

Attendance and Punctuality Policy

Attending school is a habit and it helps if children build the habit early into their school life starting from Reception class. Irregular attendance can be detrimental to the learning of the child and lead to an educational disadvantage thus affecting future career choices. Much of the work children miss when they are off school is never made up, leaving these pupils at a considerable disadvantage for the remainder of their school career. There is also clear evidence of a link between poor attendance at school and low levels of achievement. Poor attendance also results in loss of friendships for the children as relationships are constantly being formed. By not attending regularly gives the child the impression that school is not important and can strongly affect their attitude they have to learning and can result in anti-social behaviour.

Lateness disrupts the whole class and can be upsetting for children (late comers and peers).

AIMS

The Staff at Oasis Academy Putney are committed to providing a full and efficient education for all of our pupils. We believe that all pupils benefit from education and from regular and punctual school attendance and good behaviour. To these ends, we will do all we can to ensure that all pupils attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

Our school attendance target is 97% for 2019-2020.

THE EXPECTATIONS

For Pupils:

- to attend school every day;
- to arrive on time and appropriately prepared for the school day.

For Parents / Carers:

- to realise that, under the Education Act 1996 and the Children's Act of 1989, they are legally responsible for ensuring their child's regular and punctual attendance. Failure to secure regular attendance at school and comply with school attendance order is an offence;
- to ensure that their child attends school every day and on time;
- to ensure that their child arrives in school appropriately dressed and fully prepared for the school day and check that they have completed their homework
- to inform the school by 9:30am on the first day of absence, and any subsequent days, of the reason for their child's absence. This can be done by telephone, text or email, personal message to the school office or by a note sent through a sibling.

- to provide the school with up-to-date home, work and emergency contact numbers as and when these change. This can be done by using the standard change of details form which is available from the school office. Parents are also sent out details of their contact information at least yearly for them to amend and return to the office;
- not to arrange family holidays to take place during the school term;
- to inform the Principal or Attendance Leader in confidence about any problem that may affect their child's attendance or behaviour;
- ensure that arrangements are in place for their child to attend school when the parent or carer is unable to bring their child to school due to parental sickness or for any other emergency situation that may arise.

For the School:

- provide a good quality education;
- record their children's attendance regularly, accurately and efficiently;
- make every reasonable effort to contact the parent on the first day of absence when their child fails to attend school;
- deal discretely and properly with any problem notified to the school by the parent;
- be legally obliged in ensuring children's good attendance and behaviour;
- Instigate proper enquiries before removing the child from the school roll.

PROCEDURES FOR PROMOTING GOOD ATTENDANCE

We will ensure good attendance by:

- teaching staff accurately completing attendance registers at the beginning of each session and within 15 minutes of the start of the session;
- following-up absence on the first day
- undertaking weekly attendance checks and referring any concerns to the Headteacher;
- recording attendance on pupils' end of year reports;
- rewarding 100% attendance and punctuality for individual pupils each term and over the course of the whole school year;
- giving parents attendance details at termly parent evenings;
- sending parents information on attendance once figures drop below 96% initially and then again if there is no improvement and attendance drops to 90% a meeting will be organised with the Attendance Officer or a member of the Senior Leadership team

RESPONDING TO NON-ATTENDANCE

When a pupil fails to attend school without a satisfactory explanation or evidence of an appointment with a doctor or hospital, we will follow procedures as set out in 'School Information – point (D) & (E)

* In exceptional circumstances, special planning will be required for any pupil who returns to the school after a lengthy absence. The Principal will be responsible for deciding upon the programme for return and for the management of the programme. All staff need to be aware that this is a difficult process which requires extreme sensitivity and vigilance and that any problems should be notified to the Head Teacher as soon as possible. In collaboration with the parent and the link Education Welfare Officer (EWO), programmes will be tailored to individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. This may involve the Inclusion Manager, as appropriate.

ORGANISATION

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the pupils the importance of the education being provided. For this reason, it is essential that pupils see that staff are arriving to lessons on time and well prepared. In addition, the following staff have specific responsibilities;

Attendance Leader

- to oversee the whole policy with due regard to Safeguarding.
- to have particular regard to the equalities aspects of the policy as they pertain to gender, ethnicity and disability.

Class Teachers

- to complete electronic registers accurately and on time;
- to inform the Attendance Leader or the Attendance Officer of any concerns.

Attendance Officer

- to ensure that the electronic registers are saved by 9:05am each morning and by 12:50pm for Reception class, 1:05pm KS1 classes and 1:35pm for KS2 classes each afternoon.
- to check that attendance information has been entered correctly on the electronic attendance system.
- to follow-up immediately any unexplained non-attendance by contacting the parent / carer by 9:30am the same day of absence.
- to ensure the correct attendance codes are used as set down in the DfE Guidance for Schools and Local Authority.
- to meet with the Attendance Leader weekly to discuss any concerns and make arrangements with the parent or carer to meet with the Attendance Leader to discuss ways to improve a pupil's attendance.

School Information

(A) Doors Open

School gates are opened at 8:45am. Children remain the parent's or carer's responsibility until the classroom doors are opened at 8:55am. The school gates will be closed at 9:00am.

