Attendance Policy 2016 - 2017
<table>
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<tr>
<th>Policy type</th>
<th>Academy Model Policy</th>
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<tbody>
<tr>
<td>Policy prepared by (name and department)</td>
<td>Jo Watkinson</td>
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<tr>
<td>Last review date</td>
<td>December 2016</td>
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<tr>
<td>Description of changes</td>
<td>New policy</td>
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<tr>
<td>Name and date of line manager’s approval</td>
<td>Nia Salt</td>
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<tr>
<td>Date of executive approval</td>
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<tr>
<td>Date released</td>
<td>15/12/2016</td>
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<td>Next review date</td>
<td>December 2016</td>
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1. Policy statement and principles

1.1 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.

1.2 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.

1.3 Monitoring and review

This policy will be reviewed annually 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, Mrs Jo Watkinson 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal</td>
<td>Mrs Jo Watkinson</td>
<td><a href="mailto:jwatkinson@oiea.co.uk">jwatkinson@oiea.co.uk</a></td>
<td>0115 9303724</td>
</tr>
<tr>
<td>Contact Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance Welfare Officer</td>
<td>Ms Roz Hare</td>
<td><a href="mailto:rhare@oiea.co.uk">rhare@oiea.co.uk</a></td>
<td>0115 9303724</td>
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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, 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, each lesson which follows and again 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 8.30am. All students should be in their classroom at this time. There is a warning bell at 8:25 am to ensure students are on time.

Registers are marked at 8:30am. Students will receive a late mark if they are not in their classroom by this time.

The register closes at 9:30am. 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 Reception in the Bennerley Building where a member of the Pastoral Team will provide them with a late 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 (see the Appointment section within this policy).
- Religious or cultural observances for which the academy has granted leave.
- Exceptional Leave of Absence where 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 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.
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 9:00 am 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 from parents and appointment card from the surgery 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 at Student Reception.

Should a student arrive late to the academy following an appointment, they should report to the Student Reception where a member of staff will provide them with an attendance 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.

Exceptional leave
We require parents to observe the term times of the academy. Where an Exceptional Leave request is made (ideally six weeks. The academy will only authorise exceptional 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. A Governor’s meeting will be held to decide if the leave is deemed to be exceptional and can be authorised.

Any requests for exceptional 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
- Where a student has already had an exceptional leave of absence granted

If term time leave is not granted, taking a student out of the academy will be recorded as an unauthorised absence and this 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%. Details of our attendance record can be provided on request to Ms R Hare, Attendance Welfare 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’s absence then drops below 97%, 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 not see any improvement then further attendance intervention will be made.

In the case of persistent absence, arrangements will be made for parents to speak to the Attendance Welfare Officer. If the situation cannot be resolved and attendance does not improve, the academy will apply sanctions such as warning letters, 30 day notifications (Penalty Notices) and prosecutions.

3.4 Rewards

The academy acknowledges 100% attendance in the following ways:

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

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

- Certificates
- Award at the end of term
- Competitions and prize draws
- Eligibility for reward trips

Trips and events are a privilege. Where attendance drops below 97% these privileges may be taken away.