

# Ormiston Chadwick Academy



## Attendance Strategies

<b>Author:</b>	Nikki Johnson	<b>Role:</b> Vice Principal
<b>Approved by:</b>		<b>Date:</b>
<b>Last reviewed on:</b>	October 2021	
<b>Next review due by:</b>	September 2022	

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## 1. Aims

We are committed to meeting our obligations and fulfilling the vision and values with regards to academy attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory academy age attend regularly, and will promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [academy attendance guidance](#) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [academy attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE’s guidance on the [academy census](#), which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole academy on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

Link Governor for Attendance – Mary Murphy

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### **3.2 The vice principal (overseeing attendance)**

The vice principal is responsible for:

- Implementation of this policy at the academy
- Monitoring academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Regular meetings with all attendance officers and the education welfare officer to ensure early intervention and necessary strategies to improve attendance are being adhered to

### **3.3 The attendance officers**

The academy attendance officers:

- Monitor attendance data across the academy and at a year group, form and individual pupil level
- Reports concerns about attendance to the vice principal
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the education welfare officer when to issue fixed-penalty notices

### **3.4 Form tutors and classroom teachers**

Form tutors are responsible for recording attendance on a daily basis during morning registration, using the correct codes, and submitting this information via Edulink/SIMS.

Classroom teachers are responsible for recording attendance within the first 10 minutes of every lesson, using the correct codes and submitting this information via Edulink/SIMS.

Form tutors discuss attendance and punctuality once a week during their morning enrichment slot. Students are informed of their current attendance % every week.

### **3.5 Academy admin staff**

Academy admin staff are expected to take calls from parents and retrieve any messages via academy comms about absence, and pass this information on to any of the attendance officers.

### **3.6 Education welfare officer**

The education welfare officer:

- Reports concerns about attendance to the vice principal
- Arranges calls and meetings with parents to discuss attendance issues
- Issuing fixed-penalty notices, where necessary

## **4. Recording attendance**

### **4.1 Attendance register**

An attendance register is kept and all pupils are placed onto this register.

We will take our attendance register at the start of the first session of each academy day during morning registration time (morning enrichment) and then at the start of each of the 5 periods/lessons during the day. The afternoon registration mark is taken from their attendance to their period 4 lesson. This will be 12.30pm for Years 7, 8 and 10 and 1.00pm for Years 9 & 11 due to the staggered lunchtimes. It will mark whether every pupil is:

- Present (/ for their morning mark, 1-5 for the lesson marks)
- Attending an approved off-site educational activity (attendance officer will approve this code)
- Attending an approved work experience
- Absent (N unless there is already a code inserted for their absence by the attendance officers)
- Unable to attend due to exceptional circumstances (attendance officer will overwrite this code)

See appendix 1 for the DfE attendance codes.

**We will keep every entry on the attendance register for 3 years after the date on which the entry was made.**

Pupils must arrive in academy by their allocated start time on each academy day and line up in their form lines:

Year 7 – 8.30am outside Houghton building

Year 8 – 8.40am outside Houghton building

Year 9 – 8.40am on the rear playground

Year 10 – 8.30am on the rear playground

Year 11 – 8.30am in the quad

The register for the first session will be taken within 10 minutes of the time above and will be kept open until 9.00am.

All students that arrive after their allocated start time up till 8.500am, will be given a late slip by one of the attendance officers on duty.

