



Oasis Academy Don Valley

Attendance Strategy, Protocols and Practice 2023/24

Introduction and Intent

Attendance is everyone's business.

This is our mantra, just like safeguarding – it is important to remember that attendance falls under safeguarding, the outcome of poor attendance is not just in data, but also increases the risk of safeguarding.

The 23 – 24 academic year brings new opportunities to adapt our procedures, because:

"If you always do what you've always done, you'll always get what you've always got."

HENRY FORD

Paul Mills - Assistant Principal (Attendance Lead)

Review Date: January 2024

Our aim this academic year 23 – 24 is to work together as an OCL family to:

Raise attendance to improve educational outcomes and create social inclusion for all children and young people across OCL.

At Oasis Academy Don Valley (OADV) we believe in providing an excellent education in the heart of the community to ensure our young people develop their character, competence, and community. This all starts with excellent attendance, the biggest factor in a child’s attainment. Good attendance impacts positively on student progress and allows teachers to plan their lessons more freely. Our message is simple:

Attendance matters, every school day counts.

The overall academy attendance target for 2023-24 is ambitious and on track to be in line with national:

All Through 94%

or national average if above for all phases. **Attendance is the responsibility of all staff** – not just the Attendance Team. It is vital therefore that we have a no-excuses culture and believe children want to come to school. Where attendance is not good and barriers exist, we work with young people and their families to remove this. CBA for all staff is delivered to meet criteria set out by the DfE document ‘Working Together to Improve School Attendance 2023’.

Practice and Routines

System	Time	Responsible	Actions
Early Response	8-8.30am	Attendance Team	<ul style="list-style-type: none"> • Listen to voicemails/reasons for student absence. • Calls to parents made of unauthorised absence/those where medical evidence is needed. • Lists made for home visits. • Pastoral managers to make phone calls to PA focus group list • I (illness codes) to replace O code if absence is above 94%(trust target)
Registration and Late Gate	8.30-9am	Advisory Tutors, Attendance Team, ALT	<ul style="list-style-type: none"> • Staff complete registers AM Advisory Registers by 8.45am • Attendance team to monitor and chase up missing registers. • Attendance Tracker is part of a standard ALT agenda item (attendance) and reviewed every Tuesday. • Monitor the attendance of students attending Alternative Provision weekly. Ensure dual registered and part time timetable students have the correct

			<p>enrolment status/are coded correctly. Inform ALT where an issue arises (discuss at ALT weekly).</p> <ul style="list-style-type: none"> Late door is manned by a PM. Students challenged and given a 30 min same day correction.
First Absence Response	8.30-8.45am 9-9.30am	Form Tutors, Attendance team, Pastoral Managers	<ul style="list-style-type: none"> Advisory tutors share attendance with advisory group in attendance sessions. Conversations held where required. Praise, reward as required. Attendance Officer to check N codes and prioritise students for HV. Attendance admin to make phone calls to all other N codes. Attendance Officer to co-ordinate the home visit list and distribute accordingly. Pastoral Managers to prioritise HV from year groups PA focus and core group. Continue with first response calls
Home Visits	9.30am onwards	Attendance Officer/admin Pastoral Managers	<ul style="list-style-type: none"> Postcode cluster lists to support with maximising number of visits. Vulnerable students, LAC, SEND, PP are prioritised. Academy letter left to acknowledge visit and information about next steps/actions/key contacts if non-attendance continues. Conduct HV's
Attendance Monitoring – preventative measures	Ongoing	Attendance Officer, Attendance Admin, Pastoral Managers	<ul style="list-style-type: none"> The school will meet every half term with the Local Authority for Termly Support Meetings every half term. Utilising internal attendance tracker actions to be added weekly. Weekly actions prior to stage 1 letter: <ul style="list-style-type: none"> Advisory conversation Advisory phone call Relational meeting (meetings to be recorded and scanned – uploaded to BROMCOM)
Attendance Monitoring Stage 1	Ongoing	Attendance Team, ALT Attendance Lead, KSL, Pastoral Managers	<ul style="list-style-type: none"> As soon as attendance falls below 94% letter 1 is sent to parents outlining impact of non-attendance and improvement needed. Short parent meeting with Attendance Admin set-up immediately to discuss

			<p>process/offer support/discuss issues/barriers.</p> <ul style="list-style-type: none"> • PM's check list for their year group and encourage students. • List of all students at stage 1 discussed at ALT weekly.
Attendance Monitoring Stage 2	Ongoing	Attendance Team, ALT Attendance Lead, KSL, Pastoral Managers	<ul style="list-style-type: none"> • Parent meeting held to discuss failure of stage 1 with Attendance Officer. • Students placed on 4-week absence monitoring -target-no further absence during monitoring period. • Formal four-week plan is completed in the meeting. • Support offered/barriers discussed. • PLs check list for their year group and encourage students.
Attendance Monitoring Stage 3	Ongoing	Senior Attendance Officer, ALT.	<ul style="list-style-type: none"> • Parent Meeting held with ALT, DSL and AO (where possible) to discuss reasons for continued absence and further support explored. • Legal ramifications explained if attendance does not improve (all in letter 3). • Educational neglect explained by DSL. • Weekly meetings are set up with student, AP and DSL to monitor the plan. • Improvements are praised through weekly assemblies, daily checks, calls home. • If successful, monitoring ends but with a letter explaining if a student falls below in the future, they will be placed back at stage 3.
Attendance Monitoring Stage 3- Severely Absent students		Senior Attendance Officer, ALT, DSL.	<ul style="list-style-type: none"> • These students must be discussed weekly at Inclusion and ALT and all must be listed on a vulnerable students register and flagged as red. • Weekly ALT reports to discuss next steps. • Phased plan for students under 50% under three categories- school phobic leading to anxiety due to missed learning, social anxiety for other reasons, school refuser-parental neglect.

