



OAKLANDS CATHOLIC SCHOOL

AND

SIXTH FORM COLLEGE

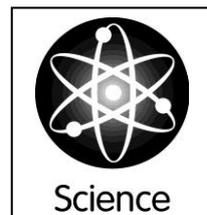
**With delegated responsibility from the
Catholic Academy Trust in Havant**

REGISTRATION AND ATTENDANCE POLICY

| | |
|------------------------------------|-----------------------|
| APPROVED BY SLT | SEPTEMBER 2016 |
| REVISION DUE | SEPTEMBER 2018 |
| MEMBER OF STAFF RESPONSIBLE | SLT |
| STATUTORY / NON-STATUTORY | NON-STATUTORY |



Community



Unity

Opportunity

Oaklands Catholic School and Sixth Form College

PRINCIPLES:

The mission of Oaklands Catholic School is to provide “Community, Unity and Opportunity” for all our students to help each person achieve their potential. As a school dedicated to inclusivity, we wish to ensure that every child receives his/her full entitlement and that no-one is disadvantaged. In order to accomplish this mission we recognise that it is vital that children attend school at all times, unless there is a serious reason which prevents them. The principles and fundamentals of the school’s Registration and Attendance Policy are built on this fundamental vision. We recognise that for the majority of our students, good attendance is a well-established habit; however it is crucial that parents understand clearly their responsibilities for their child’s attendance. Oaklands works in partnership with parents/carers and in promoting and encouraging 100% attendance and punctuality.

AIMS AND RATIONALE:

The aim of this policy is to enable maximum student attendance, to encourage our students to take full advantage of their educational opportunity and to recognise the external factors which influence student attendance.

Good attendance is essential to success in school.

| | | |
|-----------------------------|---|---------------------------------|
| 90% attendance | = | ½ day missed each week |
| 1 year at 90% | = | 4 whole weeks of missed lessons |
| 90% attendance over 5 years | = | half a school year missed |

PARENTS/CARERS’ RESPONSIBILITIES

- To ensure regular attendance at school
- To ensure that their children arrive at school in time for 9.00 am
Registration, properly dressed and equipped ready to learn
- To inform the school by phone or email on the first day of absence if their child will not be present
- To provide adequate reason/proof if their child has been absent (either via note/text/email)

SCHOOL’S RESPONSIBILITIES

- To alert parents/carers if a child is not present at morning or period 1 registration
- To inform parents/carers of their child’s percentage attendance on all reports
- To inform parents/carers if their child’s attendance is a cause for concern and to provide support and intervention
- To reward good attendance
- Only the school may decide whether an absence is authorised or unauthorised

- Students who have persistently poor attendance (below 85%), or who are consistently late arriving to school or lessons throughout the school day, may be referred to the Local Governing Body's Discipline Committee if there is no pastoral or medical reason for their poor attendance/punctuality and they have not engaged with the school's Attendance strategies. This may in turn lead to a Fixed Notice Penalty if there is no significant improvement.

THE LOCAL GOVERNING BODY'S RESPONSIBILITIES:

- To have overall responsibility for attendance
- To be familiar with current legislation and government policy
- To have a nominated Governor responsible for attendance
- To promote the importance of excellent attendance within the school community
- To ensure that the school has a nominated member of the Senior Leadership Team who leads on Attendance and Punctuality matters
- To be acquainted with the registration systems and practice in school
- To monitor the effectiveness of this policy by receiving regular reports on attendance and punctuality

THE RESPONSIBLE MEMBER OF SLT ENSURES THAT:

- Specific guidelines for dealing with attendance issues are adhered to by staff.
- Accurate and detailed information is recorded by the necessary parties
- Parents are contacted by letter/email or text regarding poor attendance, punctuality or LOA issues
- Information is disseminated to all stakeholders
- Persistent Absenteeism is monitored and actioned
- FSM and FSM6 attendance is tracked and actioned and stakeholders informed
- Punctuality to school and lessons is monitored and actioned
An overview is maintained
Reports to the SLT and The Local Governing Body on Attendance and Punctuality – written format twice a year and verbally briefed once a year.
The policy is reviewed and updated
- Annual attendance targets are set