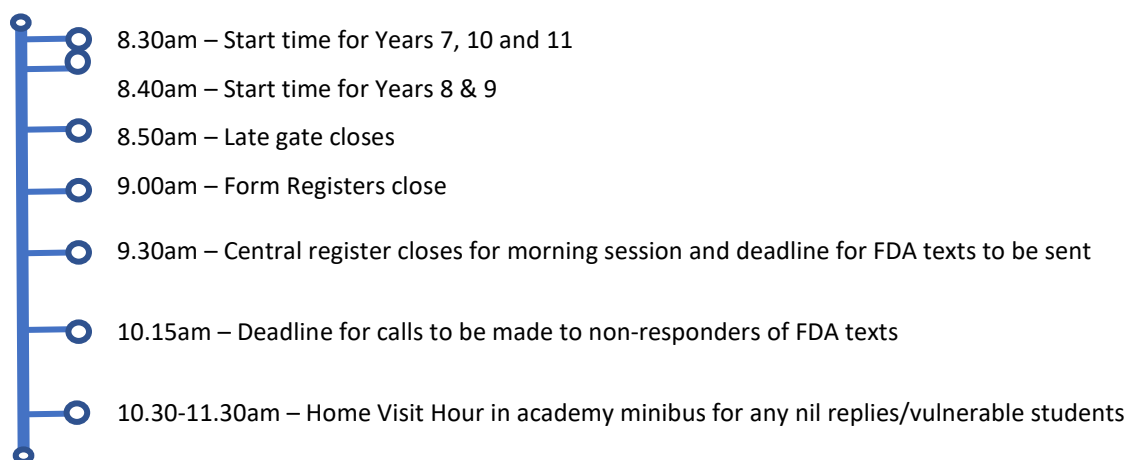
All students arriving after 8.50am will have to enter academy through the main reception and register their reason for being late.

Morning registers close at 9.30am. Any students arriving after 9.30am, will be awarded a 'U' code for the morning session.

## 4.2 Unplanned absence

The pupil's parent/carer must notify the academy on the first day of an unplanned absence by 8.30am or as soon as practically possible (see also section 7).

First Day Absence Procedure:



We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment.

Parent/carer can notify the academy of student absence via the following means:

- Phone call to the main office, or leave a message on the student's absence line
- Text to school comms system
- Email to school email address.

However, we encourage parents/carers to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the academy can authorise.

### 4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The academy has a clear 6-stage strategy in which all staff aim to improve student arrival time.

Return to Academy form has been revised to ensure questions asked pick up and early identification signs.

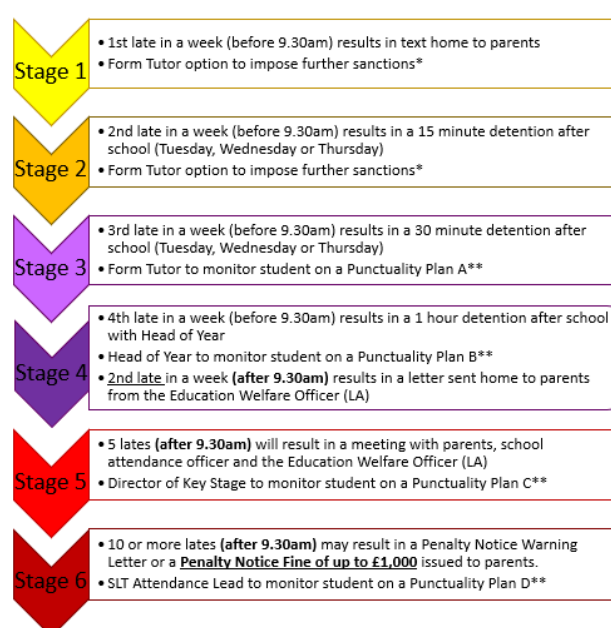
Punctuality plans are designed in 4 stages to enable an escalation process. Each punctuality plan is to be followed for a period of 3 weeks before a review. A successful review and they are removed. No improvement and the student will escalate to the next stage.

### 4.5 Following up absence

Where any child we expect to attend the academy does not attend, or stops attending, the academy will:

- Follow up on their absence with their parent/carer to ascertain the reason, by following the FDA procedures as a first port of call.

## PUNCTUALITY STRATEGY 2021



\*Form Tutor is given the option to impose further sanctions, however, this is not compulsory

\*\*Punctuality Plan will be issued to student for a 3 week review; Plan A monitored by Form Tutor, Plan B by Head of Year, Plan C by Director of Key Stage & Plan D by SLT Attendance Lead.

**Attendance Team will email each Head of Year on a Thursday with information on the previous week's punctuality for their year group to apply the relevant action on Friday for the following week.**

Ongoing punctuality reports will be updated each week for Form Tutors to discuss on Monday morning.