(B) Registration

- Registers are called at 9:05am and at 12:50 pm for Reception, 1:05pm for KS1 and at 1:35pm for KS2. Registers close at 9:30am and at 1:05pm for Reception class, 1:20pm KS1 classes and 1.50pm for KS2 classes. Registers are marked consistently by staff.
- Any pupil arriving after 9:00am must report to the school office and will be marked as late (L). Any pupil arriving after the close of the register will be marked as U – unauthorised absence for the whole of the session.

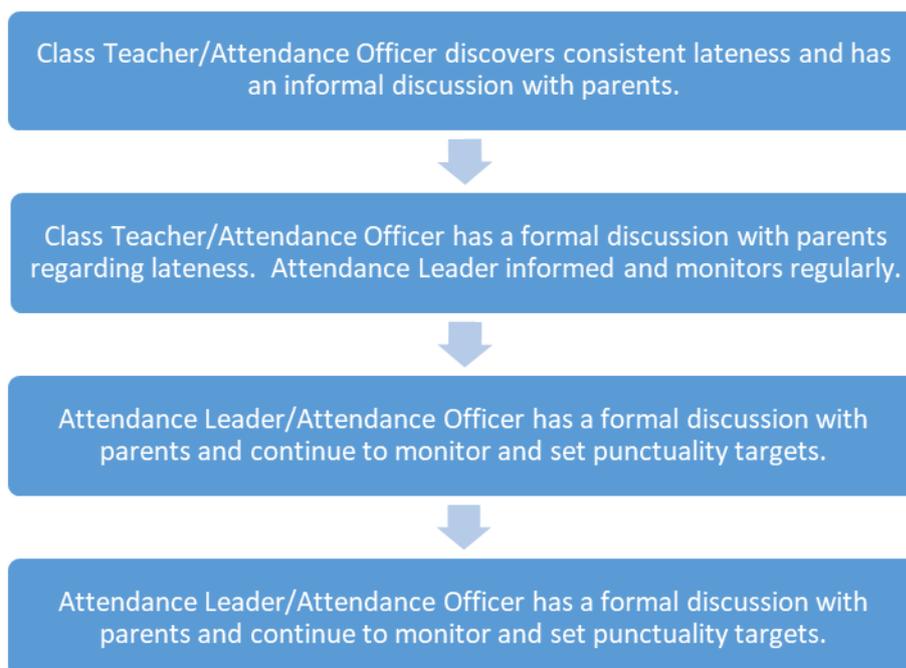
(C) Lateness

Oasis Academy Putney actively discourages lateness. A pupil who arrives late not only disrupts their continuity of learning, but also that of others in their class. All teachers should operate the same attendance rules when taking the registers. Registers should be marked as soon as the children have gathered in their classroom. Children not present will be marked absent.

If your child arrives after 9.00am, they are considered late and will need to register with the office. Your child will be marked with an 'L' in the register and note made of the time arrived. If your child arrives after 9.30am (after the register is closed), they are considered absent from the morning session and will be marked with a 'U'.

Any persistently late pupils will be discussed with the Educational Welfare Officer (EWO) with a view to monitoring. The Attendance Leader will meet with parents when children are late three or more times in a two-week period.

Children should not be punished for lateness as it is rarely their fault.



(D) Absences

Parents must provide an explanation for all absences from school by telephone, email, in person or by a note sent through a third party e.g. sibling.

Parents cannot authorise an absence. Only the Principal can authorise an absence.

Absence may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical / dental appointments (although every effort must be made to make these appointments outside of school hours and in school holidays).
- Days of religious observance
- Exceptional family circumstances, such as bereavement.

Absence may also be authorised for:

- Music or other similar exams
- Moving home
- Parent or older sibling graduation.

Current and the previous year's attendance will be taken into consideration. If attendance is below 96% leave of this type will not be authorised.

Absence will not be authorised for the following or similar reasons:-

- Shopping (e.g. new shoes, etc)
- Birthdays
- Holiday taken during term time.
- Forgot the day that school re-started.

(E) Following up absences

- If the Attendance Officer has not received a reason for a child's absence by 9:30am on the day of absence the parent will be contacted by telephone. A voice message will be left if we have been unable to speak to a parent or carer and text message sent. If we have had no response by 9:30am the following morning a letter will be sent to the home address by first class post requesting an explanation for the absence. A second letter will be sent to the parent/carer if there has been no response and the unauthorised absence has exceeded 3 school days. Once the child has reached 3 days of unauthorised absence with no contact from the parent or carer the Local Authority will be notified.
- If there are any medical issues which means a child has a history of non-attendance a Team Around the Child (TAC) meeting would be arranged with a view to a referral being made to the school nursing team with a view to developing a care plan to put strategies in place to ensure that a child with any medical needs can be in school as much as possible.

REVIEW

This policy will be subject to review and evaluation after one full year of operation and thereafter subject to changes in local and national policy but at least every 2 years. The reviewing group will include the SMT, class teachers and link EWO.

The review will give particular regard to the implications of the policy for equalities issues and the school's duty under S175, Education Act 2002, to safeguard pupils and promote their welfare.