



Supporting Student Attendance policy

Date adopted: July 2018

Next review date: July 2021

Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	Governing Body
Date approved by committee	
Date ratified by LGB (if required)	20.07.2018
Description of changes from the model policy (if any)	1.

Signed: David Sword

Date: 20th July 2018

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	September 2017
Description of changes	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. Update of the percentage for Persistent Absence (PA) and a definition for persistent lateness and its potential consequences. 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 3.3 Intervention Updated with the introduction of template letters (appendix 1-3) and return to school interviews after a period of absence.
Name and date of line manager's approval	Sarah Bloomer – September 2017
Date of executive approval	Jason Howard – September 2017
Date released	5 th October 2017
Next review date	September 2020

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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 **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 Vice Principal 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

<i>Academy Attendance Officer</i>		Mrs K Jupe
Contact Details	Email	kjupe@cowesenterprisecollege.org.uk
	Telephone	01983 203103
<i>Vice Principal</i>		Mrs J Harding
Contact Details	Email	jharding@cowesenterprisecollege.org.uk
	Telephone	01983 203103

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 8:30 am. All students should be in their classroom at this time.

Registers are marked by 8:40. Students will receive a late mark if they are not in their classroom by 8:31.

Should a student have 5 or more late marks recorded, the Academy has the right to withdraw the late code (L) and replace it with an unauthorized code (U). These unauthorized absences could lead the Academy to refer to the Education Welfare Service (EWS).

The register closes at 9:00. 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 (U code). Students who are late arriving (after 8:31) need to report to reception and a text is sent to parents.

3.1 Definitions

A student is classed as **absent** if they arrival 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 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 should telephone the academy on 01983 203103 **before 8.30am on each day of absence, informing of the reason of absence and when their child will be returning to the academy**, leaving a message on the voicemail. Parents are required to send a letter of explanation of absence when their child returns to school. This should be handed into reception.

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.

Students should report to reception and sign out and sign back in when they return.

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 10% 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.

Fixed Penalty Notices –

Fixed Penalty Notices were introduced by the Anti-Social Behaviour Act 2003. They give the EWS, Principal and the Police the power to apply for a notice in cases of persistent truancy or unauthorised absences (including Holidays in term time) of a pupil. In addition they can be applied for when pupils excluded from school are found in a public place without reasonable justification.

Fixed Penalty fines are £120 (reduced to £60 if paid within 28 days) and are issued to each parent/carer within the child's home. If the fixed penalty remains unpaid after 42 days the parent will be prosecuted under Section 444(1) of Education Act 1996.

Cowes Enterprise College will be using the Fixed Penalty Notice system for unauthorised absences from College, including truancy and unauthorised Holidays.

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 **96%**. Details of our absence levels can be found on the academy web site.

Letters of concern regarding attendance may be sent at any time after attendance dips below 95% or if lateness becomes a cause for concern.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer and pastoral staff. If a student's absence drops below 90%, the Education Welfare Service will be informed. Once referred to the Education Welfare Service, they will attempt to resolve the situation by agreement. If the situation cannot be resolved and attendance does not improve, the Education Welfare Service has the power to issue sanctions such as prosecutions or penalty notices.

When a student's attendance reaches a cause for concern (odd days of absence) a letter is sent out outlining the support that is available to them to ensure good attendance (appendix 1). If a student's absence drops below 95% a concerns letter (appendix 2) will be sent. If there are still concerns, a letter will be sent inviting parents in to the academy for a School Attendance Meeting (SAM) with the FLA (appendix 3). It may become necessary for the Pastoral Team to become involved in a supportive capacity to promote improved attendance.

If a student's absence drops below 90%, the Education Welfare Service (EWS) will be informed. Once referred to the EWS, the EWS will attempt to resolve the situation. If the situation cannot be resolved and attendance does not improve, the EWS has the power to issue sanctions such as prosecutions or penalty notices.

Late Process:

The Academy will trigger a Late Monitoring process if students are late to school more than 5 times in a half term. Parents will be notified by text for each day a student is late (minutes late communicated). If there is no improvement this will trigger the lateness process – see appendix 5 and 6.

3.4 Rewards

The academy acknowledges 100% attendance in the following ways:

- By the issue of certificates in regular praise assemblies.

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

- Inclusion in academy rewards events including trips.

Trips and events are a privilege. Where attendance drops below 90% these privileges may be taken away. Certain events (such as the Year 11 Prom) will have a minimum attendance requirement in order to attend.

Appendix 1

Crossfield Avenue
Cowes
Isle of Wight
PO31 8HB
Tel: 01983 203103
Fax: 01983 203133

E-mail: info@cowesec.org

Internet: www.cowesec.org

Principal: Mrs R Kitley
July 2018

Mr and Mrs ...
123 L.....
Cowes
Isle of Wight
PO31 8HB

Dear Mr and Mrs...

I am writing with reference to (student name) recent absence(s) from the Academy and to take this opportunity to give you some information regarding the provision we are able to make for students should (students name) feel unable to attend in the future:

- If a student is feeling a little under the weather in the morning, they may well improve during the day and therefore, it is usually better to send them to the Academy and we can provide a quiet working area until they feel able to re-join their classes.
- We also provide "stationary" areas for students to work in, should mobility be an issue so that they do not have to move around the Academy. We would also allow students to leave lessons early to avoid crowds should they have an injury.
- We have a full time First Aider at CEC that can assess the condition and, with your authorisation, administer medication should (students name) feel unwell after arriving at the Academy.
- We have Mentoring Support for any students who have been absent due to personal reasons/circumstances.
- Heads of Year and Progress Mentors are always willing to support students and therefore should (student name) have any problems or issues that may prevent them from wanting to attend please contact the Academy immediately so that these problems or issues can be resolved.