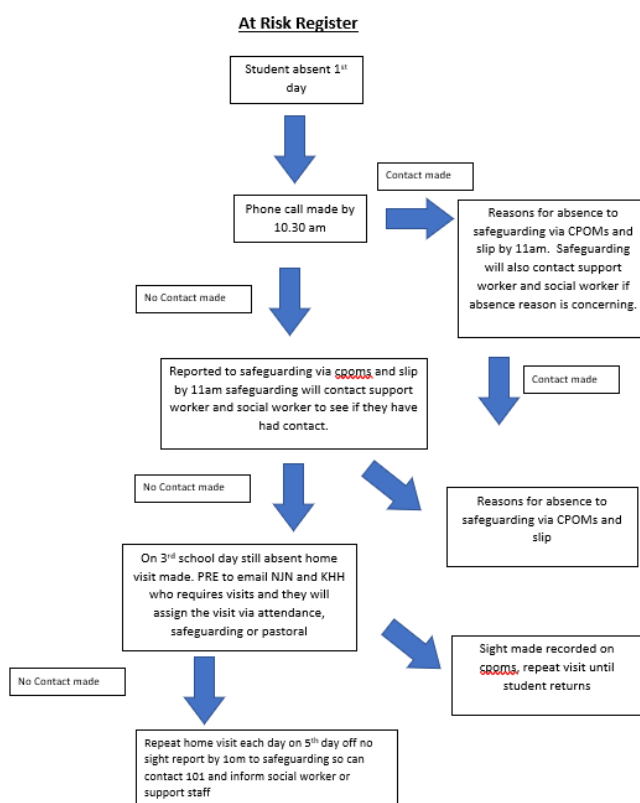
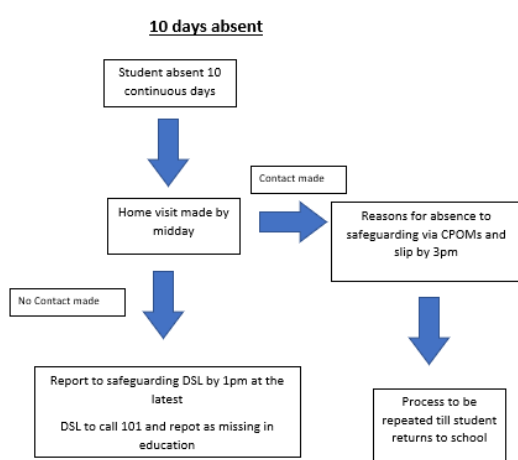
- If the absence continues into the second day repetitive texts and calls will be made until contact has been made with parent/carer.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

The following flow charts identifies how each student who does not attend the academy is still seen by the academy to ensure they are safe and well.

## Attendance



### Attendance



## 4.6 Reporting to parents

Parents receive a full written report once a year that informs them of their child's attendance at that point in the year.

At the end of every term (if not receiving a written report at that time), parents receive a grade card as a summary of their child's current progress. This will also provide their current attendance at this point of the year.

At the end of every term parents receive a parent newsletter which will refer to attendance as a school and celebrate any success stories.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as an event that is unavoidable and cannot be accessed outside of the school day.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the academy will seek advice from the parents’ religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the academy but it is not known whether the pupil is attending educational provision
- If a child has immediate family living in another country and they only have a set time in which they can visit them and authorized holiday may be granted.
- Study leave

## 5.2 Reducing persistent absence

The academy has a clear 6-stage strategy in which all staff aim to improve persistent absence.

## 5.3 Legal sanctions

The academy or local authority can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory academy age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

