

Wodensborough Ormiston Academy

Attendance policy

Date adopted: *May 2018*

Next review date: *May 2020*

Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	
Date approved by committee	
Date ratified by LGB (if required)	
Description of changes from the model policy (if any)	

Ormiston Academies Trust

Attendance policy

Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Jayne Cooper – Attendance and Logistics Manager - Ormiston Sandwell Academy
Last review date	Sept 2017
Description of changes	<p>Key Principals Update to the Key Principals to be more specific about the actions of the academy and the expectation that the parents will provide the phone numbers of three different adults.</p> <p>Update of the percentage for Persistent Absence (PA) and a definition for persistent lateness and its potential consequences.</p> <p>3.2 Absence Procedure Expectation added for parents to call before 9am on each day of absence, what students should do if they arrive late and the process around religious observations</p> <p>3.3 Intervention Updated with the introduction of template letters (appendix 1-3) and return to school interviews after a period of absence.</p>
Name and date of line manager's approval	Sarah Bloomer – September 2017
Date of executive approval	Jason Howard – September 2017
Date released	5 th October 2017
Next review date	September 2020

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1. Policy statement and principles

1.1 Policy aims and principles

We believe that in order to facilitate teaching and learning, good attendance is essential. The academy aims to raise standards in education and to ensure that students achieve their full potential. We recognise that this aim is not possible if they do not regularly attend the academy, or are persistently late.

Students are expected to attend the academy every day. It is the responsibility of parents to perform their legal duty by ensuring their children of compulsory school age who are registered at the academy attend regularly and are punctual. The academy endeavours to support parents and students in this.

Attendance and punctuality issues can have a detrimental effect on the education that a student receives. Evidence shows that missing out on lessons leaves students vulnerable to falling behind and the tendency for them to achieve less than those students with a good attendance record.

We are committed to:

- Promote good attendance and reduce absence
- Ensure every student has access to full-time education
- Act early to address patterns of absence and poor punctuality

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Complaints

All complaints are dealt with under the **OAT Complaints Policy**.

Complaints should be made in writing and will follow the OAT complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

1.3 Monitoring and review

This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Assistant principal for personal development, behaviour and welfare in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Roles and responsibilities

2.1 Key personnel

Attendance, Engagement & Admissions Manager		Jayne Cooper
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<i>Principal</i>		
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3. Key principles

The academy will keep an admission register and attendance register. The contents of which includes all students, their personal details, to include where possible at least three telephone numbers for different adults, to ensure that the academy can always contact someone in the event of an emergency, the date of admission (or re-admission), information regarding parents and carers and details of the school last attended.

The academy will take the attendance register at the start of the first session of each academy day and once during the second session. On each occasion, we will record student attendance using the national codes. Students will not be marked present if they were not in during the period when the register is open. If there are any unexplained absences then we will follow these up **with a telephone call to parents** in order to ascertain the reason and record the absence using the correct code on the register. The academy will send a text message to any parents whom the Academy are unable to contact via telephone and a home visit will be carried out for any students who are unexpectedly absent, should there be no answer when staff visit the home, a call may be made to the police.

The academy day starts at 8:45. All students should be in their classroom at this time.

Registers are marked by form tutors. Students will receive a late mark if they are not in their classroom by this time.

The register closes at 10:30a.m. Students will receive a mark of absence if they do not attend before this time. Attendance after the register closes will receive a mark to show that they are on site, (U) but will count as an absent mark.

Students arriving late to the Academy should report to the front gate where their lateness is recorded. If a pupil arrives after 9:10 they should report to reception where they will be registered.

3.1 Definitions

A student is classed as **absent** if they arrival at the academy after the register has closed or if they do not attend for any reason.

An **authorised absence** is:

- An absence for sickness for which the academy has granted leave
- Medical or dental appointments which unavoidably fall during the academy day for which the academy has granted leave.
- Religious or cultural observances for which the academy has granted leave
- An absence due to a family emergency that is determined unavoidable by the principal
- An absence for other reasons as agreed by the principal

An **unauthorised absence** is defined as:

- Parents keeping children from attending the academy unnecessarily or without reason
- Truancy before or during the academy day
- Absences which have never been properly explained
- Arrival at the academy after the register has closed
- Day trips and holidays in term time which have not been agreed
- Leaving the academy for no reason during the day

The academy defines persistent absenteeism (PA) as missing 10% or more of schooling across the year **for whatever reason**.

Persistent lateness is defined by the Academy as students who have 5 or more late marks recorded in one academic year. This may lead to the privilege of the late code (L) being withdrawn and replaced by a 'U code' which is classed as an unauthorised absence.

3.2 Absence procedures

It is the responsibility of the parent to inform the academy of a student absence and also to inform us of any changes to contact details.

Parents/Carers are asked to contact the Academy before 9am on EACH day that their child is absent, informing of reason for absence and when their child will be returning to the Academy.

Appointments

As far as possible, medical and dental appointments should be made outside of the academy day. Where this is not possible, a note and appointment card should be sent to the academy prior to the appointment. Students must attend the academy before and after the appointment wherever possible. If the appointment requires the student to leave during the day, they must be signed out by an adult listed on the student's record.

Should a student arrive late to the Academy following an appointment, they should report to reception where a member of the attendance team will appropriately code the register.

Religious observations

Parents must inform the academy in advance if absences are required for days of religious observance. The academy will authorise absences where a reasonable request is made. Parents should inform the Academy PRIOR to any absence due to religious observance. The Academy will usually authorize one day in these instances.

Term time leave

We require parents to observe the term times of the academy. The academy will only authorise leave of absence during term time in exceptional circumstances. If the academy grants a leave request we will determine the length of time that the student can be away from the academy. We do not have the discretion to authorise holidays during term time.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Requests for leave will not be granted in the following circumstances:

- During year seven when a student is settling into the academy
- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's authorised absence record is already above 5% for any reason

If term time leave is not granted, taking a student out of the academy will be recorded as an unauthorised absence and may attract local authority sanctions such as a penalty notice.

3.3 Intervention

The academy recognises that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of students may be more at risk of poor attendance and will provide support and assistance wherever possible.

The academy's attendance target is 95%. Details of our absence levels are available from the Academy's Attendance Officer

Parents / carers of students with an attendance level below 92% may be invited in to discuss attendance with the Head of school for the student, this is a supportive meeting to address any barriers to good attendance. In the case of persistent absence, arrangements may be made for parents to speak to the Senior lead for attendance, the academy attendance officer and or an attendance officer for the local authority. It may become necessary to involve other relevant parties in a supportive capacity to promote improved attendance.

If a student has more than 10 sessions of unauthorized absence (the equivalent of 5 days) in any period of 25 consecutive days the local authority will be informed and may begin legal proceedings to improve attendance.

3.4 Rewards

The academy acknowledges 100% attendance in some of the following ways:

- Certificates
- Acknowledgement in assemblies
- In school rewards

Good attendance and punctuality will be rewarded in the following ways:

- Contribution to the forms reward bank

Trips and events are a privilege. Where attendance drops below 92% these privileges may be taken away.