problems.
- Avoid taking their child out of the Academy during term time or the school day.
- Take an active interest in their child's attendance and punctuality and notify the Academy if they have any concerns.

5. Inspection

The Deputy Principal and Attendance Officer will ensure that the Academy Admission and Attendance Registers are available for inspection as required.

6. Leave of Absence

6.1 Leave of absence for a student can be granted only by the Principal (or Deputy Principal).

6.2 Parents will be expected to use the Academy's official leave of absence request form. These forms are available on the Academy website or from the Attendance Officer.

6.3 Parents/Carers should be aware the law now enforces the position regarding holiday leave. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. A Headteacher should determine the number of school days a

child can be absent from school if leave is granted. It is not our Academy's policy to permit leave of absence.

7. Holiday Leave

7.1 Holidays should not normally be taken during term time. Any exceptional requests must be made to the Principal on the official form. The Principal will direct the Attendance Officer to authorise or decline the request. Each request will be looked at on an individual basis.

7.2 If the student goes on a holiday which has not been approved by the Academy it will count as unauthorised absence.

7.3 The matter can be referred to the EWO and a Fixed-Penalty Notice may be issued.

8. Short -Term Leave

8.1 The Academy can grant short-term leave for family reasons. It is for the Principal to determine the reasonableness.

8.2 Dental and medical appointments during school time are not encouraged. If the student leaves for an appointment after registering, they must sign out at Reception. If the student returns to the Academy before the second register is taken, they will not be recorded as absent.

8.3 If medical appointments cannot be avoided, parents should do all they can to ensure their child returns to the Academy on the same day whenever possible.

9. Religious Observance

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

The Principal will review any such application on an individual basis, and in consultation with the Deputy Principal, Family Leader, Attendance Officer and parent/carer.

The Academy expects advance notice, since religious festivals are likely to be fixed well ahead.

10. Taking a student off the Register (off-rolling)

10.1 The Principal will authorise the taking of a student's name off the register in accordance with the Regulations currently in force. Any student that does not attend the Academy for a period of 10 days or more will be referred to the local authority as missing from education unless the absence is planned and authorised.

10.2 A student will not be off-rolled until the Academy has evidence of their next destination.

11. Equal Opportunities

In making and implementing this policy the Academy will take into account the Oasis Community Learning equal opportunity policies.

The Academy will inform staff where allowances have to be made for students with disabilities.

12. Monitoring and Review

The Principal will review the working of the policy with appropriate senior staff, and make regular reports to the Regional Director on the attendance of students.

Oasis Community Learning will monitor the use and effectiveness of this policy and review it at least every two years.