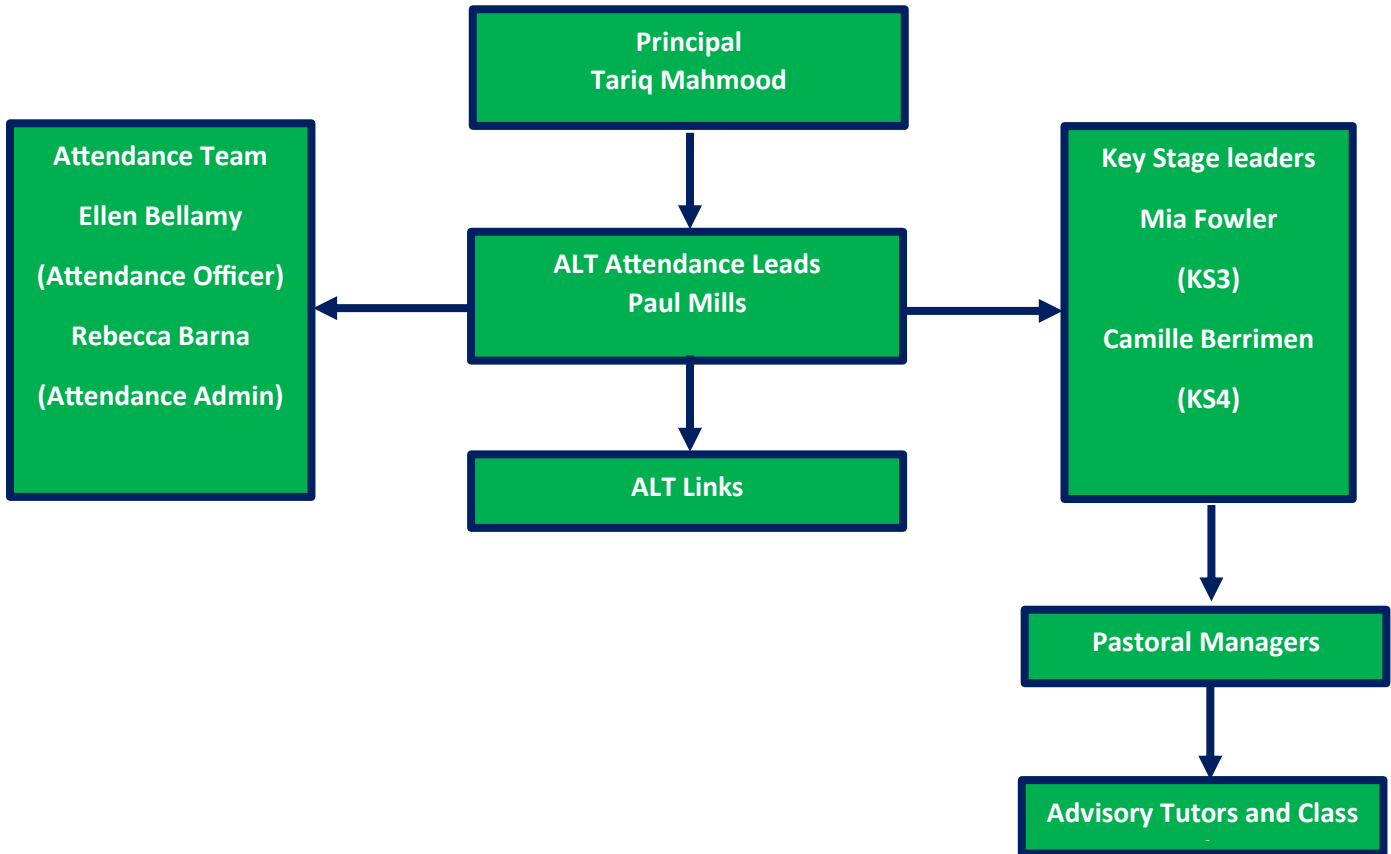
			<ul style="list-style-type: none"> • Each plan must identify a 'phased return' plan. • Letter 4 from Principal to be sent explaining legal ramifications of absence. • DSL to check all referrals have been made for educational neglect. • Daily contact with social workers to be made by DSL for all severely absent and LAC.
LA referrals		Senior Attendance Officer, ALT Attendance Lead, Principal.	<ul style="list-style-type: none"> • Students with a pattern of poor attendance are identified quickly. • Students who fail the 4-week academy monitoring • Establish which students have been referred to LA, add to a legal log which can be reviewed weekly and monthly. • Establish which students have been referred for a PN or are on PN monitoring, add to a legal log which can be reviewed weekly and monthly. Request PNs as soon as the threshold is reached unless there are SEM issues. • Consideration for FPN and Fast Track list in place • FPN and Fast track students discussed at ALT weekly. • Refer CME cases within 10 days of continual absence. Obtain all copies of CME referral forms to include in the academy's safeguarding folder. • Ensure safeguarding logs and evidence are held centrally. Review safeguarding folder and logs to ensure all paperwork is in place. • Follow protocol for EHE where needed.
Tracking and Monitoring		Attendance Team, ALT Attendance Lead, DSL, Principal	<ul style="list-style-type: none"> • From 9.30am HV will have begun, team to include both Attendance Officer, Attendance admin, Pastoral Managers. • Registers close at 9.30am • Daily register sweeps must take place and there must be no missing marks. • A missing marks log will be sent to the Principal and ALT lead daily.

			<ul style="list-style-type: none"> • A weekly meeting with the Attendance Officer, ALT lead will analyse data and hold staff to account for actions. • ALT weekly meeting will have attendance as a fixed item. ALT lead will share the data, key developments and next steps. Comparative data for the previous two years will be used. Detail will be shared about the most vulnerable students, what the barriers are and support in place. • Trust Risk Register... Ensure tracker is fully uBAated, including dates of agreed actions, and contextual data. Utilise the tracker to monitor vulnerable students and core groups.
Checking and Management of Registers		Advisory Tutors, Class Teachers and Attendance Team	<ul style="list-style-type: none"> • Review registers daily and weekly, checking for and amending anomalies and errors. • Resolve Bromcom Missing Marks daily and following up with parents as soon as possible. • Ensure there are no discrepancies between the admission and attendance register. • Tracker of all missing registers to be sent to ALT daily, staff held to account and middle leaders informed.
Admissions and leavers		Attendance Administrator Attendance Lead	<ul style="list-style-type: none"> • All meetings must be agreed with the principal. • Admission template to be completed on Bromcom using the OCL admissions online form. • All data must be accurate on Bromcom. • Staff to be informed via inclusion meeting of all new arrivals. • Ensure there are two emergency contacts for every student and systems are in place to ensure regular uBAates. • Half-termly run a Leavers Report, ensure each student has a destination on Bromcom. Ensure where a student is 'Missing' or 'Moved Abroad' CME evidence is available.
Inclusion Meetings		Deputy Principal, DSL	<ul style="list-style-type: none"> • Attendance will be a fixed item at weekly Inclusion meetings.

