



Academy
Oldbury

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Oldbury Academy Attendance Policy

STATUS:	September 2024
REVIEW DATE:	October 2025

“The Academy believes that inclusive practice is central to developing quality teaching and learning. As such, we endeavour to provide a supportive framework that responds to pupils’ needs and overcomes potential barriers for individuals and groups of pupils and to ensure that pupils of all abilities and needs are fully included.”

Principles

- It is the legal responsibility for the parents of all registered pupils to secure the regular attendance of their children
- It is the legal responsibility of the school to register attendance and to help secure regular attendance of its students
- Regular attendance is essential to support a child making the most of the educational opportunity available to them, it is a pre-requisite of academic success.
- Attendance is the responsibility of the whole school community and this policy seeks to ensure all stakeholders involved in the practicalities of attendance are aware and informed

Our Commitment

- It is the aim of Oldbury Academy to ensure every pupil has access to full-time education to which they are entitled
- It is the aim of Oldbury Academy to promote excellent attendance and reducing absence, including persistent absence and severe absence in order to help pupils fulfil their academic and social potential
- Promoting good punctuality to school and to lessons
- Acting early to address patterns of absence
- Promoting opportunities to recognise, celebrate and reward pupils for attendance and punctuality achievements
- Ensuring a calm, safe and supportive environment where pupils want to be present and are eager and ready to learn

Key Roles and Responsibilities

Pupils

- Pupils are expected to attend regularly when Oldbury Academy is in session and to be punctual at all times in order to fulfil their academic and social potential

Parents/Guardians

- Are encouraged to commit their children to regular attendance
- Provide the school with more than 1 emergency contact number for their child
- Must make sure their child attends every day on time
- Must call the school to report their child's absence on each day of absence before 8:50am
- Must ensure that, wherever possible, appointments for their child are made outside the academy day.

Governing Board

- Promoting the importance of school attendance across the school's policies and ethos
- Ensuring all staff receive adequate training on attendance
- Ensuring school leaders fulfil expectations and statutory duties
- Monitoring attendance data, and regularly reviewing and challenging the data
- The target for whole school attendance is set by the Governing board, which is a minimum target of 96%

Legislation and Guidance

This policy meets the requirements of 'Working Together to Improve School Attendance' from the Department for Education (DfE) and refers to the DfE's statutory guidance on 'School Attendance and Parental Responsibility Measures'. These documents are drawn from the following legislation:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England)(Amendment) Regulations 2013

The policy also refers to the DfE's guidance on the school census

Section 7 of the Education Act 1996 places a duty on parents/carers to ensure children of a compulsory school age receive efficient full-time education. Parents/carers have a legal duty to ensure their child's regular attendance at the school where they are registered

A parent/carer who fails to ensure that their child attends school regularly is guilty of an offence under Section 444(1) of the Education Act 1996.

Key Information

The Senior Leader responsible for attendance is Liam Evans and they can be contacted via Liam.Evans@oldburyacademy.org.uk

The school day starts at 8.50am.

The school day ends at 3:00pm

All absences should be reported by parents/carers before 8:50am by ringing 0121 533 3750

The school will always prioritise support over legal interventions. However, the school has a duty of care to inform parents/carers that do not respond to advice and support offered that a referral to the local authority will be made.

Key Definitions

'Session' is a term related to the recording of attendance/absence date – every school must have two 'sessions', divided by a break, for which attendance must be recorded

'Authorised absence' means that that school has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence

'Unauthorised absence' is where the school is not satisfied with the reasons given for absence or no reason was given for absence

'Persistent absence' according to DfE guidelines is when a student has missed 10% or more of their sessions (i.e. attendance to school is lower than 90%)

'Severe absence' according to DfE guidelines is when a student has missed 50% or more of their sessions (i.e. attendance to school is lower than 50%)

Strategies for Promoting Attendance

Excellent attendance is a pre-requisite of academic success and everyone at Oldbury Academy is committed to promoting excellent attendance and punctuality. The school strives for 100% for all students.

