



Oakgrove School

Attendance Policy

OAKGROVE SCHOOL ATTENDANCE POLICY

ADOPTION AND AMENDMENTS TO ATTENDANCE POLICY

Written June 2005

| Section | Governors' Meeting or Committee | Page and Year of Minute |
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| Whole Document | Curriculum 3 July 2007 | Curriculum, no page number available – July 07 |
| Whole Document | ADW 13 May 2010 | ADW, no page number available – May 10 |
| Whole Document | ADW 10 June 2011 | ADW, page 5 - June 11 |
| Whole Document | FGB 16 June 2011 | FGB, page 10 – June 11 |
| Whole Document | ADW 12 June 2014 | ADW, page 34 – June 14 |
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| Whole Document | ADW 15 June 2017 | ADW, page 4 – June 17 |
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OAKGROVE SCHOOL ATTENDANCE POLICY

Rationale:

Oakgrove School is a successful school and every child on roll plays their part in making it so. We aim for an environment which enables and encourages all members of the school community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and every child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Purposes:

1. To maximise attendance for all students in order to ensure they have access to the full education programme.
2. To promote consistency in monitoring attendance and follow up of non-attendance ensuring parents are aware of their legal obligations regarding attendance and of the school policy.

Promoting regular attendance:

Helping to create a pattern of regular attendance is everybody's responsibility – parents, students and all members of school staff.

1. A register of students will be taken by a tutor/teacher at the start of the day and during the afternoon session.
2. All students will be registered (absent or present). Late comers must report to the school office for their attendance to be recorded.
3. The secondary school day starts at 8.30am and the primary school day at 8.40am. Students arriving after the closure of the register (at 9.15am) will be officially marked absent (unauthorised) for the morning session, although their presence in school will be recorded. For medical reasons (with evidence), students absence will be authorised as medical.
4. Parent/carers are expected to contact the school absence line (01908 545300 extension 2102) or send a text to 07860 027894 or email twilliams@oakgrove.school as early as possible on the morning of the first day of absence – indicating the likely period of non-attendance and then to call each additional day thereafter.
5. Where the school has not been contacted regarding an absence, the school will attempt to contact the parent/carer by text or email in the first instance. If there is no response the absence is unauthorised. Parent/Carers are informed of these absences monthly via letter.
6. Where a student is known to have attendance problems the school will make contact on each day of absence.

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7. Parents will be contacted where attendance or lateness is unsatisfactory or where the student's non-attendance has not been satisfactorily explained.
8. Persistent non-attendance or lateness and unsatisfactory explanations of absences will be monitored closely and letters sent home. Meetings in school and intervention will take place to provide support and seek attendance improvement.
9. Students need to attend school regularly to benefit from their education (Department for Education 2016). 'Regularly' means the student is expected to attend school every day that the school is open (Case study: Isle of Wight case 2016/17). Attendance is linked to the behaviour policy for rewards.
10. There is **no** automatic entitlement in law to take time off in school time to go on holiday. Absence from school for annual holidays is strongly discouraged because of the adverse impact the absence could have on a student's education. As such, holiday requests will be classified as unauthorised absence and may attract sanctions such as a Penalty Notice and/or fixed penalty notice Fine. If a family holiday during term-time is unavoidable due to exceptional circumstances, then parents must inform the Headteacher of either the Primary or Secondary on the correct form, giving ample notice, as soon as the dates are known. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of absence / lateness in term time.
11. Unauthorised absences for holidays, poor punctuality and general non-attendance may incur a Fixed Penalty Notice, a Fixed Penalty Notice Fine, or prosecution (Anti-social Act 444(1) 2003) from the Children and Family Practice.
12. If absence is required for compassionate reasons then applications should be made to the Headteacher using the correct forms.
13. Attendance will be reported to parents on the Targets for Learning Interim reports, the annual subject reports and via the Parent App which will be rolled out to each year group in turn on an annual basis.
14. A range of rewards are given for good or improving attendance

Conclusion:

Whatever efforts are made by the school and the Children and Family Practice, it is ultimately the parent/carer's responsibility to see that their child attends school regularly and punctually.

Oakgrove School
June 2017