		and ALT Attendance Lead	<ul style="list-style-type: none"> • Meetings must be fast paced, and solution focussed with a no-excuses culture. • LAC who are referred to Inclusion must be prioritised, and actions must include communicating immediately with social care.
Culture of Attendance		All academy staff	<ul style="list-style-type: none"> • The culture must be right in the academy for students to want to attend. • ALT links must be at assigned duty points and then and visit link advisory time. • Late gate will include a member of Attendance team, daily to support Attendance Officer • Pastoral Managers and KSL's must have daily conversations with students, parents and staff about attendance, reasons for absence, improvements, rewards. • Principal's weekly briefing will include attendance. • Students' attendance to be displayed and discussed in assemblies and OADV Challenge. • Immediate response must be made by PM's/KSL/DSL team where bullying is cited as a reason for absence. • Year teams must have attendance displays in their areas, whole school attendance displays must be visible and uBAated weekly.
Student Ownership of Attendance		Students	<ul style="list-style-type: none"> • Students will be given a planner to be used during advisory time. In this they will record their attendance each week and every half term. • Tutors will display attendance weekly from OADV challenge slide. • Celebration assemblies will include attendance half termly with badges, certificates and rewards given
Rewards		Attendance Team, ALT Rewards Lead, KSL's,	<ul style="list-style-type: none"> • Tiered approach to rewards • Advisory attendance Leage displayed on screens, discussed in OADV challenge weekly.

		Pastoral Managers	<ul style="list-style-type: none"> • Medium half term rewards- half termly rewards for advisory winners. • Termly rewards- termly rewards to take place at the end of each term to celebrate advisory league winners. • Fantastic 15's every term to celebrate last 3 weeks of attendance each term.
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Oasis Academy Don Valley Attendance Team



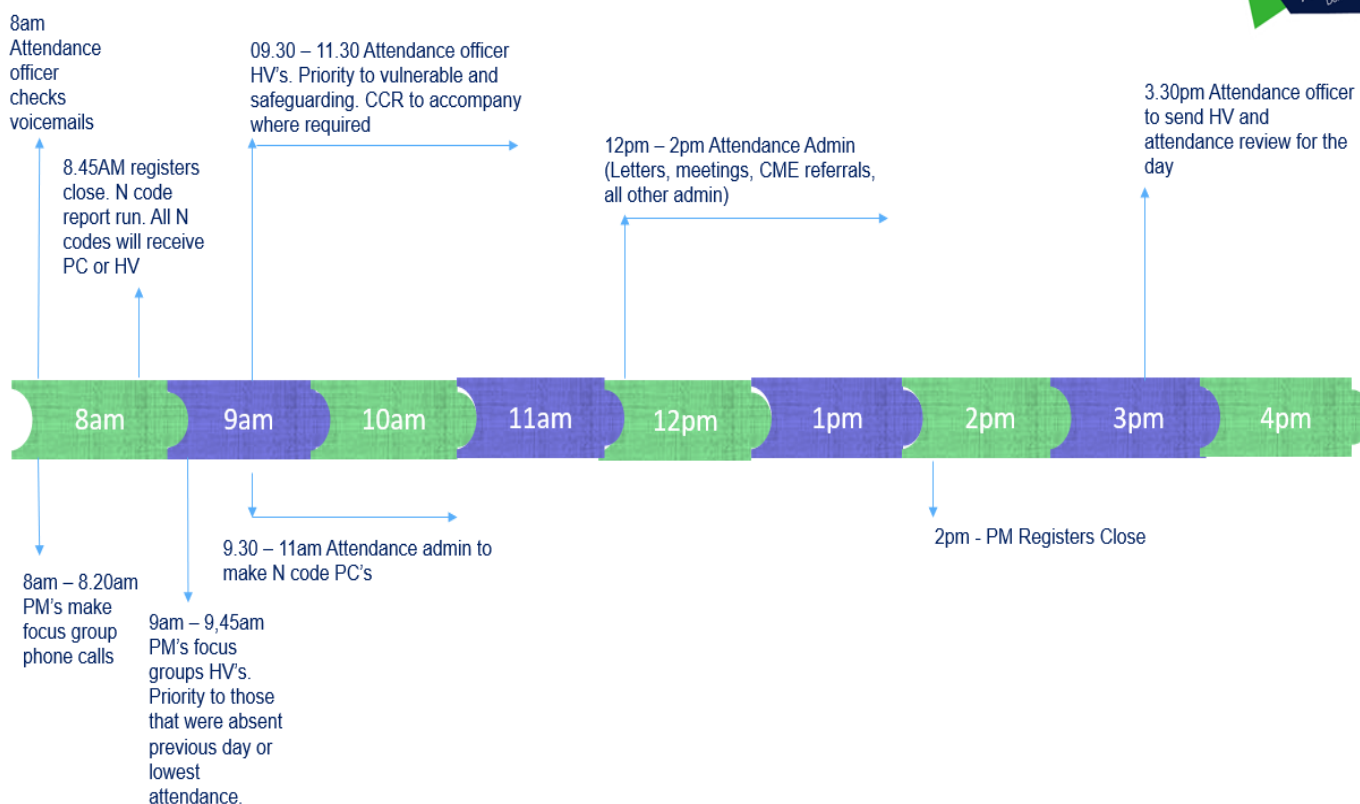
Principal	ALT Attendance Lead	Senior Attendance Officer	Admissions and Attendance Administrator	Pastoral Managers
<ul style="list-style-type: none"> • Hold ALT Attendance Lead to account • Stage 4 meetings for students who are severely absent. • Complete a half termly 	<ul style="list-style-type: none"> • Accountable for implementing and embedding academy attendance strategy. • Monitor attendance daily • Hold Attendance Team and KSL's to 	<ul style="list-style-type: none"> • Oversight and monitoring of whole school attendance data daily • Report attendance by year and subgroup to ALT Lead daily • Monitor non-attendance, Persistent Absence, lates to 	<ul style="list-style-type: none"> • To ensure all Safeguarding files are kept up to date (EHE, Off roll, CME, part time) • To provide a weekly uBAate leavers to be sent to ALT Attendance Lead 	<ul style="list-style-type: none"> • Identify students and families in need of support. • Promote an effective home school partnership by building positi •

