



Registration & Attendance Policies and Procedures 2018/19

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1 Our Philosophy

Oasis Academy Oldham seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise his/her true potential. The Academy will strive to provide a welcoming, caring environment, whereby each member of the Academy community feels wanted and secure. All Academy staff will work with students and their families to ensure each student attends the Academy regularly and punctually. The Academy will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives Oasis Academy Oldham will establish an effective and efficient system of communication with students, staff, parents and appropriate agencies to provide mutual information, advice and support.

1. To improve the overall percentage of students at the Academy.
2. To make attendance and punctuality a priority for all those associated with the Academy including students, parents, teachers and the Academy Council.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and students.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and the Academy.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Education Welfare Officer, Social Work Service and with other services and agencies.
9. To recognise the needs of the individual student when planning reintegration following significant periods of absence

2 Aims

The aims of this guidance are to:

- Ensure that there is an efficient system, known to all, for ensuring that students attend the Academy on a daily basis, or for ensuring a reason for non-attendance is known to the Academy.
- Explain the law and guidance on 'disciplinary penalties' (sanctions); and set out the various procedures and responsibilities with regards sanctions.

3 Responsibilities

The Academy Council

The Academy Council will:

- Approve the policy and any proposed changes;
- Receive reports from the Principal;
- Review the working of the policy in the light of the Principal's report;
- Ensure that the policy is promoted and implemented throughout the Academy; and
- Is known by the parents

The Principal

The Principal will:

- Set attendance targets as part of the Academy Development Plan and target-setting process;
- Monitor progress;
- Ensure that strategies are in place to promote and implement the policy throughout the Academy;
- Determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested on the Academy's official form, or absences which have taken place for which no request was made;
- Notify parents as appropriate that if a student of compulsory school age fails to attend regularly his/her parents commit an offence;
- Initiate with appropriate staff strategies to improve attendance;
- Liaise with the appropriate bodies (including the Local Authority's agencies) over persistent absentees;
- Liaise with the Local Authority agencies and police when they wish to exercise their powers to enforce truants to return to the Academy; and make an annual report with statistics to the Academy Council.

The Assistant Principal

The Assistant Principal (attendance) will:

- Oversee the attendance arrangements;
- Work with the Inclusion Team to ensure the efficient running of the system;
- Make periodic checks of the registers to monitor student absence;
- Make regular checks on absence notes and the reasons for absence;
- Ensure that unaccounted-for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a child's welfare, the Deputy Principal (Inclusion) will immediately inform the Principal who will decide what action to take including informing the relevant local authority agency);
- Deal with issues of inadequate registering;
- Arrange appropriate training for staff;
- Keep the Principal informed of the progress of the policy; and advise the Principal on any strategies that could be initiated or improved.

The Attendance and Outreach Officer

The Attendance and Outreach Officer will:

- Ensure that all student absences are noted and absence notes received from parents;
- Ensure that all registers are completed and handed to the Academy office at the end of each term;
- Make regular checks on the efficiency of the registering;

- Make regular checks on absence notes;
- Ensure that all suspected truancy is followed up and dealt with;
- Contact parents over student absences where appropriate;
- Make reports to the Assistant Principal (attendance) on the efficiency of the system; and liaise with the Assistant Principal (attendance) over training needs.

Heads of House

Heads of House will:

- Ensure House and Year group attendance targets are priority;
- Ensure that all student absences are noted and absence notes received from parents;
- Ensure that all registers are completed and at the end of each day;
- Make a HV to absent vulnerable students same day of first absence;
- Report any HV concerns to DSGL at OAO
- Make a HV to non vulnerable students on day 3 of absence;
- Report any HV concerns to DSGL at OAO
- Make regular checks on the efficiency of the registering;
- Make regular checks on absence notes;
- Ensure that all suspected truancy is followed up and dealt with;
- Contact parents over student absences where appropriate;
- Make reports to the Assistant Principal (attendance) on the efficiency of the system; and liaise with the Assistant Principal (attendance) over training needs.

Form Tutors

Form Tutors will:

- Ensure House and Year group attendance targets are priority;
- Ensure that students are registered accurately;
- Ensure that students bring absence notes;
- Keep the Head of House informed of any signs of suspected truancy; and
- Inform the Head of House of any possible underlying problems which might account for absences

Classroom Teachers

Classroom Teachers will:

- Complete class registers within the first 5 minutes of the lesson;
- Check the attendance of students at their lessons according to the Academy system; and inform the (Head of House/Tutor) of the names of students who are absent without notification.

