



Oasis Academy Don Valley

Attendance Statement



Roles and Responsibilities

1. REASONING

At Oasis Academy Don Valley we believe that outstanding attendance is vital for all children if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and how well children achieve in school. Every Class teacher will regularly check the attendance of their class and will follow up a children's absences with appropriate personnel in our academy and where necessary the academy will follow up with the child's parents. We hope that parents will assist us in our work of raising attendance levels throughout the Academy by:

- Ensuring the regular attendance of their child
- Informing the Academy when their child is absent from School
- Providing a reason for the absence
- Attending any meetings about their child's attendance, which may be necessary.

2. AIMS AND TARGETS

Our attendance target for 2017/18 is **97%** with a particular focus on ensuring **Persistent Absenteeism is not above 10% improving on the final year figures from 2016/17 of 94.7% and 19.1%.**

At Oasis Academy Don Valley we will:

- Develop clear procedures to enable children to come to the Academy.
- Ensure that all children and parents understand the issues and procedures for attendance.
- Ensure that all staff including Academy Councillors, administration and support staff understand the issues and procedures for attendance.
- Provide a document outlining the registration procedures.
- Ensure that all staff are aware of the procedures and encourage them to adopt a consistent approach to recording and monitoring registration and attendance issues.

3. ROLES AND RESPONSIBILITIES

All young people have a right to an exceptional education. Parents / carers have a legal responsibility to ensure their child attends regularly and punctually. If a child does not, parents / carers may be breaking the law.

Parents should ensure their children arrive at the Academy on time, in correct uniform and in a condition to learn. Parents need to see themselves as partners with the Academy in the education of their children.

If teachers have worries about a child's absence or do not accept the explanation for an absence as genuine or exceptional, they will raise the matter with the Academy's Pastoral team.

Authorisation of Non-attendance

Absence will not be authorised if:

- No explanation is offered by the parent/carer.
- The pupil is staying home to look after parents, siblings or the home.
- The pupil is absent on special occasions e.g. birthday.
- The pupil is absent unnecessarily e.g. taken shopping, for a haircut.

Holidays during Term Time

Holidays during term time will not be authorised. Families may request an absence from the Academy in exceptional circumstances. The Principal will consider any requests for term time leave under exceptional circumstances on an individual basis. The Academy Attendance Team may request further evidence in support of the exceptional circumstance before a decision is made. The following points may also be considered before a decision is made;

- When an exceptional request is made for absence during the first two weeks in September.
- During examinations, testing weeks or monitoring periods.
- When a pupil's attendance is below 95%.
- When a leave of absence has already been agreed and taken by the pupil during that academic year.
- If the leave of absence will mean that the child's attendance falls below the threshold for being persistently absent (90%).

If an unauthorised period of term time leave is taken this could result in the issuing of a Holiday Penalty Notice. The Academy could consider removing a pupil from roll when information is available to evidence persistent absence due to unauthorized term time leave.

Punctuality

Morning registration is at 8.50am. Our Academy gates will be open from 8.40am.

After 8:50am you and your child should enter through the main reception area and sign in.

It is very important that all children arrive punctually every day.

The Academy Attendance Team will contact you if we have concerns about your child's punctuality.

Children who remain uncollected at the end of the Academy day will be supervised by a member of staff until they are collected. Advice will be sought from the appropriate agency (ies) if contact with the parent or emergency contact person cannot be established.

Children Missing In Education

If a child transfers to another setting before they leave in Y6 then you must complete transfer forms that are available from the Academy office.

When children leave and you have not given us the above information, and we cannot contact you, then your child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services, the Police and other agencies, to try to track and locate your child.