<p>attendance audit with the ALT Attendance Lead and the Regional Director to ensure compliance</p>	<p>account through weekly meetings</p> <ul style="list-style-type: none"> • Liaise weekly with DSL to monitor the attendance of ALC, PP and SEND. • Liaise weekly with SENCO to monitor the attendance of SEN students. • Report YTD Attendance headlines to ALT weekly including all groups and PA • Ensure the risk register is up to date weekly • Key contact for the LA and OCL • Provide half termly reports on key developments/next steps 	<p>school/lessons and internal truancy.</p> <ul style="list-style-type: none"> • Meet with external agencies. • Analyse data weekly to establish students in need of interventions (letters/meetings/FPN/fast track) • Refer CME students to the Admissions and Attendance Administrator after 10 days of continual absence. • Ensure safeguarding documents are uBAated in the central folder weekly • Develop a rewards strategy for 100% and most improved half termly and yearly attendance • To make weekly FPN referrals 	<p>and the Principal.</p> <ul style="list-style-type: none"> • Send relevant leavers information to the LA • Provide administrative support to the attendance team. • Support the attendance team in chasing up medical evidence for absence. • Scan copies of all meeting minutes onto Bromcom • To monitor and input detentions for late students 	<ul style="list-style-type: none"> •ve relationships. • Engage vulnerable children and families to attend school. • Conduct regular home visits to identified families. • Maintain regular contact with families of students receiving support. • Provide consistent support to all students. • Promote self-esteem and independence, employing strategies to reward achievement • Provide mentoring to students to improve punctuality and attendance • Relational meetings • S1 Meetings
<p>ALT Links</p>	<p>Key Stage Leaders</p>	<p>Advisory Tutors</p>	<p>Class Teachers</p>	
<ul style="list-style-type: none"> • Know daily and YTD attendance. • Know the names of students in the linked 	<ul style="list-style-type: none"> • Monitor year group attendance daily and analyse attendance data weekly. • Ensure key target groups, PP, SEN and 	<ul style="list-style-type: none"> • Complete registers everyday by 8.40am • Create a welcoming, engaging and positive environment during form time. 	<ul style="list-style-type: none"> • Accurately complete all lesson registers within the first 5 minutes of a lesson. • Attend yearly Attendance training in line with the DfE Working Together to Improve School Attendance 2023 	

<p>year group who are on a monitoring stage for attendance.</p> <ul style="list-style-type: none"> • Engage in positive conversations with students on a monitoring stage for attendance. • Support one morning per week on the late door to challenge students who are late to school • Support with stage 3 parental meetings 	<p>LAC are monitored daily, report concerns to ALT Attendance Lead, DSL, SENCO and Senior Attendance Officer</p> <ul style="list-style-type: none"> • Communicate attendance data in assembly/tutor briefings weekly. • Ensure students are identified for weekly, half termly and termly rewards. • Fully prepare the data for weekly attendance meetings • Stage 2 parental meetings • Monitor students on a stage 1/2/3 monitoring plan and report failed stages to the attendance team immediately • Ensure students are completing monitoring reports daily • Communicate with the Senior attendance Officer regarding monitoring plans and interventions • Hold conversations with students who are late to school and lessons 	<ul style="list-style-type: none"> • Actively promote the importance of good attendance to tutees • Display the excel report from the Bromcom Data Dashboard weekly. • Actively engage in positive conversations regarding drops in attendance • Ensure tutees have their monitoring report in school. • Establish any concerns regarding drops in attendance and report to the pastoral team • Ensure students who are late to school or lesson are challenged with a positive conversation • Praise and reward excellent and improved attendance • Raise the profile of attendance through advisory time and OADV challenge • Ensure students are aware of individual attendance and record in planners • Hold advisory conversations with students • Make advisory phone calls home for attendance 	<ul style="list-style-type: none"> • Accurately record students who arrive late to lesson and include the number of minutes late. • Inform the Attendance Officer/Pastoral Leader if a student's mark differs from the rest of the day. • Raise any truancy concerns by contacting on call immediately. • Provide engaging teaching and learning experiences that encourage students to attend and achieve. • Build positive relationships with students • Seek support for students where behaviour is a barrier • Ensure students catch up on the work that they have missed
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Daily Attendance Timeline

Daily Operational Attendance Procedures at OADV



APPENDIX 1 Attendance Codes

Mark	Mark Name	Mark Description	Active Subcodes
	Cancelled (C)	Cancelled	0
#	School Closure (C)	Planned whole or partial school closure - not counted in possible attendances	0
/	Present (P)	Present	0
?	Precreated (?)	Precreation Mark	0
B	Ed. Off Site (E)	Educated off site (NOT dual registration)	0
C	Other Auth (A)	Other authorised circumstance	0
D	Dual Reg (C)	Dual registration	0
E	Excluded (A)	Excluded	0
F	Ext. Family Hol (A)	Extended family holiday	0
G	Fam Hol NA (U)	Family holiday (not agreed)	0

H	Fam Hol Agreed (A)	Family holiday (agreed)	0
I	Illness (A)	Illness	0
J	Interview (E)	Interview	0
L	Late (P)	Late before reg. closed	0
M	Med/Dental (A)	Medical/dental	0
N	No Reason (U)	No reason yet provided	0
O	Unauth Abs (U)	Unauthorised absence	0
P	Sporting Act (E)	Approved sporting activity	0
R	Religious Obs (A)	Religious observance	0
S	Study Leave (A)	Study leave	0
T	Trav Absence (A)	Traveller absence	0
U	Late Reg Closed (U)	Late after reg. closed	0
V	Ed Visit (E)	Educational visit	0
W	Work Exp (E)	Work experience	0
X	NCSA Absence (C)	Non-comp school age absence	0

