



Attendance Policy

Oaks Primary Academy

Policy agreed by Mr T Moore and Governor - Neil Willis

DATED: January 2024

Sections

Introductory Summary	4
Aims	4
Roles and Responsibilities	5
Principal and SLT (including Designated and Deputy Safeguarding Leads)	
Community Liaison Officer and Office Staff.	
Pupils	
Parents	
ADMINISTRATION	6
Absence/lateness	6
Illness	6
Appointments	7
When medical evidence is required	7
Term Time Holidays	7
Other absence	8
Children not collected after school hours	8
Reporting to Parents and Carers	8
Attendance promotion	8
Attendance codes	9
Monitoring and evaluation	9
Removing a pupil from roll	9
Systems and Structures around Attendance	10
System for punctuality	11

INTRODUCTION

Regular attendance at school is essential to promote the education of all pupils and to enable them to make the most of the educational opportunities available to them. The School's ethos encourages children to feel that their presence in school is important and that they are missed when they are absent or late. The School will take appropriate action when necessary in order to promote the aims of the Policy.

Oaks Primary Academy's expectation for attendance is at least 96%. At Oaks Primary Academy, we take seriously our responsibility to monitor and promote the regular attendance of all our pupils. We acknowledge that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

All children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

AIMS

- To maximise attendance of all children.
- To develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow up absence.
- Regularly monitor and analyse attendance and put effective strategies in place.
- To analyse attendance data regularly to inform future policy and practice to work closely and make full use of the support from the wider community including the Attendance Advisory Practitioner and multi-agency teams.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

Governors

- To set out and monitor progress towards annual targets for attendance.
- To evaluate the effectiveness of the Attendance Policy.

Principal and SLT (including Designated and Deputy Safeguarding Leads)

- To ensure that effective systems are in place to accurately reflect individual pupil, group and whole school attendance patterns.
- To monitor individual pupils, group and whole school attendance and punctuality.
- To work in partnership with key agencies if attendance and/or punctuality is an issue.
- To provide Governors with information which enables them to evaluate the success of the Policy and practice.
- To write to parents/carers regarding any concerns about their child's attendance whilst equally writing to parents/carers to recognise improved and outstanding attendance.
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
- To liaise with the Local Authority if there are concerns about a child's attendance.

Community Liaison Officer and Office Staff.

- To provide an accurate record of attendance for each child in their class.
- Send any notes from parents to the office daily.
- To prepare, manage and coordinate the use of the Bromcom Attendance Manager System.*+
- To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
- To make a judgment in conjunction with the Principal whether an absence is authorised or unauthorised.

Pupils

- Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

Parents

- Parents have a duty under the law to ensure their children attend school everyday. Parents who do not do this are liable to prosecution.
- Parents have a duty to ensure that their children are in school on time and prepared for a successful day at school.

ADMINISTRATION

- Oaks Primary Academy uses Bromcom to store and monitor its legal responsibilities in relation to attendance. Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions.
- Registers are checked by the Community Liaison Officer/Office staff once registration has closed . Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

ABSENCE lateness

- Registration in the morning is at 8.50am and afternoon registration is at 1.05pm.
- Pupils arriving after the register has been closed at 8:55am will be considered as late.
- Pupils arriving after 8.50am must report to the School Office so that their attendance and meal choice can be recorded. Pupils must be signed into the school Inventory system by their accompanying parent/carer.
- Pupils arriving after 9.15pm will be considered as an unauthorised absence unless a satisfactory reason is given, for example a doctor's appointment. It is advised that medical evidence is given to the school to keep on record. If the school is not in receipt of medical evidence it is not obliged to authorise the absence.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.
- Pupils who are consistently late disrupt not only their own education but also that of others.
- Where persistent lateness gives cause for concern our Principal or Office Team will contact the family and liaise with the Attendance **Advisory Practitioner (AAP)**.

Illness

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence and where possible on each subsequent day of absence.

- Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence.
- If any member of staff is concerned about a reason for absence, the Community Liaison Officer or Principal should be informed.

Medical or Dental Appointments

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments (Appointment Card, letter inviting to appointment etc).
- Parents/carers are encouraged to make all medical and dental appointments outside of school hours.

When medical evidence is required

- The 1996 Education Act clearly states; 'If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents/carer of the child shall be guilty of an offence'. The Anti-Social Behaviour Act 2003 also introduced the use of penalty notices as an additional sanction to address the problem of poor school attendance. Failure to ensure your child's regular attendance at school may result in prosecution in the courts or a penalty notice being issued.
- If your child's attendance becomes a concern, we will request medical evidence. In the event of 10 unauthorised sessions recorded with no medical evidence for any absences taken, a referral may be made to the Attendance Advisory Service for Schools and Academies (AASSA). If your child incurs 10 sessions of unauthorised absence in a six-school week period, a penalty notice may be issued resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the penalty notice, within 28 days, will result in a court prosecution for your child's irregular school attendance.