Parents

Parents are required to:

- Ensure their daughter or son attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);
- If possible inform the Academy of their child's absence on the first day of non-attendance, or as soon as possible thereafter;
- Write an explanatory note or phone on the day of return to the Academy; make any request for leave of absence on the Academy's official leave of absence form.

4 Inspection

The Assistant Principal (attendance) will ensure that the Academy Admission and Attendance Registers are available for inspection as required.

5 Leave of Absence

Leave of absence for a student can be granted only by the Principal, at their discretion. Parents will be expected to use the Academy's official leave of absence request form.

6 Holiday Leave

Holidays should not be taken during term time. Any exceptional requests must be made to the Principal on the official form.

If the student goes on a holiday which has not been approved by the Academy it will count as unauthorised absence, which could result in a Penalty Notice being issued to the family for each child absent from school.

7 Short-Term Leave

The Academy can grant short-term leave for family reasons. It is for the Principal to determine the reasonableness.

Dental and medical appointments are not to be arranged during school time. If the student leaves for an appointment after registering no absence needs to be recorded.

8 Religious Observance

There is no legislation or regulation or DCSF guidance on leave of absence for religious observance.

The Principal will review any such application on an individual basis, and in consultation with the Assistant Principal (attendance).

The Academy expects advance notice, since religious festivals are likely to be fixed well ahead.

9 Taking a student off the Register

The Principal will authorise the taking of a student's name off the register in accordance with the Regulations currently in force.

10 Equal Opportunities

In making and implementing this policy the Academy will take into account the Oasis Community Learning equal opportunity policies. The Academy will inform staff where allowances have to be made for students with disabilities.

11 Monitoring and Review

The Principal will review the working of the policy with appropriate senior staff, and make regular reports to the Academy Council on the attendance of students.

Oasis Community Learning will monitor the use and effectiveness of this policy and review it at least every two years.

12 To develop a systematic approach in gathering and analysing Attendance-related data

1. Electronic registration
2. Standardise recording of:
 - Authorised / unauthorised absence
 - Educational activity

- Presence
- 3. Be consistent in the collection and provision of information.
- 4. Decide what information, if any, is provided for:
 - Academy Council
 - Pastoral staff
 - Other Academy staff
 - Parents
 - Students
 - Education Welfare Service
- 5. Identify developing patterns of irregular attendance and lateness.

13 To further develop positive and consistent communication between home and the Academy

1. Initiate first day absence contact.
2. Make full use of computer generated letters.
3. Promote expectation of absence letters/phone calls/text messages.
4. Explore the wide range of opportunities for parental partnerships.
5. Provide information in a user-friendly way.
6. Encourage all parents into the Academy.

14 To implement a system of Rewards and Sanctions

1. Identify finance for a system of rewards.
2. Actively promote attendance and associated reward and effective sanctions.
3. Ensure fair and consistent implementation.
4. Involve students in system evaluation.
5. Make use of imaginative and immediate sanctions.
6. Take action which accords with objectives agreed between the Academy and others, e.g. Education Welfare Service, Parent, Behaviour Support Service.

15 To promote effective partnerships with the Education Welfare Service and with other

Services and Agencies

1. Designated key staff for liaison with Education Welfare Service and other agencies.
2. Give priority to timetabled meetings with Education Welfare Service.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist completion of Education Welfare Service.
5. Hold termly attendance review with key Academy staff and Education Welfare Service.
6. Arrange multi-agency liaison meetings as appropriate.
7. Establish and maintain list of named contacts within the local community e.g. community, Police contact number.
8. Encourage active involvement of other services and agencies in the life of the Academy.
9. Develop understanding of agency constraints and operating environments.

16 To recognise the needs of the individual student when planning re-integration following significant periods of absence.

1. Be sensitive to the individual needs and circumstances of returning students.
2. Involve/inform all staff in/or re-integration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.

6. Agree timescale for review of re-integration plan.
7. Include Education Welfare Service, Parents and Students in re-integration plan.