APPENDIX 2 Attendance letters to parents / carers in four stages

Letter 1 a:

Parent / Carer of.....
Address
Date of Printing
Dear Parent / Carer of

Re: Forename Surname Reg – Attendance %

At Academy we encourage pupils to strive for excellence. For a pupil to achieve their full academic potential, a high level of attendance is essential. Pupils should aim for a minimum of 97% attendance (or no more than 5 days of absence during an academic year).
.....'s current level of attendance is... which is below the Academy's target.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

We understand that there have been occasions this year when has been absent as a result of illness but due to 's level of absence we wanted to make you aware of the amount of learning that he/she is missing. We would like to work with you to support to improve his/her attendance. If you would like to discuss this letter further, please do not hesitate to contact me.

All pupils have the opportunity to build on their attendance between now and the end of this academic year and we will discuss your son / daughter's attendance target with them regularly.

Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e., fine (£120 per adult per child, reducing to £60 if paid within 21 days of receipt).

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Academy.

Yours sincerely
Paul Mills
Assistant Principal
Attendance Lead

Letter 1 b:

Date:

Parent / Carer of.....

Address

Dear Parent / Carer of

As you are aware, we have been closely monitoring 's attendance to school. At ...Academy we expect all pupils to have a minimum of 97% attendance in order for them to achieve their full academic potential. attendance is % which is well below the Academy's target.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

Due to the amount of learning that has now missed we would like to meet with you to discuss this. I have reserved an appointment for you to meet with's Pastoral Manager/Class Teacher to discuss the reasons for absence and how we can work together to improve his/her attendance.

The meeting is scheduled for:

Date of Meeting:..... Time of Meeting:.....

Due to 's level of absence, further absences may not be authorised without medical evidence. This can be in the form of an appointment card, prescription or letter from the hospital. If you are unable to attend this meeting, please contact us so that we can arrange another mutually convenient time. Thank you for working in partnership with us to ensure that achieves his/her full academic potential.

Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e., fine (£120 per adult per child, reducing to £60 if paid within 21 days of receipt).

Yours sincerely
Paul Mills
Assistant Principal
Attendance Lead

Letter 1 c:

Date:

Parent / Carer of.....
Address

RE: Forename Surname Reg. Attendance %

I am writing to express further concerns for «forename»'s attendance to Academy. Since our meeting, attendance has not improved and 's is continuing to miss a high level of learning which will impact on his/her academic progress. In view of this, I have scheduled an appointment on the date below with to discuss «forename»'s attendance and how we can move forward.

Date of Meeting: Time of Meeting:

Following this meeting «forename»'s attendance will be closely monitored. If attendance does not improve during this monitoring period, legal action may be taken. Therefore, I must make you aware of your legal duties. You have a legal responsibility to ensure that «forename» attends ...Academy on a regular and punctual basis.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.

I would like reaffirm that we have 's best interests at heart and believe that working together offers the best chance of success. As always, if you have any questions about this, please do not hesitate to contact me.

Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e., fine (£120 per adult per child, reducing to £60 if paid within 21 days of receipt).

Yours sincerely
Paul Mills
Assistant Principal
Attendance Lead

Letter 1 d:

Date:

Parent / Carer of.....
Address

RE: Forename Surname Reg. Attendance %

I am writing to express further concerns for «forename»'s attendance to Academy. Despite, which is extremely concerning. I enclose a registration certificate for your information. Since September, «forename»'s attendance level has deteriorated, without any improvement. Has had... unauthorised session absences. Therefore, I must remind you that under Section 7 of the Education Act 1996, it is your duty as the parent of «forename» to ensure the receipt of efficient full time education suitable to age, ability and aptitude, either by regular attendance at school or otherwise. The school is not aware that you are making any alternative provision for «forename»'s education nor of any other lawful reason why <<forename>> is not attending regularly as required.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered pupil at the school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.

I therefore now write to advise you that unless there is an immediate and sustained improvement in «forename»'s attendance to the Academy, the matter will be referred to the Education Welfare Service who may initiate legal proceedings.

Yours sincerely
Paul Mills
Assistant Principal
Attendance Lead

APPENDIX 3

OFF ROLLING A PUPIL PROCEDURE

The unlawful off rolling of a pupil from an academy is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place.

The Principal must authorise any off rolling.

If the pupil is missing please complete an LA CME form.

From September 2017, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the LA.

Detailed DFE guidance:

<https://www.gov.uk/government/publications/pupilren-missing-education>

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now is registered at an alternative school.
- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation.
- When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil ceases to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.
- When a nursery pupil is not transferring to reception or a higher class.

See form below:

REQUEST TO REMOVE A PUPIL FROM ROLL

NAME:	YEAR GROUP:
DATE OF BIRTH:	
ADDRESS:	

This pupil has been removed from the roll because:

<p>The pupil has moved to another school. New school details:</p>	
<p>Other reason for roll removal:</p> <p>Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)</p>	
<p>The pupil has been permanently excluded.</p> <p>Date of the PEX hearing: Date of the end of the appeal period (15 days from the PEX hearing)</p>	
<p>The pupil's whereabouts are unknown.</p> <p>Date home visit completed: Date CME completed: Date pupil details uploaded to S2S:</p>	

(If there are safeguarding concerns, date matter referred to the DSL)	
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Member of staff requesting removal from the roll:

Confirmation there are no safeguarding concerns:

Permission granted to remove the pupil from the roll YES / NO

Signature:

Date:

(This must be the Principal)

DATE ROLL REMOVAL WAS NOTIFIED TO THE LOCAL AUTHORITY:

APPENDIX 4

The Education (Pupil Registration) (England) Regulations 2006 make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a child can be away from school if the leave is granted.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The Principal will take into account a student's previous record of attendance when making decisions. It is important to note that the Principal can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the Principal to decide whether to authorise the application for leave. Authorising leave from the Academy is at the discretion of the Principal. If the leave is taken without the authorisation of the Principal, a Penalty Notice will be issued.

