

Attendance, Punctuality and Late Collection Child Policy

Introduction

This policy applies to all students at Oasis Academy Limeside and will be used to inform attendance practice within the Academy.

Key benchmarks

- Attendance percentage
- Overall absence percentage
- Persistent absence (PA) percentage (90% or below is persistent)

Legal Duties

By law, all students of compulsory school age (5 to 16) must receive a suitable full-time education. Parents have a legal responsibility to make sure this happens - either by registering their child at a school or by making other arrangements to give them a suitable, full-time education. As a last resort, schools in collaboration with the local authorities have legal powers to deal with poor attendance. Oasis Academy Limeside seeks to operate in ways which maximise student potential while supporting parents in meeting their legal requirements.

Oasis Academy Limeside fulfils its responsibilities in respect of taking a morning and afternoon session registration, of being open for the required 190 student school days unless prevented by extreme weather or other unforeseen exceptional circumstance, and by using the nationally recognised attendance codes.

Key principles

- Children at Oasis Academy Limeside have the right to the best possible education.
- Children cannot learn in school if they are not here, we want children to achieve their potential.
- Attendance is everyone's business.
- Teachers should ask both children and parents about absence and attendance should be discussed at parent consultations.
- There is always a reason for poor attendance, we must listen to children and families, identify the problem/barrier and then support them to overcome the issue.

Context

Oasis Academy Limeside endeavours to provide a safe learning environment in which students can feel and be safe, enjoy and achieve. We acknowledge the proven correlation between high level attendance and student outcomes.

Our attendance policy emphasises positive strategies and a range of interventions to promote good attendance. When normal academy procedures do not result in good attendance, a range of further measures which includes legal action will be considered.

Aims of the policy

- To increase overall Academy attendance
- To raise the profile of the importance of good attendance
- To set out how we monitor attendance and punctuality
- To set out how we will support children and families to improve attendance
- To decrease levels of lateness
- To set out the legal processes for persistent lateness and absence

Attendance practice - including rewards and support for families

Attendance is led by **Emily Charles, Assistant Principal for Inclusion**. The attendance statistics for every child at Limeside will be sent to class teachers weekly by the Attendance Officer for class conversation and display. To support this process a weekly Safeguarding and Attendance meeting will be held with the Leadership Team. All children are monitored in relation to their attendance percentage. Where a child's attendance is falling, actions to support improvement will be agreed and recorded.

Positive reinforcement

To promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, Oasis Academy Limeside uses a range of rewards:

- Regularly discuss attendance and class teacher check-in following return from an absence.
- Celebration of class attendance in Friday Celebration Assembly
- Reward for the class with the highest attendance each week
- Half-termly attendance certificate for children with 100% attendance or for those who have improved their attendance since last half term.

Authorised and unauthorised absence

If a student is absent from Oasis Academy Limeside it is vital that their parent lets school know as soon as possible, before 9.00am, to give a reason either over the telephone or in person at the reception.

Absence can only be authorised where there is good cause. If no sufficient reason or evidence for absence is provided, attendance will be recorded as unauthorised. All absences could result in a home visit from the Academy Safeguarding Team. Persistent absence (PA) will need to be evidenced by the parent by bringing in a medical note.

Parents cannot authorise absence. This is a decision which rests with Oasis Academy Limeside in accordance within the boundaries set by The Education (Pupil Registration) Regulations 1996.

Nursery: If your child's attendance becomes a cause for concern and children are currently on a waiting list, the Academy may remove your child's name from the register and offer this place to another child.

Lateness

It is Oasis Academy Limeside's responsibility to provide the best education possible. This can only be achieved if children attend regularly and on time. We expect all children to arrive at school registrations on time. Poor punctuality is not acceptable. A child arriving late disrupts learning. A build-up of lateness, or unacceptable patterns of lateness, over a period will result in further follow up investigation and action. This may include Penalty Notices. Late letters will be sent out to parents to explain the impact arriving late has on their child and the whole class, and if it continues, class teachers should invite parents into school for a meeting. Any family experiencing difficulties that are affecting attendance/punctuality need to speak to a member of the Attendance / Safeguarding team for support.

Collection and Late collection of children

Children may only be collected by a designated person whose details have been provided to the Academy prior to collection by a parent/carer. We ask all parents to make sure their child is collected on time by an adult at the end of the school day 3.15pm. Children can get upset if they are not collected on time. If your child is not collected by 3.25pm, we will try and contact you. Children will be taken to after school club at 3.30pm while waiting for parents to arrive. Parents may incur a charge if this happens. If we cannot make contact, we will telephone other authorised adults that you have given us details for. If we cannot make contact within 1 hour, we will contact Social Care or the Police. To help us keep your child safe, please tell your child's teacher if someone other than you or the usual person is going to collect your child at the end of the day.

Holidays & appointments during term time

To maximise individual achievement, parents should avoid making routine appointments for children during the academy day or taking family holidays during the term time period.

1. If a child has an appointment, parents need to tell the teacher or the office in advance and bring in proof.
2. Teachers need to send the child to the office if they know that the child has an appointment.
3. If the appointment in the morning the child should come to school and get their mark first and return to school after the appointment.
4. If they don't return for the afternoon session, the absence should be recorded as unauthorised.
- 5.

Holidays will not be authorised during term time and will result in a fixed penalty notice.

If parents fail to inform the academy that they are taking a holiday a home visit will be made and a letter will be left at the home address advising that evidence of illness or any

other reason should be provided within 24 hours. If evidence is not given to the academy a Penalty Notice may be issued.

If a child is absent from the Academy for 10 school days without any reasons being provided or any contact made with parents, a referral to the Child Missing in Education team will be made and this could result in the child losing their place at the Academy.

Legal action

All parents have a legal responsibility to ensure their child attends Oasis Academy Limeside on a regular and punctual basis. Should any child's attendance or punctuality become a concern, a meeting will be held with the Attendance Lead. Where necessary, Oasis Academy Limeside will recommend legal action working in partnership with the Local Authority. A Penalty Notice will be issued if a child is absent from school for 10 sessions (5 days) within 100 days.

Legal action includes:

- **Penalty Notice:** A penalty notice will be issued for each child and each parent who has unauthorised absence. 5 days (10 sessions) or more or lateness. A Penalty Notice is a £120 fine. If this is paid within 21 days of receipt of the notice, then the penalty drops to £60. If the penalty is not paid in full within a 28 day period, a prosecution will be sought.
- **Prosecution for unauthorised absence:** It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at Limeside. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months. Any prosecution will appear on a criminal record.

Supporting and working with parents

To support parents in meeting their legal requirements and to maximise individual child attendance, we aim to actively involve families on attendance issues. This includes:

- Active involvement by teaching staff e.g., parent consultations, Newsletters, Classroom displays
- Unexplained/unaccounted for absence telephone call or home visit asking for reasons
- Automatic warning letters for children with attendance below 97% (following the procedure in appendix 2)
- Warning letters sent out with regards to unauthorised attendance and the legal implications
- Parental meetings to discuss barriers to attendance and possible solutions

Taking the Register

Registration is carried out at the beginning and end of each day, using the electronic register. Registers are marked using a set code so that reasons for absence can be quickly established. All registers will be closed ten minutes after the start of the morning and afternoon session. A high standard of marking is regarded as essential. Staff are given updated instructions on the marking of registers as required.



Students of compulsory Academy age must have their attendance registered twice per day. It is the practice of this Academy to register ALL children every session (including those not of compulsory Academy age). The register must record whether the student is present, absent, or attending an approved educational activity.