- **THE ATTENDANCE OFFICER ENSURES THAT:**
- First day absence calls/text messages are sent home when absence is unexplained
- Generates detailed reports, analysis and tracking of students' attendance and punctuality, Persistent Absenteeism
- Ensures registers are taken and facilitates dissemination of information to the relevant parties
- Meets with SLT to analyse and action the FSM6 data
- Students are monitored signing in and out of school during the school day
- Students are monitored signing in due to late arrival

HEADS OF YEAR ENSURE THAT:

- They promote high standards of attendance within their Year Group and follow up any attendance concerns with individual students.
- They monitor the 90% (or less) attendance figures and punctuality statistics on a fortnightly basis with SLT.
- They send letters, make phone calls or meet with parents, when necessary, to improve attendance and punctuality.
- They attend Attendance Planning Meetings when necessary.
- The subject of attendance has a high profile through recognition in assemblies and rewarding high attendance
- Students on fixed term exclusion are supported
- Students with long term medical problems are identified and the necessary strategies are implemented to support their learning and progress

FORM TUTORS ENSURE THAT:

- Daily registers are accurately taken for their tutor group within the agreed time frame (between 0900 – 0915)
- They are alert to patterns of attendance during the school day and follow up any unexplained absence during the school day
- They contact parents and intervene early on if they have concerns
- They meet with parents, should the need arise, to discuss attendance or punctuality concerns

ALL TEACHERS ENSURE THAT:

- They register the class accurately, within the first ten minutes of a lesson
- They inform Student Services if a student is missing from their lesson
- They liaise with the form tutor / Head of Year if a student has been missing from their lessons on the suitable follow up

EXTENDED LEAVE OF ABSENCE FROM SCHOOL

Headteachers are no longer able to grant leave of absence for the purpose of a holiday in term time unless there are exceptional circumstances. The cultural advantages of a holiday are not a criteria for exceptional circumstances.

“Leave” in relation to a school means leave granted by any person authorised to do so by our governing body. A request by parents for extended Leave of Absence should be exceptional. **Permission will not be granted after the absence has been taken.** All requests should be made in writing by using a designated ‘school’ standard form obtained from the Attendance Officer or a Head of Year. All decisions are recorded and parents/carers informed immediately. The school is committed to a policy to minimise unavoidable absence from school during term time.

Fixed Penalty Notice

When a parent takes a child out of school and the absence is unauthorised, the school can issue a fixed penalty notice.

The current guidance is contained in the link below:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

EXCEPTIONAL CIRCUMSTANCES AND SPECIAL CONSIDERATIONS

The Governing body provides within this policy a guide to parents/guardians by which the school may use its discretion:

- Bereavement of parent, grandparent, or sibling. To be agreed with by the Headteacher.
- Wedding of father, mother or sibling.
- Sudden loss of housing through eviction or domestic violence up to a maximum of 3 days.
- If a parent or sibling is suffering from a terminal or critical illness.
- Armed Forces personnel who are unable to take leave at another time
- Out of school programmes such as music, arts or sports operating at a high standard of achievement
- Time off relating to Children Entertainment Performances, which is subject to a licence being issued by the school.

- Other circumstances may include a child being involved in Licensed Child Entertainment Performances
- Religious observations.

If a parent believes it is necessary to take leave for exceptional circumstances for a situation for other than bereavement they must book an appointment to see the Headteacher or designated member of SLT. In all circumstances, other than bereavement, failure to have an appropriate discussion with the school will result in the absence being unauthorised.

In cases where leave is taken without permission or when the school is informed after the event, the absence will be recorded as **unauthorised absence**.

The Headteacher will not authorise any leave of absence unless there are exceptional circumstances; in addition to this, factors such as previous attendance records (95% or higher), limited authorised absences and proximity to exams will be considered. LOA is not permitted during Challenge Week.

Education (Pupil Registration) (England) Regulations 2006 Regulation 7

ABSENCE PROCEDURES:

On the first day of absence, the parent/carer should inform the Attendance Officer of the reason for absence and estimated duration. This may be done by telephone, text or email.

