

# Ormiston Cliff Park Infant & Junior Academies

## Attendance policy

Date adopted: *January 2019*

Next review date: *January 2022*

### 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 <sup>th</sup> October 2017
Next review date	September 2020

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Appendix 1 Model letter (first absence)

Appendix 2 Model letter (absence concern)

Appendix 3 Model letter (persistent absence)

# I. Policy statement and principles

## I.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.

## I.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.

## I.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 Principal/Head of School 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

		Mrs K Rutherford
Contact Details	Email	<a href="mailto:office@ocpia.co.uk">office@ocpia.co.uk</a>
	Telephone	01493 661523
		Mrs L Watkins                      Mr P Reid
Contact Details	Email	<a href="mailto:l.watkins@ocpia.co.uk">l.watkins@ocpia.co.uk</a> <a href="mailto:p.reid@ocpia.co.uk">p.reid@ocpia.co.uk</a>
	Telephone	01493 661523
		Mrs D Reid
Contact Details	Email	<a href="mailto:d.reid@ocpia.co.uk">d.reid@ocpia.co.uk</a>
	Telephone	01493 661523

## 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 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 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 should be made to the police.

The academy day starts at 8.50am. All students should be in their classroom at this time.

Registers are marked by 9.00am. Students will receive a late mark if they are not in their classroom by this time.

The register closes at 9.20am. 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 office where a member of the office staff will record their present in the register.

### 3.1 Definitions

A student is classed as absent if they arrive 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

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 9.00am 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 the office where a member of the office team will mark their presence in 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.

If term time leave is not granted, taking a student out of the academy will be recorded as an unauthorised absence and may attract 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 98%. Details of our absence levels can be found on our Academy website or are available from Mrs D Reid.

If a student's absence then drops below 92% a concerns letter [appendix 1] will be sent informing them of the decision to unauthorise any further absences unless medical evidence is provided.

In the case of persistent absence, arrangements will be made for parents to attend a Fast Track to Attendance Panel meeting. If the situation cannot be resolved and attendance does not improve, the AO has the power to issue sanctions such as prosecutions or penalty notices.

### 3.4 Rewards

The academy acknowledges 100% attendance in the following ways:

- *Assemblies, Attendance Certificates*

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

- *Attendance Certificates*



«salutation»  
«address\_block»  
«date\_of\_printing»

Dear «salutation»,

I am writing with reference to «chosen\_forename»'s recent absence(s) from the Academy and to take this opportunity to give you some information regarding the provision we are able to make for students, should «chosen\_forename» feel unable to attend in the future:-

(Add/delete as appropriate)

- If a student is feeling a little unwell in the morning, they may well improve during the day and therefore, it is usually better to send them to the Academy and we can provide a quiet working area until they feel able to re-join their classes.
- We also provide 'stationary' areas for students to work in, should mobility be an issue so that they do not have to move around the Academy. We would also allow students to leave lessons early to avoid crowds should they have an injury.
- We have a full time First Aider at (insert academy name) that can assess the condition and, with your authorisation, administer medication should «chosen\_forename» feel unwell after arriving at the Academy
- We also have Mentoring Support for any students who have been absent due to sadness from a bereavement or other personal circumstances.
- Heads of House and Assistant Heads of House are always willing to support students and therefore should «chosen\_forename» have any problems or issues that may prevent «him\_her» from wanting to attend, please contact (insert academy name) immediately so that these problems or issues can be resolved.

We have a strong network of staff here at (insert academy name), and I am sure you will agree that whatever problem «chosen\_forename» may encounter, there is support available to «him\_her», to ensure regular attendance to the Academy.

With kind regards,

«salutation»  
«address\_block»

«date\_of\_printing»

«forename» «surname»

Dear «salutation»

I am writing to advise that «forename»'s attendance is currently «percentage\_attendance»%, which is a concern to Ormiston Cliff Park Junior Academy as this has a great impact on «forename»'s learning.

All students should reach a minimum of 98% attendance and I look forward to receiving your co-operation in this matter. The academy will continue to monitor «forename»'s attendance closely and look forward to seeing an improvement.

Please note that if attendance deteriorates further then school will have no alternative but to unauthorise all absences unless a Doctor's appointment card/medical note/hospital letter is provided for every absence, complete with child's name and date.

I regret to remind you that section 444 of the Education Act 1996 makes it Parents/Carers responsibility to ensure their child's attendance at the school which they are on roll. Failure to do so may result in legal action being taken.

If there are any issues in school then «forename» should attend the academy and approach «his\_her» Class Teacher so that we can work together to resolve them.

Yours sincerely,

«salutation»  
«address\_block»

Student - «forename» «surname» - «reg»

Dear «salutation»

I am writing to advise you that «forename»'s attendance is currently «percentage\_attendance»%. We place great importance on attendance at (insert academy name) and the link between attainment and attendance and as such we expect all of our students to reach an attendance percentage of at least 98%.

I have no alternative at this time but to inform you that because of «forename»'s persistent absence, any absence «he\_she» may now have will be recorded as unauthorised and a doctor's note/medical certificate will be required to explain «his\_her» absence.

For ever one day of absence **5 lessons are missed**, for one week's absence **25 lessons are missed**. This is time that cannot be given back to «forename» and it may impact on any examinations «he\_she» may be entered for.

I have to inform you that «forename»'s attendance is now a cause for concern and this will be reported to The Attendance Service (Previously Education Welfare Service) which could lead to further action being taken, which in more serious cases can mean court action.

I am sure you will agree that in order for «forename» to receive the best education available to «him\_her», «he\_she» needs to be attending the academy regularly.

Please contact (insert academy name) as soon as possible to discuss the matter and find away to work together to improve «forename»'s attendance.

With kind regards,