HOLIDAYS DURING TERM TIME

Revised regulations on education from September 2013 (Now superseded by Working Together to Improve School Attendance 2022) state that no holidays will be authorised in term time unless there are exceptional circumstances. In light of this, the Governors have taken the decision that under no circumstances will holidays during term time be authorised. A pupil's absence during term time can seriously disrupt their continuity or learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons on their return. If the holiday is for 5 consecutive days or more there may be a referral to Kent County Council who will issue a Penalty Notice.

Revised regulations on education – related penalty notices (from September 2013.) The Amendments to the 2006 Regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 per parent per child residing in the household within 21 days or £120 per parent per child residing in the

household within 28 days. Failure to pay the penalty notice within 28 days will result in prosecution.

Please note that all requests for absence must be made by the parent/carer who has day-to-day care of the child, even if they are not attending the holiday themselves. The procedures and consequences outlined above applied equally to persistent lateness after registration has closed.

OTHER ABSENCE

In some instances, there may be a need to apply for leave for special circumstances and these will be considered on an individual basis and a decision will be made to authorise or un-authorise the absence.

CHILDREN NOT COLLECTED AFTER SCHOOL HOURS

There are rare occasions when perhaps due to an emergency, parents are not able to collect their children promptly from school, or make arrangements for their collection at the end of the school day. If the child is not collected, the school will make enquiries to find the parents using the emergency contact numbers provided by the parents. If after one hour it has not been possible to contact parents/carers then the local Police will be informed of the situation. The Principal will also contact the Referral Team at Social Services to inform them of a possible problem.

REPORTING TO PARENTS AND CARERS

All absences both authorised and unauthorised and lateness will be reported to the parent/carer at the end of the year within their child's report. Parents will also be able to access their daily attendance through the use of the app My Child at School.

ATTENDANCE PROMOTION

- We aim to raise and maintain levels of attendance by:
- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued. Our SLT aim to always be visible at the start and end of every school day.
- Raising the awareness of the importance of an engaging, challenging and relevant curriculum.
- Promoting opportunities to celebrate and reward pupil's successes and achievements.
- Raising awareness of the importance of good attendance and promoting the school's expectation is of 96% or above attendance.
- Ensuring that attendance is monitored effectively and reasons for absence are recorded promptly and consistently.

ATTENDANCE CODES

- The following codes will be used to indicate the reason for absence:

- L late- between 9am and 9.15am or after 9.15am if authorised
- U Late- Late after 9.15am- unauthorised absence for whole of morning session
- M Medical- hospital admission, dental, optician, hospital or doctor's appointment
- C Other authorised absence- bereavement, family reasons, child performance
- G Unauthorised holiday absence
- I - Illness
- O - Unauthorised absence

MONITORING AND EVALUATION

Attendance data will be analysed to establish patterns of irregular attendance. This will include children with:

- Incomplete weeks
- Monday and Friday absences
- Lateness
- Periods of extended absence
- Periods of unauthorised absence
- Children with attendance below 90%
- This data will be discussed with the Attendance Practitioner as part of the regular meetings held at school.
- The Principal and Community Liaison Officer will discuss the impact of the School's Attendance Policy and the strategies used to promote good attendance annually.

REMOVING A PUPIL FROM ROLL

As per The Education Regulations Act 2006 Section 8, when all possible actions have been taken we will remove the student from academy roll due to continued serious absence.

Where a pupil has failed to attend the Academy within 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Where a pupil has failed to attend the Academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Systems and Structures Around Attendance

Letter Name	Attendance	% of Attendance Covered	Purpose of Letter for Parents
100%	Green Band	100%	To celebrate your child having perfect attendance throughout the Academic year which will be celebrated and rewarded.
96% or Above	Green Band	96% and above	To celebrate your child having great attendance.
Letter One	Orange Band	92% to 95.99%	To let you know your child's attendance is dropping close to being a concern.
Letter Two	Red Band	90% to 91.99%	Attendance is a significant concern, we will organise a strategy meeting in order to support families to improve attendance. A pathway five KCC monitoring period will commence.
Letter Three	Red Band	Below 90%	Your child is now considered to be persistently absent from school: you will be invited in for a Governor meeting to address this rapidly. Automatic to referral to KCC attendance service and penalty notice request submitted. We will be monitoring attendance trends weekly in order to see improvements.

System for Punctuality

<p>On the fourth instance of lateness (4 times in the late book as code L, Late before the register close)</p>	<p>'Lateness Concerns' letter is sent to parents reminding them of the importance of punctuality, school timings.</p>
<p>Following 3 more instances in the late book as a Code L, Late before the register closes.</p>	<p>'Attendance Meeting' letter is sent out stating that the parent must come into school for a meeting with the Principal and Community Liaison Officer to address concerns.</p>
<p>Following 3 or more instances in the late book as a Code U (Late After The register closed)</p>	<p>'Attendance Meeting' letter is sent out stating that the parent must come into school for a meeting with the Principal and Community Liaison Officer to address concerns.</p>
<p>If punctuality does not improve</p>	<p>Further lateness may result in you being served with a Penalty Notice or a referral to the KCC attendance service or furthermore a court summons. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.</p>