



Attendance and Registration  
Policy  
Oasis Academy Sholing

## 1 Introduction

The Academy is committed to a positive policy of encouraging students to attend school regularly. The Academy will work with parents and students to secure this aim.

## 2 Aim

The aims of this Attendance policy is to ensure that there is an efficient system, known to all, for ensuring that students attend the Academy on a daily basis, or for ensuring a reason for non-attendance is known to the Academy.

## 3 Taking the Register

3.1 Students of compulsory school age must have their attendance registered twice per day. It is the practice of this Academy to register ALL students (including those over compulsory school age).

3.2 The register must be taken twice daily at the start of morning and afternoon sessions. In addition, all teaching staff must check that the students timetabled to be in their lessons are present for each session.

3.3 The register must record whether the student is present, absent, or attending an approved educational activity.

3.4 An 'approved educational activity' is defined as:

- one taking place off the Academy premises;
- approved by a person authorised by the Principal;
- supervised by a person approved by the Principal;
- of an educational nature, including work experience, field trips and educational visits;
- Link Courses where students attend a FE college for part of their time, or students receiving part of their education off-site at another location while remaining on roll and under Academy supervision (e.g. sick students being taught at home), or attending approved an sporting activity:

When a student of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

3.5 All Tutor Group registers will be closed ten minutes after the start of the morning and afternoon sessions, but there may be some small variation on this between Academies.

## 4 Responsibilities

4.1 The Academy Council:

- approve the policy and any proposed changes;
- receive reports from the Principal;
- review the working of the policy in the light of the Principal's report;
- ensure that the policy is promoted and implemented throughout the Academy and is known by the parents

#### 4.2 The Principal will:

- set attendance targets as part of the Academy Development Plan and target-setting process;
- monitor progress; ensure that strategies are in place to promote and implement the policy throughout the Academy;
- determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested on the Academy's official form, or absences which have taken place for which no request was made;

#### 4.3 The Principal will:

- set attendance targets as part of the Academy Development Plan and target-setting process;
- monitor progress; ensure that strategies are in place to promote and implement the policy throughout the Academy;
- determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested on the Academy's official form, or absences which have taken place for which no request was made;
- notify parents as appropriate that if a student of compulsory school age fails to attend regularly his/her parents commit an offence;
- initiate with appropriate staff strategies to improve attendance;
- liaise with the appropriate bodies (including the Local Authority's agencies) over persistent absentees;
- liaise with the Local Authority agencies and police when they wish to exercise their powers to enforce truants to return to the Academy and make an annual report with statistics to the Academy Council.

#### 4.4 The Assistant Principal will:

- oversee the attendance arrangements;
- work with Heads of Year to ensure the efficient running of the system;
- make periodic checks of the registers to monitor student absence;
- make regular checks on absence notes and the reasons for absence;
- ensure that unaccounted-for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a child's welfare, the Assistant Vice Principal will immediately inform the Principal who will decide what action to take including informing the relevant local authority agency);
- deal with issues of inadequate registering;
- arrange appropriate training for staff;
- keep the Principal informed of the progress of the policy; and advise the Principal on any strategies that could be initiated or improved.

#### 4.5 Heads of Year will:

- ensure that all student absences are noted and absence notes received from parents;
- ensure that all registers are completed and handed to the Attendance office at the end of each term;
- make regular checks on the efficiency of the registering;
- make regular checks on absence notes;
- ensure that all suspected truancy is followed up and dealt with;
- contact parents over student absences where appropriate;

- make reports to the Assistant Principal on the efficiency of the system and liaise with the Assistant Principal over training needs.

#### 4.6 Tutors will:

- ensure that students are registered accurately;
- ensure that students bring absence notes;
- keep senior leaders informed of any signs of suspected truancy and inform senior leaders of any possible underlying problems which might account for absences.

#### 4.7 Classroom Teachers will:

- check the attendance of students at their lessons according to the Academy system and inform the (Attendance Lead, Year Leaders/Tutor) of the names of students who are absent without notification.

#### 4.8 Parents are required to:

- ensure their daughter or son attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);
- inform the Academy of their child's absence on the first day of non-attendance
- write an explanatory note or phone on the day of return to the Academy;
- make any request for leave of absence on the Academy's official leave of absence form.

### 5 Inspection

The Assistant Principal will ensure that the Academy Admission and Attendance Registers are available for inspection as required.

### 6 Leave of Absence

6.1 Leave of absence for a student (Principal's dispensation for exceptional cases) can be granted only by the Principal on recommendation from the Assistant Vice Principal with written detailed reasons for this absence.

6.2 Parents will be expected to use the Academy's official leave of absence request form.

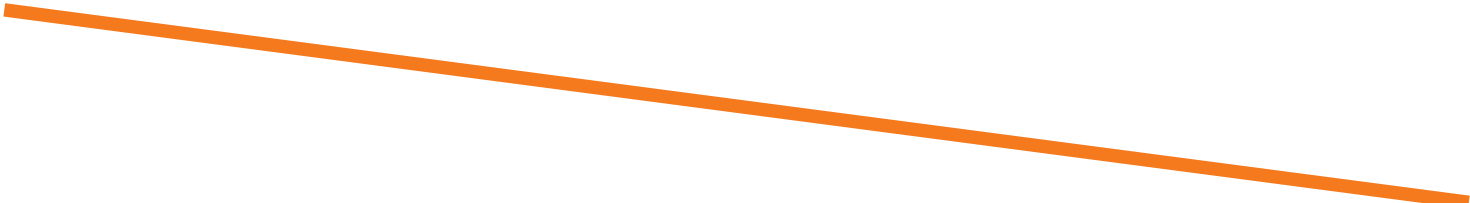
### 7 Holiday Leave

7.1 Holidays must not be taken during term time.

7.2 If the student goes on a holiday which has not been approved by the Academy it will count as unauthorised absence and you may be liable for a Fixed Penalty Notice / fine being issued per parent, per child.

Please also be aware that, if you have taken previous holidays in term time, Education Welfare Services will be advised of these which could lead to court proceedings and a criminal record.

### 8 Short -Term Leave



8.1 The Academy can grant short-term leave for family reasons. It is for the Principal to determine the reasonableness.

8.2 Dental and medical appointments during school time are not encouraged. If the student leaves for an appointment after registering, they must return to school following their appointment and no absence needs to be recorded. We do ask that wherever possible, any dental or medical appointments etc, are made after school.

Please note, we do require a medical appointment card to substantiate absences of this nature, regardless of a student's attendance percentage.

## 9 Religious Observance

There is no legislation or regulation or DCSF guidance on leave of absence for religious observance.

The Principal will review any such application on an individual basis, and in consultation with the Assistant Vice Principal, Head of Year and the parents. The Academy expects advance notice, since religious festivals are likely to be fixed well ahead and will follow the recommendations of Southampton's Attendance Policy.

## 10 Taking a student off the Register

The Principal will authorise the taking of a student's name off the register in accordance with the Regulations currently in force.

## 11 Equal Opportunities

In making and implementing this policy the Academy will take into account the Oasis Community Learning equal opportunity policies.

The Academy will inform staff where allowances have to be made for students with disabilities.

## 12 Monitoring and Review

The Principal will review the working of the policy with appropriate senior staff, and make regular reports to the Academy Council on the attendance of students.

Oasis Community Learning will monitor the use and effectiveness of this policy and review it at least every two years.