THE ACADEMY EXPECTS EVERY STUDENT TO ACHIEVE <u>A T LEAST</u> 96% ATTENDANCE	
Full name of student:	_____
Address:	_____ _____
Reason for the application:	_____ _____
Proposed dates: From:	_____ To: _____
Recommendation of the Senior Attendance Lead <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Authorise the Leave Unauthorise the Leave </div>	
Signature:	_____ (Principal)

APPENDIX 5

OCL Standard Operating Procedures – A systematic approach to improving attendance

The Analysis – Attendance SEF	Document 1A
The Risk Register	Training Video
The Attendance Checklist	Document 1B
Recording Suspensions and Permanent Exclusions	Document 1C
OCL Risk Register Activation Tier	Document 1D
OCL Risk Register Activation Tier – Attendance Flow Chart	Document 1E
OCL Parent/Pupil/Student Meeting Record	Document 1F
OCL Good Practice and to improving attendance document	Document 1G

Document 1A - ATTENDANCE SEF

Attendance officer (Academy based):		Date	
Line manager:		Validated by	OCL: Yes/No

Key Lines of Enquiry Focus areas which emerge from completing this document	
1	
2	
3	
4	
5	

SUMMARY EVALUATION

Overall Attendance	Judgement:
<ul style="list-style-type: none"> • Year Groups • Tutor Groups • Student Groups (PP, SEND etc) 	
Strengths	Priorities to secure Good or Outstanding BA Judgement for attendance
•	•

Persistent Absence	Judgement:
<ul style="list-style-type: none"> • Year Groups • Tutor Groups • Student Groups (PP, SEND etc) • Trust PA/National PA 	
Strengths	Priorities to secure Good or Outstanding BA Judgement for attendance
•	•

Punctuality	Judgement
<ul style="list-style-type: none"> • Punctuality to school including late marks • Punctuality to lessons • Year Groups • Tutor Groups • Subjects 	
Strengths	Priorities to secure Good or Outstanding BA Judgement for attendance

•	•
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Absence Coding	Judgement
<ul style="list-style-type: none"> • Levels of Unauthorised Absence • Holidays • Medical Appointments • Exclusions • Late after register closes • Religious Observance 	
Strengths	Priorities to secure Good or Outstanding BA Judgement for attendance
•	•

Leadership of Attendance	Judgement
<ul style="list-style-type: none"> • Culture and Ethos • Rewards and Sanctions • Stakeholder Engagement • Policy and Procedures • Analysis and Action • RD - Governance 	
Strengths	Priorities to secure Good or Outstanding BA Judgement for attendance
•	•

Leadership of Attendance Safeguarding	Judgement
<ul style="list-style-type: none"> • CME • Off rolling • AP • Home visits • First day calling • Exclusions/Suspensions/illegal exclusions • Part-time tables tables – reintegration 	
Strengths	Priorities to secure Good or Outstanding BA Judgement for attendance
•	•

Overall Effectiveness	Judgement
Headline Strengths	Priorities to secure Good or Outstanding BA Judgement for attendance
•	•

Areas for Improvement to secure Good or Outstanding BA Judgement for attendance
•
Support Required for Next Term
•

Document 1B Attendance Check List

ATTENDANCE Checklist

Please ensure all checks are complete.
Please be aware this is not an exhaustive list.

No	Area of focus	Academy Half termly RAG	RD Half termly RAG
Culture and ethos			
1	A culture of excellent attendance is promoted to pupils and careers		
2	Excellent attendance is celebrated publically in assemblies, newsletters and displayed throughout the school		
3	Staff model excellent attendance and punctuality to pupils		
4	All parents and careers support the school through the home-school agreement		
5	Pastoral Managers/Classteachers actively encourage excellent attendance and use of 9 habits as part this culture		
Policy and procedures			
6	The school follows the OCL Attendance Policy.		
7	First day calling takes place every morning – in addition to a text		
8	An Attendance Champion from ALT pastoral team is appointed that oversees the attendance outcomes for all pupils		

9	Pupils in receipt of the pupil premium are identified as a key group additional funding is used to support the attendance of this group		
10	Performance management include attendance targets for ALT-links, Pastoral Managers/Class teacher and Tutors		
11	Leaders and RDs assess what additional resources should be deployed to dismantle barriers to excellent attendance.		
12	Leaders and RDs are held to account for attendance of pupils in their care.		
13	Leaders and RDs consult with the OCL National Team to develop strategies for effective delivery of policy and procedures		
14	Attendance is reported weekly at ALT meetings as a standing item		
15	The Principal reports to the OCL National Team, RD and parents on the effectiveness of interventions to secure strong attendance outcomes.		
16	The Attendance Policy is published on the school website		
17	All staff complete the Bromcom attendance register at the start of every lesson/AM/PM registration (registers should be complete within the first 10 minutes of the lesson or registration starting) Protocols are in place to support supply staff (induction). Middle leaders and on call staff will check in with supply staff to check on register protocols. (supply knowing as visiting teachers)		
Managing Attendance			
18	Attendance and Punctuality Risk Registers are completed on a half-termly basis		
19	Attendance Review Meetings take place for all Level , resulting in Stage 3 actions, pupils		
20	Text messages (my child at school sends as a push and is free and only charged for the ones without app) are sent daily to parents of any pupil who is late How many late texts are acceptable?		
21	Pupils are only allowed to leave site for an appointment with a parent or an appointment letter		
22	Contact parents by phone the first time a pupil's absence falls below 95%		
23	Ensure any pupil arriving late signs in at reception What are protocols around punctuality? – at how many lates do academy send out letters?		
24	Class teacher/Pastoral Team phone parents of any 'at risk' pupil who is absent to encourage a return to school		
25	100% attendance certificates and letters are issued SLT report to parents children's attendance on a half termly		

