



Attendance & Punctuality Policy

Rationale

The Oak Tree Academy aims to maximise attendance rates in order to ensure that all students are able to take full advantage of the learning experiences available to them and to enable each student to 'Realise their Potential'.

Statutory Framework

Under section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence.

A letter or telephone call from a parent/carer does not, in itself, authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised.

Rights and Responsibilities

Improving attendance at The Oak Tree Academy is the responsibility of everyone in the school community – pupils, parents and all staff

The Oak Tree Academy :

- Expects pupils to attend school regularly and on time and in a fit condition to learn.
- Will encourage good attendance and will investigate all absenteeism.
- Staff will set good examples in matters of attendance and punctuality.
- Will work closely with **and support** pupils and parents should attendance/punctuality give cause for concern.
- Celebrate weekly attendance in assembly and via newsletter
- Reward winning class with £10 every week
- Award Certificates and prizes for 100% attendance for terms
- 100% attendance draw for tablet or bicycle
- Refer children for Medical Assessments when attendance falls below 80% and is because of Illness □ Monitor Late book
- Children absent from school receive a text
- Year 6 children receive a phone call automatically
- Family Liaison Office carries out daily home visits

Parents

- Are responsible for ensuring their child's regular and punctual attendance

- Are responsible for ensuring that their child is properly dressed in full school uniform in a fit condition to learn.
- Must be aware that if school do not receive notification of absence it will be classified as **unauthorised** and you could risk facing a Fixed Penalty Notice.
- Parents risk their child's place on role if they do not attend school
- Can expect the school to keep them informed of their child's attendance and punctuality.
- Make medical/dental appointments for all family members outside the school day

Pupils

- Will ensure that they attend school regularly and on time.
- Will be listened to and respected.
- Who have 100% attendance for full terms will receive a certificate and prize in celebration assemblies

School

- Staff will endeavour to encourage good attendance and punctuality through personal example.
- Attendance is the responsibility of all school staff
- Staff will respond to all absenteeism firmly and consistently.

Absence is authorised if:

- The pupil is ill.
- The pupil has a dental or medical appointment - half a day only will be authorised with medical documentation
- The pupil was absent 'with leave' - granted by the Head of Academy
- The absence occurred on a day set aside for religious observance.
- There is bereavement in the family.

Absence is unauthorised if:

- No explanation is received by school after the 'Procedures for explaining absence' have been followed – see below.

- The school is dissatisfied with the explanations given - The pupil stays at home to look after siblings.
- The pupil is shopping during school hours.
- The pupil is absent for unacceptable occasions eg birthdays, hair cuts
- The pupil is absent for a 'holiday'
- **A Fixed Penalty notice will be issued after 20 unauthorised sessions (10 days)**
- Absence for Religious observance is for more than one day in each academic year

Procedure for explaining absence

1. Parents/Carer must telephone or call at school office on first day of absence
2. If a telephone call or explanation of absence is not received on the first day of absence, the child's main carer will receive a telephone call from the school office asking for a reason for absence
3. If no contact made in 1 or 2 above school must receive a letter explaining the absence
4. If no letter of explanation is received a letter will be sent from school requesting an explanation, this must be completed and returned to school

Procedures for going 'Out of School' (Hospital appointment)

- Parent informs the school office and shows appointment card/letter.

Continued absenteeism

Pupils who fail to improve attendance will be investigated using the following strategies:

1. Monitoring by the Head of Academy
2. Home visits by Parent Support Officer
3. Referral to member of Early Intervention Team
4. Invitation to parent/carers to attend Attendance Panel Meeting for discussion of attendance history
5. Non attendance of Panel Meeting, will result in a home visit by Attendance Officer

6. Non attendance at 2nd Panel Meeting and absence continues will lead to a fixed penalty notice being issued

Key Staff lead for The Oak Tree Academy: Elizabeth Pollitt
 Status: live working document

Date	Process	Name	Status

Governor's signature.....
 Chair of Governors

Review Date November 2016