



Ormiston Sir Stanley Matthews Academy

Attendance Policy

Date adopted: May 2019

Next review date: December 2020

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
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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 endeavors 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 Assistant Principal Mark Ludlow in the first instance for him to determine whether a review of the policy is required in advance of the review date.

2. Roles and responsibilities

2.1 Policy aims and principles

<i>Assistant Principal</i>		Mark Ludlow
Contact Details	Email	mludlow@ossma.co.uk
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<i>Attendance Officer</i>		Jennifer Lees
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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 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. It is the responsibility of the parent/carer to ensure that the Academy is provided with accurate and up-to-date addresses and telephone numbers.

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 8.45am. All students should be in their classroom at this time. There is a warning bell at 8.40am to ensure students arrive on time. All students are expected to be on the Academy grounds at 8.40am so that they are able to reach registration on time.

Registers are marked by 8.45am. Attendance after this time will receive either an (L) or a (U) mark as appropriate to show that the student is on site.

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 received suitable medical evidence where appropriate.
- ✦ Medical or dental appointments which unavoidably fall during the Academy day for which the Academy has received suitable medical evidence where appropriate.
- ✦ Religious or cultural observances for which the Academy has granted leave.
- ✦ An absence due to a family emergency for which the Academy has granted leave.

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 for sickness or medical/dental appointments for which the Academy has not received suitable medical evidence where appropriate.
- ✦ 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.

- ✦ Attendance to the Academy after 11am, or where a student is persistently late and the privilege of 'L' code has been removed.

The Academy defines suitable medical evidence as a medical or dental appointment card, copies of prescriptions, copies of medication containers, GP print-outs, hospital letters, or any other official documentation which is provided by a medical practitioner and clearly shows the student's name, date of issue, and can reasonably explain a period of absence.

The Academy will review each student's attendance records at the end of every term. If a student has no more than 2 days of absence within the term, any unauthorised absences within that term may be authorised at the discretion of the Academy.

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

3.2 Punctuality procedures

Students arriving late to the Academy should report to Reception where a member of the Reception Team will provide them with a slip which confirms their time of arrival. The student should then give this to the class teacher to confirm that they have been registered at the Academy.

If a student arrives at the Academy after 8.45am, but before 11am, they will be given a late mark (L). Persistent lateness may lead to the privilege of the late code (L) being withdrawn and replaced by a 'U' code. Students arriving after 11am will also be given a 'U' code. The 'U' code is classed as an unauthorised absence and will fall under the procedures within section 3.4.

Late passes may be issued to students at the discretion of the Academy, where the reasons for the student's lateness has been explained to the Head of Year and a late pass is deemed appropriate. The late pass will state the agreed latest time of arrival and an expiry date. Arrival after this time will result in the same procedures as outlined above.

3.3 Punctuality intervention

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

Students arriving after 8.45am will be given a 10 minute break-time detention at the discretion of the Academy. Parents/Carers may call to explain a student's lateness, however the decision to issue a detention remains with the Academy. Parents/Carers will be notified via text message that their child has arrived late.

Students who do not attend their break-time detention will be issued with a 30 minute after-school detention. They will also be required to complete the previous detention, therefore will complete a total of 40 minutes in detention. Parents/Carers will be notified of this via text message.

Students who do not attend their after-school detention will be issued with a 60 minute after-school detention. They will also be required to complete all previous detentions, therefore will complete a total of 1 hour and 40 minutes in detention. Parents/Carers will be notified of this via text message.

Students who are persistently late will be required to spend a day in the RTL or SSC at the discretion of the Academy. Parents/Carers may be invited to attend a meeting at the Academy to discuss their child's lateness.

3.4 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 the 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 Reception team will provide them with a slip which confirms their time of arrival. The student should then give this to their class teacher to confirm that they have been registered in school.

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 authorise 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 parents wish to request leave of absence during term time, a leave of absence request must be submitted to the Academy at least four weeks in advance of the proposed absence. In exceptional circumstances the period of notice may be reduced but should nevertheless be at least two working days' written application prior to the proposed absence. If the Academy grants a leave request we will determine the length of time that the student can be away from the Academy.

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.

If term time leave is not granted, you will be invited to meet the Attendance Officer to discuss the impact on your child's attendance. If you take your child out of the Academy after the term time leave has not been granted this will be recorded as an unauthorised absence. This may be referred to the Local Authority and the following actions may be applied:

- A Penalty Notice payable of a £60 or £120 fine.
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to £1,000.

3.5 Absence 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 96%. Details of our absence levels can be provided on request to Miss J Lees, Attendance Officer.

When a student is absent for the first time a letter will be sent outlining the support that is available to them to ensure good attendance. If a student is then absent for 2 more days within 12 weeks of the first absence, a concerns letter will be sent. If no improvement is seen and a student has a total of 5 days of absence within 12 weeks, parents will receive a letter inviting them to come into school to discuss their child's attendance with the Attendance Officer. It may become necessary for the pastoral team to become involved in a supportive capacity to promote improved attendance.

If your child has had 6 days of unauthorised absence or is late 12 times over a twelve week period (where the (U) code is used), you may be referred to the Local Authority and you may receive a penalty warning notice and also potentially a fine. Once a referral is made, an Education Welfare Officer (EWO) from the Local Authority will attempt to resolve the situation by agreement. If the situation cannot be resolved and attendance does not improve, the EWO has the power to issue sanctions such as prosecutions or penalty notices.

3.6 Rewards

The Academy acknowledges 100% attendance in the following ways:

- Awards at the end of term.
- Eligibility for reward trips.

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

- Awards at the end of term.
- Eligibility for reward trips.

Trips and events are a privilege. Where attendance drops below 95% these privileges may be taken away. Year 11 students are expected to attend at least 95% of their final term to be eligible to attend the prom. Each case will be reviewed individually.