In the event of a missing child, as soon as the registers are processed the following steps are carried out by the Attendance Officer:

- (a) cross reference the register with holidays, exclusions, illness phone calls/emails archive and "Late book"
- (b) send a text/email immediately
- (c) check if there is a pattern in the register
- (d) if no reply, follow up with a telephone call to both (if necessary) parents
- (e) check with Head of Year/ Tutor if there are any relevant issues of which to be aware
- (f) if still no reply, we begin the process of calling the other contacts listed on the child's file

Absence due to ill health

Any absence relating to illness must be evidenced by parents. Any absence of 5 days or more must be supported by medical evidence (eg: letter from GP or Consultant; prescription; named and dated medicine etc).

Authorised absence:

Authorised absence is defined as:

- When a pupil is absent as a result of illness and an acceptable explanation has been received.
- Religious observation (as defined in the exemption list)
- Where a child has been temporarily excluded from school
- Medical/dental appointments (include cards) must be supported by a note from the parent/guardian (Appointments are to be made outside of school hours wherever possible and the minimum amount of time should be taken)
- Exceptional circumstances (unavoidable absence) such as bereavement etc.

PUNCTUALITY – LEGAL CONTEXT

Persistent lateness does not constitute as full school attendance at school (Education Act, 1996)

SCHOOL LATENESS POLICY

Poor punctuality is not acceptable as it forms bad habits for working life and disadvantages students. If a student is late for Registration, tutors will record the number of minutes late in Lesson Monitor. Pupils arriving up to 30 minutes late after the close of registration at 9.15am will receive a 'L' (late) code. Pupils arriving after the 31st minute after the close of the register will receive an unauthorised absence 'U' coding. Students should report to Student Services to sign the Late Book with the time and reason for their late arrival to school. Any genuine reason for lateness must be supported by a parental note, text or email. A student who is regularly late for school, ie: more than twice in one week, will receive an after-school detention, and if lateness is persistent they will be expected to "recoup" the missing learning minutes after school and their punctuality will be closely monitored by the Tutor, HOY and SLT. The same also applies to arrival at lessons throughout the school day. Students who are persistently late for school are deemed to be in breach of school rules and will therefore be required to appear before the Governors' Disciplinary Panel. Parents of children who are persistently late for school could receive a fixed penalty notice.

PERSISTENT ABSENTEEISM (PA)

A student becomes a 'persistent absentee' when they fall below 90% attendance at any time in the school year for whatever reason. Absence at this level does considerable damage to any child's educational prospects and we need parents' fullest support and cooperation to tackle this. We monitor all absences thoroughly. Any case that is seen to have reached or is at risk of moving towards the PA mark is given priority. PA students are tracked and monitored carefully through our 'tracking procedure'. All PA cases are also automatically dealt with by SLT. Parents are expected to contact the school at an early stage if their child is experiencing difficulty in attending school and to work with the staff in resolving the problems together.

CHILDREN MISSING IN EDUCATION

Oaklands complies with the procedures outlined by Hampshire 'Guidance for children on school roll but absent and at risk of missing in education' April 2016 Education (Pupil Registration)(England) Regulations 2006
Oaklands complies with Regulation 8 'Deletions from the admissions register'

TRACKING PROCEDURE

The HOY, in discussion with SLT, monitors students' progress in attendance and the tracking procedure can be classified as follows:

Stage 1
Green: 96% and above

Stage 2
Amber: 91%-95%

Stage 3:
Red: less than 90%

Students in the top band of the Green category will receive a celebration letter at the end of the academic year from SLT. The Attendance Officer will alert tutors on termly basis and issue Epraise points.

An Amber tracking letter will be mailed home to parents to alert them if their child's attendance falls between 91-95%. The student will meet with the HOY and SLT and a review date and target will be set.

If a student's attendance falls below 90%, a Red letter will be sent home requesting the parents to contact the HOY to arrange for an Attendance Support Meeting with the HOY/ SLT in order to set up strategies for support and reintegration. Parents should be aware that failure to facilitate the regular attendance of their child could result in a Penalty Notice from the Local Authority.

SLT and the Attendance Officer meet regularly to review the FSM6 tracker to ensure disadvantaged student attendance improves and action contact with parents. HOYs receive a copy of the tracker.

