

# Ormiston Victory Academy

## Attendance policy

Date adopted: 12 January 2018

Next review date: Spring 2021

### Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	Local Governing Body
Date approved by committee	January 2018
Date ratified by LGB (if required)	
Description of changes from the model policy (if any)	Adaptation to OAT model

# Ormiston Academies Trust

## Attendance policy

### Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Victoria Taylor – Ormiston Governance Department
Last review date	April 2015
Description of changes	New policy
Name and date of line manager's approval	Samuel Henson – 02/04/2015
Date of executive approval	Di Barnes – 14/04/2015
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# I. Policy statement and principles

## I.1 Policy aims and principles

We believe that in order to facilitate teaching and learning, good attendance is essential. Ormiston Victory Academy aims to raise standards in education and to ensure that students achieve their full potential. We recognise that this aim is not possible if they do not regularly attend the academy, or are persistently late. Students are expected to attend the academy every day. It is the responsibility of parents to perform their legal duty by ensuring their children of compulsory school age who are registered at the academy attend regularly and are punctual. The academy endeavours to support parents and students in this.

Attendance and punctuality issues can have a detrimental effect on the education that a student receives. Evidence shows that missing out on lessons leaves students vulnerable to falling behind and the tendency for them to achieve less than those students with a good attendance record.

We are committed to:

- Promote good attendance and reduce absence
- Ensure every student has access to an education
- Act early to address patterns of absence and poor punctuality

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

## I.2 Complaints

All complaints are dealt with under the **OAT Complaints Policy**.

Complaints should be made in writing and will follow the OAT complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

## I.3 Monitoring and review

This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Vice Principal for Student Engagement in the first instance for them to determine whether a review of the policy is required in advance of the review date.

## I. Roles and responsibilities

### 2.1 Key personnel

Principal		Ms Palmer
Contact Details	Email	pa@ormistonvictoryacademy.co.uk
	Telephone	01603 734162
Vice Principal		Ms Le Fur
Contact Details	Email	v.lefur@ormistonvictoryacademy.co.uk
	Telephone	01603 742310
Head of Attendance		Ms Carpenter
Contact Details	Email	h.carpenter@ormistonvictoryacademy.co.uk
	Telephone	01603 742310
Attendance Officer		Ms Nash
Contact Details	Email	l.nash@ormistonvictoryacademy.co.uk
	Telephone	01603 734156

### 3. Key principles

The academy will keep an admission register and attendance register. The contents of which includes all students, their personal details, the date of admission (or re-admission), information regarding parents and carers and details of the school last attended.

The academy will take the attendance register at the start of the first session of each academy day and once during the second session. On each occasion we will record student attendance using the national codes. Students will not be marked present if they were not in during the period when the register is open. If there are any absences then we will follow these up in order to ascertain the reason and record the absence using the correct code on the register.

The academy day starts at 8.40am. Students will receive a late mark if they are not in their form room by this time.

Students will receive an unauthorised absence if they do not attend before 9.30am. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark for the morning session.

The afternoon registers are marked at 1.45pm (P5). Students will receive a late mark if they are not in their classroom by this time.

The registers close at 2.00pm.

If students are late they will receive a 15 minute detention at lunchtime. This will be logged in their planner. If they receive 2 late marks in a week they will be required to complete a 30 minute detention after school and will need to complete a Lateness Awareness Course. 3 late marks in a week will require students to attend a Principal's detention. A letter will be sent home to inform parents/carers if their child's punctuality remains a concern.

If a student misses registration, they must register at Student Services and the detention will be marked in their planner by the Student Services Manager. The Attendance Officer monitors anomalies between AM registration and Period 1 registration.

Staff must email Exit Collect if they believe a student to be missing.

### 3.1 Definitions

A student is classed as absent if they arrival at the Academy after the register has closed or if they do not attend for any reason.

An authorised absence is:

- An absence for sickness for which the academy has granted leave
- Medical or dental appointments which unavoidably fall during the academy day for which the academy has granted leave.
- Religious or cultural observances for which the academy has granted leave
- An absence due to a family emergency

An unauthorised absence is defined as:

- Parents/carers keeping children from attending the academy unnecessarily or without reason
- Truancy before or during the academy day
- Absences which have never been properly explained
- Arrival at the academy after the register has closed
- Day trips and holidays in term time which have not been agreed
- Leaving the academy for no valid reason during the day

The academy defines persistent absenteeism (PA) as missing 10% or more of schooling across the year **for whatever reason**.

### 3.2 Absence procedures

It is the responsibility of the parents/carers to inform the academy of a student absence and also to inform the academy of any changes to contact details.

#### **First Day Absence**

When a student is absent we expect parents/carers to telephone the academy before 9.00am on the first day of absence. If the academy is not notified of a student absence, our automated telephone system (Keep Kids Safe) will sent a text to the parent/carer.

#### **Continued Absence**

Parents/cares should contact the Academy and speak to the Attendance Officer if they believe their child might be absent for an extended period.

### **Appointments**

As far as possible, medical and dental appointments should be made outside of the academy day. Where this is not possible, a note and appointment card should be sent to the academy prior to the appointment. Students must attend the academy before and after the appointment wherever possible. If the appointment requires the student to leave during the day, they must sign out at Student Services. The student must then sign back in at Student Services upon their return.

