

# ORMISTON SANDWELL COMMUNITY ACADEMY

## Attendance policy

### Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	Policies
Date approved by committee	15/1/18
Date ratified by LGB (if required)	
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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)	Victoria Taylor – Ormiston Governance Department
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Name and date of line manager's approval	Samuel Henson – 02/04/2015
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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 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 **Academy 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 Acting Vice Principal, Andy Morgan, 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

Acting Vice Principal		
Contact Details	Email	andrew.morgan1@ormistonsandwell.org.uk
	Telephone	01215525501
Attendance and Logistics Manager		
Contact Details	Email	jayne.cooper@ormistonsandwell.org.uk
	Telephone	01215525501 Ext 1010

### 3. Key principles

The academy will keep an admission register and attendance register. The contents of which includes all students, their personal details, 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 in order to ascertain the reason and record the absence using the correct code on the register.

The academy day starts at 8.35am. All students should be in their classroom at this time.

Registers are marked by 8.40am. Students will receive a late mark if they are not in their classroom by this time.

The register closes at 10.00am. 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, but will count as an absent mark.

Students arriving late to the Academy should report to the Student Hub where a member of the Attendance Team will provide them with a blue slip. This should then be given, by the student, to the class teacher to confirm they have been registered at the Academy

#### 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 unauthorized 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 the Student Hub where a member of the attendance team will provide them with a green slip. The student should then give this to their class teacher to confirm that they have been registered in school (not late)

#### 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.

#### 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 2% 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 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 97.5%. Details of our attendance record can be provided on request to Ms J Cooper, attendance and logistics manager.

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's absence then drops below 97.5%, a concerns letter will be sent. If no improvement is seen the decision will be made to unauthorise any further absences unless medical evidence is provided. If the Academy does still not see any improvement then a referral to the Attendance Service may be made, where legal action may be taken.

In the case of persistent absence/lateness, arrangements will be made for parents to speak to the Head of House. If a student's absence drops below 90% or they have 5 or more late marks recorded, the Attendance Service (AS) will be informed. Once referred to the AS, they will attempt to resolve the situation by agreement. If the situation cannot be resolved and attendance does not improve, the AS has the power to issue sanctions such as warning letters, 15 day notifications or prosecutions.

### 3.4 Rewards

The academy acknowledges 100% attendance in the following ways:

- Certificates
- Award of OSCARS (reward points)
- Eligibility for reward trips

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

- Certificates
- Award of OSCARS (reward points)
- Eligibility for reward trips

Trips and events are a privilege. Where attendance drops below 98% these privileges may be taken away.