17 In the light of the LA policy on Children Missing from Education the following protocols need to be observed

CME

- Students who leave the Academy
- Students expected to be enrolled and who don't arrive
- If you are aware of a child missing from education the School should notify the Local Authority by using the CME referral form. Heads of House must complete the CME referral form and attach all documentation including an accurate registration certificate. This will then be emailed to the Assistant Principal (attendance) and then emailed to the Local Authority using the email address is located on the form.
- Alternatively, you can contact the:
 - Local Authorities Inclusion Manager – Anne Clarke on 0161 770 6630.
- All cases of children and young people missing education or at risk of doing so should be reported to the Local Authority to ensure that comprehensive data on the issues is recorded.
Even if you will be ensuring that the child or young person moves swiftly into appropriate provision you should still make a referral.

Pupils who are regularly absent from school or have missed 10 school days or more without permission will be referred to the Local Authority for statutory action, either Penalty Notice or prosecution.

Schools must also notify the authority within five days if a pupil is to be deleted from the admission register in certain circumstances. Pupils who remain on a school roll are not necessarily missing education but schools should monitor attendance and address it when it is poor. It is also important that pupils' irregular attendance is referred to the authority.

Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences.

Children at particular risk of missing education:

There are many circumstances where a child may become missing from education so it is vital that local authorities make judgement on a case by case basis. The list below presents some of the circumstances that local authorities should consider when establishing their CME practices and policies:

1. Pupils at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow local child protection procedures. Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved. The Department's statutory guidance Working Together to Safeguard Children (2013) is available on the Department's website.

2. Children of Gypsy, Roma and Traveller (GRT) Families – Research has shown that many children from these families can become disengaged from education, particularly

during the secondary school phase. It is therefore vital that schools inform the LA when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Local authority Traveller Education Support Services (TESS), where these exist, or named CME officer within the LA, can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils' education, for example dual registration with other schools or the provision of electronic or distance learning packages where these are available.

3. Families of Armed Forces - Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

4. Missing children/runaways - Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education. Further sources of information about missing children are listed at the back of this document.

5. Children and young people supervised by the Youth Justice System - Children who have offended or are at risk of doing so are also at risk of disengaging from education. Local authority Youth Offending Teams (YOTs) are responsible for supervising those young people (aged 8 to 18). YOTs should work with the local authority CME officer to ensure that children are receiving, or return to, appropriate full-time education. Where a young person was registered at a school prior to custody, the school may keep the place open for their return.

6. Children who cease to attend a school – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the local authority must investigate the case and ensure the child is receiving suitable education.

18 Attendance and Punctuality Sanctions

The academy will use a range of strategies to improve student attendance. The range of sanctions will include:

- Tutor attendance discussions
- Attendance concern stickers
- Attendance report
- 30 minute late detention
- 30 minute + 60 minute late detention (Thursday)
- 30 minute + 2 hour Principal's late detention (Friday)
- Parental Meeting
- Written warnings
- Attendance Panels
- Visit from the Local Authority
- Penalty Notice
- Prosecution

1. Tutor attendance discussions

Each week student attendance will be reviewed using the Academies attendance tracker. Where a student's attendance shows a decline, the Form Tutor will hold an informal conversation with the student and explain the importance of good attendance (96% and above) and the impact of poor attendance.

2. Attendance concern stickers

If a student's attendance drops below 96% a red sticker will be placed in the student's planner which is to be signed by the parent, acknowledging that they have read and understood the attendance concern. Improvement of attendance is required from this point.

3. Attendance report

Where a student shows no sign of improvement in their attendance, they may be placed on a 2 week attendance report. This will be completed each morning by the tutor and their attendance logged. A reward will be offered to students at the end of the two week period where there is consistent improvement. If a student receives an unauthorised absence during this two week period a parental meeting will be arranged with the school.

4. Parental Meetings

Parental meetings will be arranged with the Heads of House and parents of the students who either have been given an unauthorised absence during their two week's attendance report; or who show a rapid decline in attendance; or whose absence patterns shown concern to the school; or who are at risk of becoming a persistent absentee. Agreed targets will be set in this meeting and a follow up phone call will take place within an agreed period of time.

5. Written Warnings

Where a student's attendance shows concern or falls below national average parents will receive a written warning, which will outline the attendance concern, current attendance of the student and potential next steps. Up to four letters will be sent, depending on the student's attendance percentage and level of intervention already received.