26	Re-integration plans are in place for pupils returning from long-term absence		
27	HoY /Pastoral Team conduct home visits where attendance is a specific concern		
28	Penalty Notices are issued in accordance with OCL policy and LA guidelines		
29	Rewards and sanctions are effectively used to improve attendance		
Holidays			
30	Holidays are only approved in exceptional circumstances		
31	The Leave of Absence Form is available to parents		
32	The Principal uses the OCL letter templates to reply to all holiday requests		
Removing Pupils from Roll			
33	The school follows the OCL SOP for removing pupils from roll		
34	When pupils are removed from roll the OCL letter template is used		
Analysis of Attendance			
35	Staff alert the Attendance Champion/ALT Pastoral IC attendance of any signs of repeated absence from their lessons		
36	Absence coding is analysed and benchmarked against national data to examine trends		
37	Attendance headlines are produced daily, weekly and half-termly both for that specific time period and the year to date		
38	Attendance is analysed by Year, Tutor Group and by student group (PP SEND, etc) by ALT and Hoys/pastoral staff		
39	An Attendance Plan is produced as a result of half-termly analysis – by DP/AP/Pastoral		
40	TSMs with the local authority to take place every half term to analyses school attendance and support where needed.		

Annual Review Records

Term	Review Date	Completed by
Autumn		
Spring		
Summer		

Document 1C - Recording Suspensions and Permanent Exclusions

Recording Suspensions and Permanent Exclusions and attendance in academy management information systems

It is important to use the correct DfE attendance codes for the recording of suspensions/permanent exclusions in the management information systems (MIS) – Bromcom. Although clearly there is a relationship between the two, attendance and suspensions/permanent exclusions must be recorded independently in MIS - Bromcom. There are rules that apply to attendance registers and suspension/permanent exclusion records that can appear to be contradictory.

For the latest trust position as to how suspensions and exclusions should be coded in registers, then please refer to the latest DfE attendance codes found on the DfE website.

Document 1D - OCL Risk Register Activation Tier

To be initiated in conjunction with the Attendance Flowchart

This table provides guidance as to when the attendance procedures should begin, based on the individual students' prior attendance. Please consult with your Regional Director, should you require additional support and advice.

Attendance Risk Register Category	Description	OCL Risk Register Activation Tier	
		When will our attendance procedures be activated?	What stage will our attendance procedures be activated?
Level 1 - Good attenders (GA) Students who attended the academy well	Those with 97%+ cumulative attendance the previous year	After October half-term but only if student attendance drops below our threshold of 94% attendance	Stage 1 Head of Year/Pastoral/ Attendance manager or primary equivalent
Level 2 - Regular Attenders (RA) Students who attended the academy regularly	Those with 90-93.9% cumulative attendance for the previous year	Immediately but only if student attendance drops below our threshold of 94% attendance	Stage 1 Head of Year/Pastoral/ Attendance manager or primary equivalent
Level 3 - Persistently absent (PA) Students who were persistently absent	Those with attendance below 90% cumulative attendance for the previous year	Immediately but only if student attendance drops below our threshold of 94% attendance	Stage 2 Deputy principal/Assistant Principal/ Head of Year/Pastoral/ Attendance manager or primary equivalent
Level 4/Level5 - (Severely absent (SA)) Students who were severely absent	Those with attendance below 50% cumulative attendance for the previous year	Immediately but only if student attendance drops below our threshold of 94% attendance	Stage 3 RD and Principal Involvement

Pupil's/ Student's Name:		Year Group:		Date of Meeting	
Attendees at meeting:					
Objectives of meeting:					
To support pupils/students to improve their school attendance and to ensure she/he continues to achieve academically and feels socially connected to her/his peers.					
Background – attendance data					
E.g. Over the past month/term the pupil/student has missed x days of school					
Analyse the pupil/student data and investigate relationship to such factors as day of the week, time of day, class/subject/year level, timetable, gender/cultural groups, family obligations/commitments/issues					
The following areas are strengths and interests of the pupil/student.					
Outline the students' strengths and interests so that the plan can use these as a means of engaging the student					
The reasons the parent/pupil/student finds it hard to get to school					
The following is an assessment of the pupil's/student's work habits.					
Pupil/Student attendance goals are:					
e.g. To attend every day, on time, for the next 4 consecutive weeks.					
The parent/pupil/student will take the following actions to achieve their goal					
Amongst other things, consider: <ul style="list-style-type: none"> ● Morning and bedtime routines ● Technology in the bedroom ● Participation in extracurricular activities 					
Staff will take the following actions to help the student achieve these goals (subject to authorization by AP/DP/Principal)					
Amongst other things, consider: <ul style="list-style-type: none"> ● Adjustments to curriculum e.g. concentrating on core or favourite subjects for a period of time, modifying conditions of tests, providing additional scaffolds, a temporary reduction in homework – accommodation for missing lessons must be made on site e.g. in inclusion zone. 					

- A staged return or temporary part time attendance (authorization by Director of Safeguarding/Regional Director)
- Referrals to AO or community agencies/supports
- Identifying a school-based support person
- Recess and lunchtime activities/clubs that the student can be involved in
- A referral to the careers counsellor