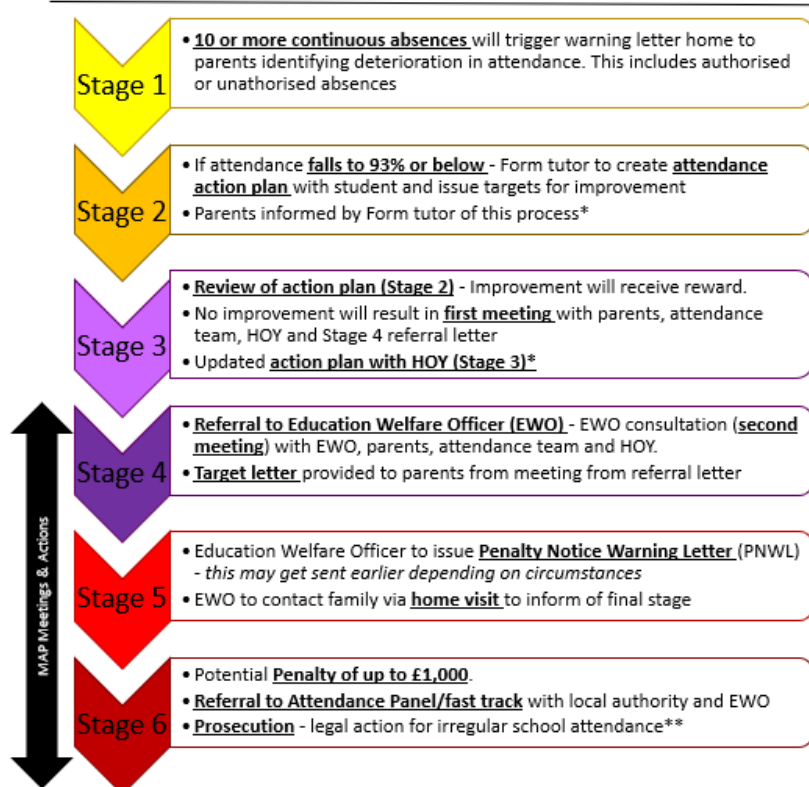
The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during academy hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.



## ATTENDANCE STRATEGY 2021



\*Action Plan - Stage 2 Form tutor to complete attendance action plan in discussion with student & parents informed of targets set. Form tutor to monitor this action plan. Stage 3 to be updated & monitored by HOY

\*\*Students with periods of 10 or more sessions of unauthorised leave of absences will be referred to the Education Welfare Service for consideration of a **Penalty Notice (fine)** of up to £120 and if this is not paid a court hearing where parents may be fined up to £1,000.

**REWARDS REGULARLY DISTRIBUTED!!!**

**Attendance Team will email HOY on a Monday with information on the previous weeks attendance for their forms & year group. Form tutors will be expected to share this information with their forms and compare other forms within their year group.**

## 6. Strategies for promoting attendance

The attendance officer responsible for rewarding good attendance and punctuality, monitor and tracks attendance and then rewards as follows:

- Every week students who have achieved 100% attendance in that week go into a draw for a £5 gift voucher. This is rewarded to one student from each form.
- One student from each year group is also rewarded a £5 voucher for the most improved attendance or punctuality each week.
- Any form who has 100% attendance or 100% punctuality in a week are all rewarded with a small token prize.
- At the end of each half term, all students who have 100% attendance for the year are rewarded with a variety of events such as: glow sports, football, movie afternoon, hair & beauty salon activities
- At the end of each term there is a larger reward provided. All students achieving 100% attendance go into a draw for this larger reward.
- Any student who improves their attendance and punctuality from a particular stage of the two strategies are also rewarded.

## 7. Attendance monitoring

The attendance officers at our academy monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the academy in the morning if their child is going to be absent due to ill health (see section 4.2), and every day following if the child remains unable to attend school.

The academy will contact the parent/carer of the pupil to discuss the reasons for their child's absence (see sections 4 and 5).

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer (see section 5.2 and 5.3).

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average, and share this with the governing board.

The academy collects, stores and evaluates attendance data in the following ways:

- Attendance of individual students, form groups and year groups are tracked on a weekly basis and reported to all form tutors and attendance officers.
- Vulnerable groups attendance is tracked and monitored to identify any improvements made or raise concerns.
- Identification of individual students and key groups are raised, tracked and discussed during pastoral meetings, team around the child meetings and attendance meetings.
- Bespoke intervention is put into place for targeted students.
- Regular reports are then sent to senior leadership, governors and regional directors



## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum one year by Nikki Johnson, Vice Principal Curriculum. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

### Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on academy attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the academy
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		

<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	Academy has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the academy
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the academy
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	Academy is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at academy after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in academy	Pupil of non-compulsory academy age is not required to attend

<b>Y</b>	Unable to attend due to exceptional circumstances	Academy site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the academy
<b>#</b>	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day