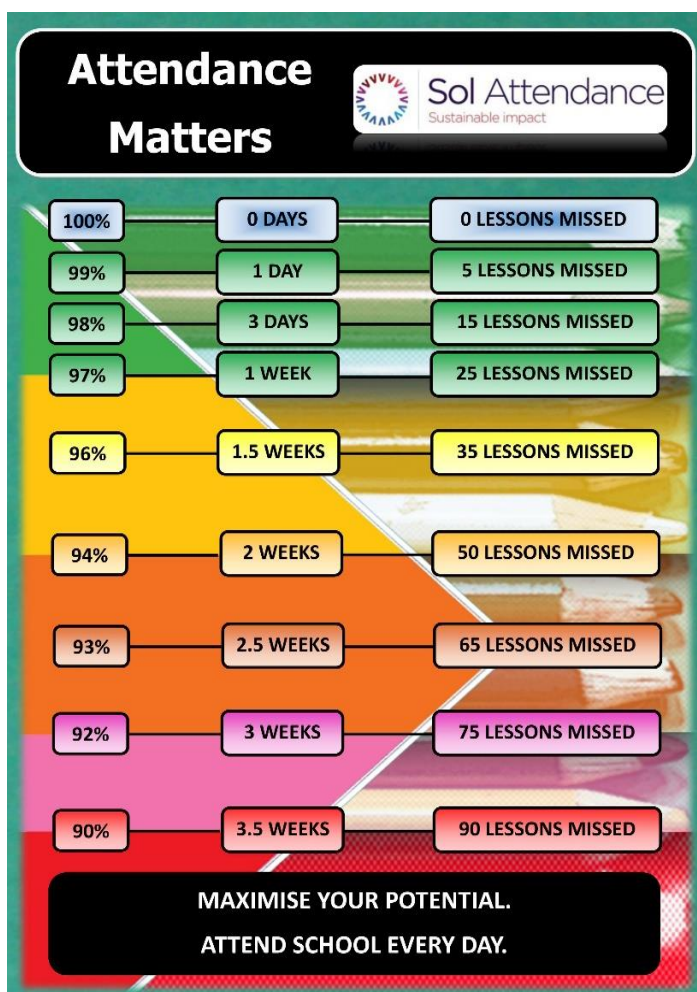
By giving us the above information, unnecessary investigations can be avoided.

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996).

This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The Academy Pastoral team and the City Council aim to work with families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

4. STRATEGIES FOR MAINTAINING GOOD ATTENDANCE AND PUNCTUALITY

- As an Academy we believe in early intervention. If a child is recorded as absent at morning registration a member of staff will aim to contact parents that morning.
- Regular attendance is acknowledged and rewarded.
- Children whose attendance is causing concern will be supported via the Academy's procedure and personnel.
- An attendance sweep will take place one day each half term. Every effort is made to make contact with all absentees to confirm reasons for absence by phone or home visits and a check that all those registered in School have remained on site also occurs.
- Results of the monitoring of electronic registration will be shared with the Academy leadership Team (ALT) to ensure all staff meet their statutory requirements re registration.
- Attendance will be a whole Academy focus subject to the Academy's procedures for improvement planning and monitoring and evaluation.
- 80% attendance means a child is missing 1 full days education every week.
- 80% attendance all the way through secondary School is the equivalent of missing a whole year of education.



Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying
- Regular attendees have an easier transfer to secondary school



STAFF GUIDE TO ATTENDANCE PROCEDURES.

Good attendance is vital for all children if they are going to gain the most from the education we provide and the learning you impart. It is vitally important that all staff take responsibility for their role in the accurate recording and reporting of attendance and following up absence. Through a consistent whole Academy approach to attendance we can ensure that every lesson really does count.

Class Teacher:

A.M. Registration:

Class Teachers must accurately complete the register every morning.

Children arriving after 8.50am should register at the Main reception where they will receive a late mark. All lates will be followed up appropriately by a member of staff.

Parents of children who are late 3 times in a half term without a genuine reason will receive a punctuality warning letter. Parents of children who have received a letter and continue to be late, will be asked to come into the Academy to discuss the issues causing lateness

Children's absence:

If a child is absent for any reason it is the parents responsibility to contact school on the first day of absence to provide a reason and expected date of return.

Academy staff make first day calls to check any unexplained absence and will update SIMS when contact has been made. If no contact has been made by the 3rd day of absence, a home visit will be completed by a member of the Pastoral Team. A home visit may be carried out before the 3rd day of absence where there are concerns regarding a child's attendance.

If there are concerns over the child's continued absence the Pastoral Team will refer this to the Sheffield Multi Agency Support Team (MAST) or the police.