### **Religious Observations**

Parents must inform the academy in advance if absences are required for days of religious observance. The academy will authorise absences where a reasonable request is made.

### **Term time leave**

We require parents to observe the term times of the academy. The academy will only authorise leave of absence during term time in exceptional circumstances. If the academy grants a leave request we will determine the length of time that the student can be away from the academy. We do not have the discretion to authorise holidays during term time.

Any requests for leave, other than holidays, during term time will be considered on an individual basis and the student's previous attendance record will be taken into account.

If term time leave is not granted, taking a student out of the academy will be recorded as an unauthorised absence and may attract sanctions such as a fixed penalty notice.

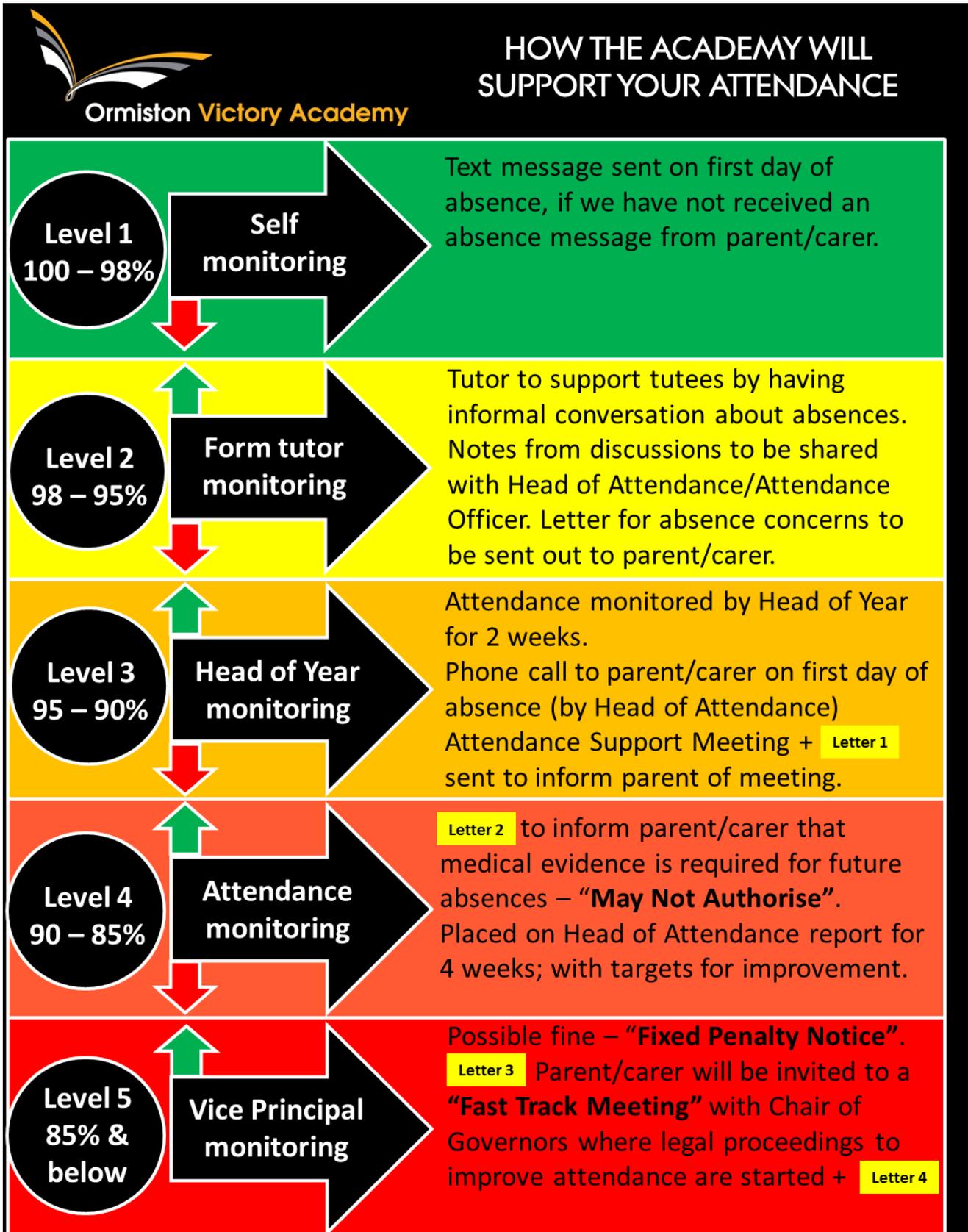
## **3.3 Intervention**

The Academy recognises that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of students may be more at risk of poor attendance and will provide support and assistance wherever possible.

Every time a student is absent, you will receive a call to ensure that all is well and that the student is ready to return to school. If they are not, this is an excellent opportunity to share your concerns. These calls will be made at the end of the day of absence or the morning after from 7:30 am.

The idea is to aid communication and to further support your child, and remove any barriers to their return. Texts will continue to be sent to notify parents of any absences on the actual day of absence. We would also please ask you to continue to report any absences in the usual way.

The academy's attendance target is 95%.



### **3.4 Rewards**

The academy acknowledges good attendance and punctuality and it will be rewarded in the following ways:

- Postcard home
- Visa Points
- Recognition in assemblies
- End of Term rewards

Trips and events are a privilege. Where attendance drops below 90% these privileges may be taken away.