

Attendance Policy

APPROVING BODY	TRUST EXECUTIVE BOARD
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SUPERSEDES VERSION	4
REVIEW DATE	September 2025
FURTHER INFORMATION / GUIDANCE	Working together to improve attendance February 2024 Applies from August 2024

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1 ACADEMY COMMITMENT

Regular and punctual attendance to school is a legal requirement. For students to reach their full educational achievement a high-level of school attendance is essential. Attendance is a key whole-academy improvement strategy. It has a direct relationship with attainment and progress.

We expect students to attend school every day (190 days per year) so that they can take full advantage of the opportunities available, thereby maximising their chances of success.

2 AIMS AND OBJECTIVES

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents or carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the academy through rewarding and target setting.
- To monitor and evaluate attendance protocols on a regular basis.
- To give clear information on expected levels of attendance.

3 ATTENDANCE LEGISLATION

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.

If a child of compulsory school age who is registered at a school fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.

Compulsory school age is defined as beginning from age five. A child continues to be of compulsory school age until the last Friday in June in the school year that they reach sixteen.

The issue of a penalty notice The Education (Penalty Notices) (England) Regulations 2007 may be considered in cases where a child is absent from the academy and the absence is unauthorised.

We judge attendance levels using the following criteria:

100%	Outstanding The aim should be for individual pupils to have 100% attendance
98.01% to 99.9%	Excellent (With no unauthorised absence)
95.01% to 98%	Concerns or requires improvement (Acknowledge where attendance is improving)
90.1% to 95%	Serious Cause for Concern (Acknowledge where attendance has improved but is still below the trust expectations. Working together to improve attendance)
90% and under	Persistent absentee (Acknowledge where attendance is close to 90% and improving) Working with parents or carers and external agencies to improve attendance).

4 KEY PERSONNEL

Academy Name:	The Oakwood Academy
Headteacher:	Andy Gilbert
Senior Attendance Champion:	Joanna Crane (SLT)
Attendance Team:	Chris Brooke (Attendance Champion, Anna McClory (Attendance Officer), Georgina Wilson (Attendance Officer), Elizabeth Wilkins (Attendance Administration)

5 REPORTING OF STUDENT ABSENCE

All parents or carers should report their child absent on the first day by contacting the academy, before the start of the school day, on: 0115 953 9323 or by emailing:

TOA-attendance@oakwoodacademy.org.uk

A reason for absence should be given along with an indication of the anticipated length of absence. Where possible, medical evidence should be provided.

Absences, where no contact has been received from parents or carers will generate a communication from school with potentially a follow up home visit.

All school trips and work-based learning activities need to be recorded on the school management information system. If a student does not attend planned events for any reason, then the teacher responsible needs to notify the attendance team as soon as possible.

Medical Appointments:

Parents/carers are requested to make routine medical appointments outside of academy time where possible. Students will be expected to provide evidence of the medical appointment in order for the absence to be authorised.

6 TERM-TIME HOLIDAYS

High attainment is reliant on good attendance. Term-time holidays will have a significant impact on achievement and progress, and therefore, our position is not to authorise any, other than in the most exceptional circumstances. The fundamental principles that we define exceptional are rare, significant, unavoidable, and short. By unavoidable, we mean an event that could not reasonably be scheduled at another time. Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 clarifies that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Academies should determine the number of days a student can be away from the academy if the leave is granted. In these circumstances, an application must be made in writing, with appropriate evidence, to the headteacher in advance of booking the intended holiday. The headteacher will then respond with a decision.

You may be issued with a fixed penalty notice for a holiday taken during term time, without the headteacher's permission.

7 STUDENT'S MISSING EDUCATION

If a student has a continued period of unexplained absence, we will complete a home visit within 10 days. If the matter remains unresolved at this point, we will refer the case to the local authority, children missing education team.

For students who are deemed to be vulnerable we will notify social care if there is a period of unexplained absence and will undertake a home visit by day 5 if the student has not returned to school by this time.

8 PUNCTUALITY

A late gate is operated every day and students will receive a sanction if late to school without a justifiable reason. Persistent punctuality issues will result in Head of House intervention.

The school bell will sound at the start of the school day, and all students are expected to move to their first lesson promptly. Students arriving after the morning bell will receive a late mark. Registers close 30 minutes after the beginning of each day.

9 WHAT WILL WE DO WHEN ATTENDANCE IS A CONCERN?

Even when there are legitimate reasons for absences, it is important that school and home work together to improve attendance. When attendance drops below 95% the attendance team will contact parents or carers to alert them that their child's attendance is a cause for concern and to offer support where needed to secure necessary improvements.

If a student's attendance continues to be a concern, and they are at risk of becoming a persistent absentee, the attendance team will contact parents and carers to invite them in to school to discuss an action plan. At this time other agencies may be considered as additional support.

The updated National Framework for Penalty Notices states that schools must consider whether a penalty notice is appropriate when the threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks is met.

The school may also choose to issue a Notice to Improve if support has not been engaged with. If no improvement is seen it may be necessary to involve the local authority education team.

Where students are meeting or exceeding any targets set, we will make every effort to recognise and reward improvements in attendance.