6. Attendance Panels

Context: The attendance panel is not a disciplinary panel. It is a 'positive' panel charged with helping a student improve their attendance to school to help avoid being referred to the Local Authority for Penalty Notice charges or Court Action. The panel can recommend such actions as:

- Signing an attendance contract
- Being placed on an attendance report
- Applying a reduced timetable with home support
- Developing a Pastoral Support Plan
- Involving external support agencies

The process:

Attendees

Member of member of the Academy Leadership Team, Head of House, student and parent/carer.

Opening remarks

The chair will introduce all of the attendees to the parent and explain the nature of the panel stressing its positive nature. He / she will then outline the process which will be:

- The Head of House will outline the school's causes of concern
- The right of the parent to query or request further information regarding these causes of concern
- The panel discuss with the parent and child the concerns as the panel tries to determine the root causes of the concerns
- An attempt to produce a jointly agreed programme of behaviour modification

Presenting the case:

The case for the Academy

The Head of House will be responsible for drawing up the case but it will be presented by the member of ALT. The member of ALT will outline the school's causes of concern. He / she will:

- Give the date that the student first attended the academy and state the Year group that the student is now in
- Present the student's attendance in percentage terms for each year at the academy and how many days and periods were missed that year
- Sum up the total number of days and periods missed in his / her school career
- State the number of lates that the student has had in each year of his/her attendance

The right of reply

The Chair of the panel will ask the parent if he/she would like to ask or query anything in the school's report.

The discussion

The Chair will now lead a discussion that will attempt to determine the underlying causes for the student's attendance problems. The discussion needs to be robust, yet positive, in nature and must make the student reflect on their poor attendance. Once the Chair is satisfied that the root causes have been determined the discussion should progress to attendance improvement strategies.

Attendance improvement strategies

The Chair must now gain a consensus between the panel, the parent and the student as to the nature of the attendance improvement strategies. They may be:

- Signing an attendance contract
- Applying a reduced timetable with home support
- Developing a Pastoral Support Plan (PSP)
- Involving external support agencies

The final steps

Once the strategy has been agreed it must be put in to place immediately and a written agreement signed by the Chair, the student and the parent before the meeting closes. The Chair should then remind the student and parent that this is a 'last chance' strategy and, if it does not work, then the Academy will have no alternative but to refer the student to the Local Authority who will have the final say regarding the student's continued attendance at the Academy. They should ensure that all parties understand this.

7. Punctuality detentions

Students are expected to be in school for 8.20am each morning. Students arriving to school after this time will be considered late to school and as such, will receive a detention as a consequence of their lateness. The Academy runs same day detentions from the end of the academy day. Punctuality detentions are given to students who arrive to school after 8.25am. In line with the most recent DFE guidance on detentions it is worth noting that:

- Parental consent is not required for detentions
- It is not a requirement that parents are given 24 hours' notice when a detention is due to take place outside of school hours.
- We reserve the right to keep students without notice. If a student has a detention a text message will be sent home informing parents/carers of the decision to put their child in detention.

Monday, Tuesday and Wednesday:	30 minute detentions only
Thursday and Friday:	30 and 60 minute detentions
Friday:	Principals detention (2 hours)

A tiered system is used to determine how well a student has behaved and worked during the day. If a student gets:

Late once in on week: 30-minute detention that day

Late twice in one week: 30-minute detention lateness that day + an additional 60-minute detention on a Thursday night.

Late three or more times in one week or arriving after period 1: 30-minute detention for individual actions + an additional 2 hour Principal's detention on a Friday night.

8. Penalty Notice (PN) & Prosecution

The Supreme Court has now delivered its judgment in relation to the Isle of Wight Council's appeal which sought clarification on what is meant by "fails to attend regularly" in the context of a prosecution for unauthorised non-attendance at school.

In Oldham Local Authority this means that, unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed, schools must issue a penalty notice where the student has been: absent without authorisation for 10 or more half-day sessions (five school days) during any 10 weeks – these do not need to be consecutive; or late on 10 or more occasions in any 10 weeks – again, these do not need to be consecutive; or absent for 1 or more sessions during a public exam or formal school assessment or test, where dates are published in advance.

For each case of unauthorised absence, the school or Oldham Council will decide whether a Penalty Notice is issued to one or more parent/carers for each child. Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days, the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid, the Oldham Council will consider Court prosecution for the non-attendance.