Accurate recording of all registers is essential to fulfil our legal requirement to record attendance. These should be completed in the first 10 minutes of each session.

It is the responsibility of the Class Teacher to ensure that the register is taken promptly for AM and PM registration. It is then the responsibility of the Attendance team to ensure that all registers are up to date, there should be no N's on the register.

Request for term time leave forms should be passed directly to the Main Reception.

Attendance actions by % group:

Attendance actions will be agreed by the Pastoral team and ALT in response to weekly analysis of attendance figures using the SOL tracker. Attendance groups are based on cumulative half termly attendance.

ATTENDANCE SUPPORT DIAGRAM

The flow diagram below is to be used to support attendance intervention at all levels, identifying the expected steps taken at each drop in attendance.

To support this, children should be made aware of their attendance target and their level of attendance weekly. A programme of attendance celebration events will also be put into place to support the development of good attendance.

Incidence of Absence	Responsibility	Action
First Instance of Absence	Class Teacher	<ul style="list-style-type: none"> - Following the first instance of absence the Class Teacher will discuss the absence with Parents
Second Instance of absence	Pastoral Team	<ul style="list-style-type: none"> - Letter 1 sent to Parents - Attendance Improvement target set & monitored - Child placed on 2 week attendance monitoring group
Third Instance of absence	Pastoral Team	<ul style="list-style-type: none"> - Letter 2 sent to Parents to arrange meeting - Parent meets with Pastoral Team to discuss concerns & set targets - Child placed on Attendance Challenge for 3 weeks
No Improvement in attendance demonstrated		
Fourth Instance of absence	Phase Leader	<ul style="list-style-type: none"> - Letter 3 sent to Parents to arrange meeting - Parent meets with Phase Lead to discuss concerns & set targets. - Attendance action plan put in place with Pastoral Team & Phase Lead. - Child placed on Attendance Challenge for 3 weeks - Weekly meetings with Phase Lead & Pastoral Team to discuss attendance
Fifth Instance of absence	ALT	<ul style="list-style-type: none"> - Letter 4 sent to Parents to arrange meeting - Parent meets with ALT to discuss attendance targets and action plan. - Child placed on 2 week monitoring period - Weekly meeting with ALT & Pastoral Team to discuss attendance.
Sixth Instance of absence	Attendance Panel	<ul style="list-style-type: none"> - Letter 5 sent to Parents. Advises Parents of possible legal action if attendance does not significantly improve. - Child placed on 3 week attendance monitoring period - Weekly meeting with ALT & Pastoral team to discuss attendance - If no improvement after 3 week period refer to Local Authority regarding a potential Fixed Penalty Notice.

The Academy reserves the right to move through stages at any point if early instances of absence leads to attendance levels being a cause for Academy Leaders.

Fixed Penalty Notice usage

1. Any child whose attendance falls below 93% following their first half term (due to the impact of number of absences in the first half term staff will use professional judgement) will receive an Academy fixed penalty notice warning letter and be placed on a 3 week monitoring period.
2. Where a child's attendance does not improve following an Academy fixed penalty notice-warning letter, families will be referred to MAST for them to issue the child's Parents a fixed penalty notice.

Punctuality Support Diagram

Incidence of Lateness	Responsibility	Action
3 Late marks in a half term	Pastoral Team	<ul style="list-style-type: none"> - Letter 1 sent to Parents - Child is monitored for 2 weeks
If Punctuality does not improve		
4 Late marks or no improvement	Pastoral Team	<ul style="list-style-type: none"> - Letter 2 sent to Parents and meeting arranged - Parents to meet with Pastoral Team to discuss concerns and support if required - Child is monitored for 3 weeks
If Punctuality does not improve		
5 Late marks or no improvement	Pastoral Team	<ul style="list-style-type: none"> - Letter 3 sent to Parents and meeting arranged - Parents to meet with Pastoral Team to discuss reasons for poor punctuality & actions for support - Child is monitored for 3 weeks
If Punctuality does not improve		
6 Late Marks or no improvement	ALT	<ul style="list-style-type: none"> - Letter 4 sent to Parents and meeting arranged - Parent to meet with ALT to discuss reasons for poor punctuality and actions for improvement - Child is monitored for 3 weeks