

Ormiston Maritime Academy

Attendance policy

Date adopted: September 2020

Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	
Date approved by committee	
Date ratified by LGB (if required)	
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)	Jayne Cooper – Attendance and Logistics Manager - Ormiston Sandwell Academy
Last review date	Sept 2017
Description of changes	<p>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.</p> <p>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</p> <p>3.3 Intervention Updated with the introduction of template letters (appendix 1-3) and return to school interviews after a period of absence.</p>
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 2021

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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 Assistant 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

Vice Principal		Mrs Herridge
Contact Details	Email	office@omacademy.co.uk
	Telephone	01472 310015
Assistant Principal		Mr Robson
Contact Details	Email	office@omacademy.co.uk
	Telephone	01472 310015
Attendance Officer		Miss Layton
Contact Details	Email	office@omacademy.co.uk
	Telephone	01472 310015

3. Key principles

The academy will keep an admission register and attendance register. The contents of which includes all students, their personal details, to include at least three telephone numbers for different adults, to ensure that the academy can always contact someone in the event of an emergency, 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 will send a text message and call parents in the first instance. Home visit may be carried out for any students who are unexpectedly absent, should there be no answer when staff visit the home, a call may be made to the police.

The academy day starts at 8.25. All students should be in their classroom at this time. Students will receive a late mark if they are not in their classroom by this time.

Registers are marked by 8.45 and the register closes at 9.00. Students who are persistently late after the register closes may receive a mark to show they are on site (U) but will count as an absent mark.

The afternoon registers will be in Period 5 and will close at 1:55pm

Students will receive a lunchtime detention for being late.

Students arriving late to the Academy should report to main reception where a member of the Attendance Team will provide them with a slip. The student should then give this to the class teacher to confirm they have been registered at the Academy.

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**. If a student's attendance drops below 90% they will no longer be authorized absences without medical evidence, etc.

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 unauthorised 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.

School number: 01472 310015

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 Reception where a member of the attendance team will provide them with a slip. The student should then give this to their class teacher to confirm that they have been registered in school.

Students with unavoidable medical and dental appointments during the school day are asked to bring in the appointment card, appointment letter as evidence. Please give a copy to the attendance team.

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. Parents should inform the Academy PRIOR to any absence due to religious observance. The Academy will usually authorize one day in these instances.

Term time leave

The Department for Education regulations state that Head teachers/ Principals may not grant any leave of absence during term time unless there are exceptional circumstances.

We cannot legally authorise holiday during term time. Taking holidays in term time will affect your child's educational future as much as any other absence. It is our legal obligation to issue fixed penalty notice to any parent or carers taking their child out of school for a holiday.

Under the Anti – social Behavior act 2003 an authorised officer of the Local Authority has the power to issue each parent / carer with a Penalty Notice for each of their children who fail to attend school regularly.

Penalty Notices issued for unauthorised absences on or after 1st September 2013 incur a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

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.

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 95%. Details of our absence levels can be found on the DFE website.

If we are concerned about a child's attendance the following steps may be take:

- **Pre warning Letter** – This will be sent out if we see frequent and or irregular patterns of absence. This is our way of alerting parents/ carers that we are becoming increasingly concerned about your child's attendance. Absences may be coded as unauthorised unless evidence is supplied to support the absence.
- **Home visit** – At the regular Pastoral meetings we will discuss students who are becoming a cause for concern and a home visit may take place to check on a child's welfare or if a child has been absent from school.
- **School Attendance Panel (SAP)** – Parents/ Carers and your child may be invited into school to discuss the concerning attendance and its relationship to attainment. We will also set agreed targets to improve the attendance. This will be monitored until the child's attendance improves.
- **Local Authority Panel** – If the child's attendance does not show any signs of improvement after the SAP a referral to the Education Welfare team may be made to support in improving attendance.
- **Penalty Warning letter** – This may be sent out when a child has an unauthorised absent, holiday or 20 sessions missed in a 14 week period to warn you that a referral has been made to North East Lincolnshire Council.
- **Prosecution:** Under the Education Act 1996 section 444, parents/carers are legally responsible for ensuring regular attendance at school is your legal responsibility. If your child's attendance does not improve following any or all of the above interventions, the local Authority may choose to prosecute parents for their children's non attendance

If you have any questions or you are unsure what to do about absence or need some additional support please contact the school on: 01472310015 or Attendance@omacademy.co.uk

3.4 Rewards

Good attendance and punctuality will be rewarded in various ways.