REGISTRATION:

Adherence is kept to requirements set out in the documents Education Regulations 1993 (Pupils' Attendance Records) and School Attendance 5/94 (Policy and Practice on categorisation of Absence), the Education Act 2006 (School Attendance Orders), The Education (Pupil Registration) (England) Regulations 2008, the DfES Guidance /0432/(2002) Ensuring Regular School Attendance and Hampshire CC guidelines to schools 2003 (Achieving High Attendance). Other documents were scrutinised on the Department for Education School Attendance Website.

The school uses the SIMS data system and Lesson Monitor which requires staff to register each lesson electronically so that there is a central point of reference.

Statutory Registration is taken electronically at the beginning of each morning session by the Form Tutor and at the end of the day by the subject teacher in Lesson 5. **The register closes at 9.15, after this time absence is unauthorised.** Important messages and documents to be sent home will be placed in the Form Tutor's blue register for Morning Registration. The school views these two sessions as a vital and effective method of monitoring and supporting each individual student. It is also at these times that a collective act of

worship is conducted.

Notes of guidance relating to registration procedures are published in both the staff handbook and a similar document designed to give guidance to temporary supply teachers.

The school uses the system of universal codes for the recording of student attendance and absence. (*See appendix 1*)

Sixth Form:

The Sixth Form College has high standards for attendance.

- Year 12 students must register at 9.00am in tutor rooms
- Year 13 students are required to attend a minimum of three of the five registrations during each week. This arrangement is made with their Form Tutor in September of their Year 13.
- Students are required to attend all timetabled lessons including PRE course and enrichment activities
- If a student is not going to be in school they or their parent/guardian must contact the college before 9.00am
- There is no afternoon registration
- Students must be authorised by the Director of Sixth Form Learning to go home after 12.00 if they have no lessons in the afternoon and they are asked to sign out in the designated book in the Sixth Form reception area.
- If a student is absent from lessons they are challenged by their Form Tutor after weekly attendance monitoring (Thurs am).
- If a student is repeatedly absent from registration or lessons without authorisation the college will contact their parents
- Attendance in lessons is monitored by staff using the Lesson Monitor information system
- 16-19 Bursary, where applicable, is dependent on students' full attendance in all courses.

Appendix 1

ATTENDANCE CODES

| Code | Description | Statistical Meaning | Physical Meaning |
|-------------|--|----------------------------|--------------------------|
| / | Present (AM) | Present | In for whole session |
| \ | Present (PM) | Present | In for whole session |
| @ | Do not use | Unauthorised Absence | Late for session |
| B | Educated off site (not Dual reg.) | AEA | Out for whole session |
| C | Other Authorised Circumstances | Authorised Absence | Out for whole session |
| D | Dual registration (attending other estab) | AEA | Out for whole session |
| E | Excluded (no alternative provision made) | Authorised Absence | Out for whole session |
| F | Extended family holiday (agreed) | Authorised Absence | Out for whole session |
| G | Family holiday (not agreed or days in excess) | Unauthorised Absence | Out for whole session |
| H | Family holiday (agreed) | Authorised Absence | Out for whole session |
| I | Illness (not med/dental appointments) | Authorised Absence | Out for whole session |
| J | Interview | AEA | Out for whole session |
| L | Late (before registers closed) | Present | Late for session |
| M | Medical/Dental appointments | Authorised Absence | Out for whole session |
| N | No reason yet provided for absence | Unauthorised Absence | Out for whole session |
| O | Unauthorised Abs (not covered by other code) | Unauthorised Absence | Out for whole session |
| P | Approved sporting activity | AEA | Out for whole session |
| R | Religious observance | Authorised Absence | Out for whole session |
| S | Study Leave | Authorised Absence | Out for whole session |
| T | Travellers absence | Authorised Absence | Out for whole session |
| U | Late (after registers closed) | Unauthorised | Late for session |

| | | Absence | |
|---|--|-------------------------|-----------------------|
| V | Educational visit or trip | AEA | Out for whole session |
| W | Work Experience | AEA | Out for whole session |
| X | Not required to be in school – non compulsory school age | Attendance not required | Out for whole session |
| Y | Enforced closure | Attendance not required | Out for whole session |
| Z | Pupil not on admission register | Authorised Absence | Out for whole session |
| # | Planned or partial school closure. School closed to pupils and staff | Attendance not required | Out for whole session |
| - | All should attend/No mark recorded | No mark | No mark for session |