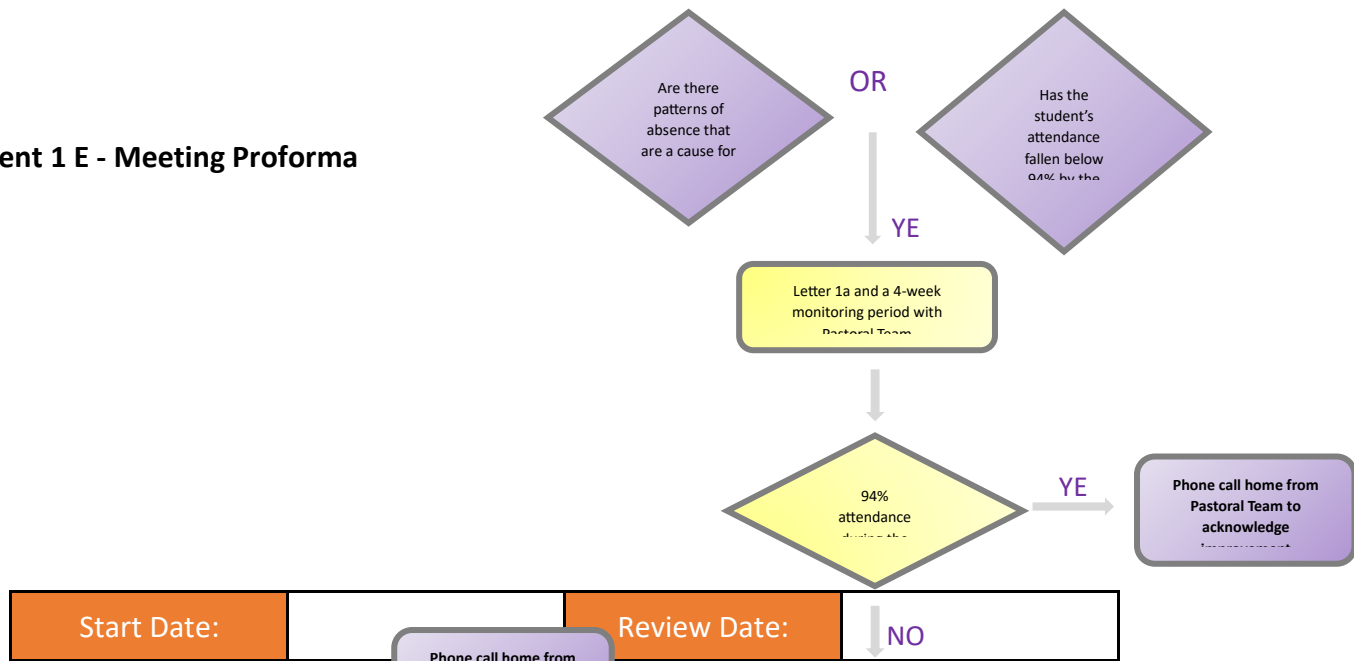
The pupil/student parents will take the following actions to help the student achieve these goals

Amongst other things, consider:

- Morning and bedtime routines
- Technology in the bedroom
- Communication with the school
- Accessing support from community agencies
- Support with homework
- A visit to the family GP for a check-up

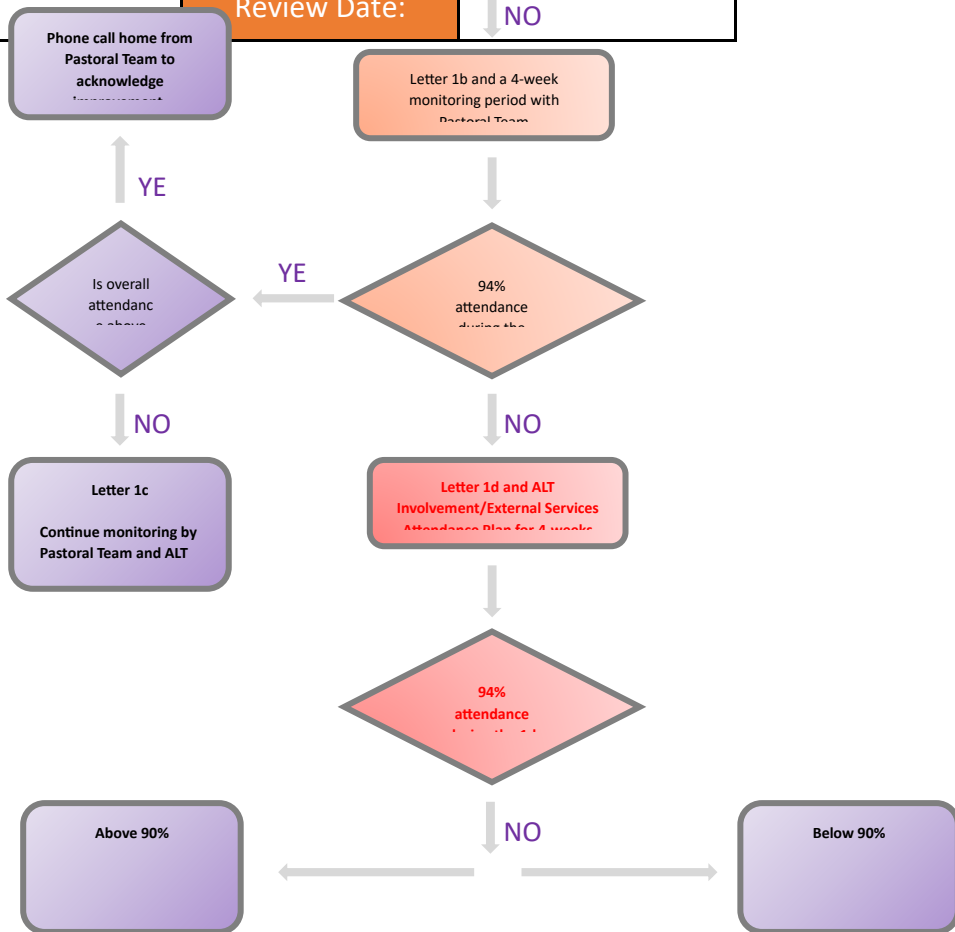
Document 1E - Attendance Flow Chart

Document 1 E - Meeting Proforma



Other factors to consider:

- The important role relationships play in increasing connectedness/engagement
- Identify a supportive staff member who can check in with the pupil/student
- Pupil/Student visits to first aid or pastoral team as a way of avoiding class or going home
- Providing an alternative to just leaving school e.g. checking in with wellbeing or working independently in a supervised area like the inclusion zone
- Participation in specialist classes like PE that the pupil/student may be avoiding
- Any pupil/student concerns around using the school toilets or changing rooms
- Building social connections & ensuring the pupil/student feels safe in the yard/play space
- Comprehensive learning assessments and additional supports or adjustments if required
- Additional family support via community services
- Referring the student to alternative programs, reengagement programs or local youth services



APPENDIX 6

A systematic approach to improving attendance – A suggested example/approach to good practice and procedures at OCL.

Principals should work with their ALT/RD to ensure this document fits with the academy structure, workstreams and regularly check the reality in their academy against the table to ensure that the policy is being implemented as intended throughout the academy.