We have a strong network of staff here at CEC, and I am sure you will agree that whatever problem (Student name) may encounter, there is support available to them, to ensure regular attendance to the Academy.

Yours sincerely

Mr J Carey
FLA

Appendix 2

«salutation»
«address_block»

Dear «salutation»

RE «chosen_forename» «chosen_surname» «year_reg»

I am writing to advise you that «chosen_forename»'s attendance is currently «percentage_attendance»%, which is a concern as this has a great impact on «chosen_forename»'s learning.

If there are any issues in School then «chosen_forename» should attend the academy and approach their Head of Year or Progress Mentors.

All students should reach a minimum of 95% attendance and I look forward to receiving your co-operation in this matter. The Academy will continue to monitor «chosen_forename»'s attendance closely and look forward to seeing an improvement.

Please note that if attendance deteriorates further then the Academy may have no alternative but to unauthorise all absences unless Medical evidence is provided for every absence.

Could we politely refer you to section 444 of the Education Act 1996 which states it is Parents/Carers responsibility to ensure their child's attendance at the school which they are on roll.

Yours sincerely

Mr J Carey
FLA

Appendix 3

«salutation»
«address_block»

Dear «salutation»

RE «chosen_forename» «chosen_surname» «year_reg»

It has come to our attention that «chosen_forename»'s attendance has dropped below 95%. «chosen_forename»'s attendance is currently «percentage_attendance»%.

«chosen_forename»'s attendance is of concern to us as we know that attendance has a direct impact on standards achieved over time and we wish to support you in ensuring that «chosen_forename» achieves to «his_her» full potential whilst at Cowes Enterprise College.

I would like to invite you to meet with me on:

This is to offer any help or support with «chosen_forename»'s attendance to school.

If you are unable to attend, please contact me on 203103 to arrange a more convenient time and date.

Yours sincerely

Mr J Carey
FLA

Appendix 4

«addressee»
«address_block»

Dear «salutation»

RE: «chosen_forename» «chosen_surname» «year_reg» Stage 1

It has been brought to my attention that «chosen_forename» has been late for College on «total_lates_both» occasions.

At Cowes Enterprise College we consider punctuality extremely important and any missed time can have a detrimental effect on your child's education and their future life chances.

We will review «chosen_forename»'s punctuality in three weeks, in line with our three stage process as detailed below. If there is not a significant improvement at this time you may be liable for further steps to be taken by the school in order to secure «chosen_forename»'s regular punctuality to School (see below).

- Stage 1: First Letter – Review 2 to 3 weeks. If no significant improvement - Stage 2
- Stage 2: Meeting to be held with parent/carer and Education Welfare Service. Review in 2 weeks. If no significant improvement, referral made to the Education Welfare Service for assessment. If no justifiable reason for lateness identified and further lateness has occurred Stage 3.
- Stage 3: Stage 3 Letter sent to parent/carer and an application for a Fixed Penalty Notice to be forwarded to the Education Welfare Service.

If we can be of any support or you would like to discuss «chosen_forename»'s lateness, please contact me on 203103.

Thank you for your continued support.

Yours sincerely

Mr J Carey
FLA

Appendix 5
«addressee»
«address_block»

Dear «salutation»

RE: «chosen_forename» «chosen_surname» «year_reg» Stage 1

It has been brought to my attention that «chosen_forename» has been late for College on «total_lates_both» occasions.

At Cowes Enterprise College we consider punctuality extremely important and any missed time can have a detrimental effect on your child's education and their future life chances.

We will review «chosen_forename»'s punctuality in three weeks, in line with our three stage process as detailed below. If there is not a significant improvement at this time you may be liable for further steps to be taken by the school in order to secure «chosen_forename»'s regular punctuality to School (see below).

- Stage 1: First Letter – Review 2 to 3 weeks. If no significant improvement - Stage 2
- Stage 2: Meeting to be held with parent/carer and Education Welfare Service. Review in 2 weeks. If no significant improvement, referral made to the Education Welfare Service for assessment. If no justifiable reason for lateness identified and further lateness has occurred Stage 3.
- Stage 3: Stage 3 Letter sent to parent/carer and an application for a Fixed Penalty Notice to be forwarded to the Education Welfare Service.

If we can be of any support or you would like to discuss «chosen_forename»'s lateness, please contact me on 203103.

Thank you for your continued support.

Yours sincerely

Mr J Carey
FLA

Appendix 6
«addressee»
«address_block»

Dear «salutation»

RE: «chosen_forename» «chosen_surname» «year_reg» Stage 2 Letter

«chosen_forename»'s punctuality to College has now been reviewed. Unfortunately there has been no improvement and therefore an appointment has been made for you to meet with the Year Team and Education Welfare Service on (.....). This is to discuss a way forward to help and support «chosen_forename»'s punctuality to school.

Please find attached a copy of the register for your information.

If you are unable to attend the meeting please contact the Year Team on 203103 to arrange a more convenient time. However if you do not attend your child may still be seen.

At Cowes Enterprise College we consider punctuality extremely important and any missed time can have a detrimental effect on your child's education and their future life chances. Please see below our three stage process for punctuality.

- Stage 1: First Letter – Review 2 to 3 weeks. If no significant improvement - Stage 2
- Stage 2: Meeting to be held with parent/carer and Education Welfare Service. Review in 2 weeks. If no significant improvement, referral made to the Education Welfare Service for assessment. If no justifiable reason for lateness identified and further lateness has occurred Stage 3.
- Stage 3: Stage 3 Letter sent to parent/carer and an application for a Fixed Penalty Notice to be forwarded to the Education Welfare Service.

Thank you for your continued support.

Yours sincerely

Mr J Carey
FLA