Excellent attendance is promoted through a range of strategies, including but not limited to, the following:

- Attendance is a high priority focus in all strategic plans across all teams in the school including a specific
- Attendance Improvement Plan, the School Improvement Plan and Faculty/Pastoral Improvement Plans.
- Regular communication is sent to parents about both the importance of good attendance and punctuality and also their child's attendance and punctuality record.
- Attendance and punctuality are addressed regularly by form tutors and pastoral teams through daily form time sessions and assemblies.
- Class teachers are provided with regular updates on attendance to their subject areas to ensure appropriate dialogue can take place to
- All recognition and reward opportunities in the school include attendance and punctuality as part of the set criteria

Procedures

Attendance Register (See Also Appendix One)

Oldbury Academy is required to record attendance at the beginning of the first session and once in the second session. An entry must be made for all pupils who are on the academy's admission roll.

In addition, all academy staff are required to take the pupil register for that lesson within the first five minutes of every lesson

On each occasion we will record student attendance using the national codes.

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.

Closing Of Registers

The register for the first session of the school day closes at 9.15am. Attendance after the register closes will receive a mark to show that they are on site (U Code) but will count as an absent mark.

Students arriving late to the Academy should report to Reception, where a member of the Attendance Team will update registers to ensure an appropriate mark is provided.

UNPLANNED ABSENCE

On the first day of absence, it is the responsibility of the parents/carers to inform the school of the reason for the student's absence and the likely duration of the absence.

Parents/Carers are asked to contact the school before 8.50am on *each day* that their child is absent.

Parents/guardians should call the school on 0121 533 3750

If the school does not receive contact regarding absence	
↓	
Call the pupil's parents/carers to enquire regarding the absence	
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Contact made with parent/guardian	No contact made with parent/guardian
Identify whether the absence is authorised or unauthorised and identify the correct attendance code to use and input as soon as the reason for absence is ascertained (This will be no later than 5 working days after the session)	If the school cannot reach any of the pupil's emergency contacts, the school may refer this for support from the appropriate agencies, including but not limited to Sandwell Children's Trust (or other neighbouring Local authorities) or West Midlands Police

PLANNED ABSENCE (AUTHORISED ABSENCE)

See Appendix One for more detail

Acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays and funerals.

Where possible, all appointments should be arranged outside of the academy. Where this is not possible, we would expect pupils to miss only part of the academy day.

The tables below equate percentage attendance to time missed from school:

Attendance over one whole school year for each pupil

Attendance	Missed Days
100%	0 days
98%	Less than 4 days
95%	9.5 days
90%	19 days
80%	38 days

Attendance over 5 years for each pupil

Attendance	Missed Weeks
85-90%	19 Weeks = ½ year absence from school
80%	38 weeks = 1 full year absence from school

Punctuality

Punctuality will be encouraged by all staff through reminders in assemblies, form time and in lessons. Pupils are expected to be on site at 8:40am.

Pupils will be marked late for the morning session if they arrive after 8:50am using the appropriate code

Parents/guardians will be informed on the same day if their child was late to school. Any pupil who arrives late to school twice or more in a week will be issued with a 30-minute detention. Any pupil who arrives after 9.15am twice in a week will receive a 1-hour detention.

Academy Registers close at 9:15am. Any pupil arriving after this time will be marked as “U” (unauthorised absence).

Pupils who arrive to the academy repeatedly after registers are closed will be closely monitored and the appropriate support and actions will be put in place. This will include parents/guardians being invited to meet with school staff.

Attendance Monitoring and Analysis

Attendance data is generated weekly and shared with post holders across the academy. This allows people to have access to live attendance data for all students with particular reference to their cohorts i.e. year teams, form tutor groups, specific vulnerable groups and at faculty and individual teacher level.

Monitoring Attendance

Oldbury Academy Staff will

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the academy and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Analysing Attendance

Oldbury Academy Staff will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using Data to Improve Attendance

Oldbury Academy staff will:

- Provide regular attendance reports to all postholders, and other academy leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Legal Interventions

The school will regularly inform parents/guardians about their child's attendance and absence levels via a range of communication channels. This data is included in progress reports.

The school will work in partnership with parents/guardians, the local authority and outside agencies to offer pupils support in maintaining excellent attendance.

Parents/guardians will be informed swiftly and systematically if attendance levels show any cause for concern for their child

The school, via the local authority, may exercise its legal powers to address poor attendance in school. These powers include:

- Penalty Notices
- Prosecution
- Education Supervision Order (ESO)
- Parenting Order

Appendix One A: Authorised and Unauthorised absence

An authorised absence is:

- An absence for sickness; this will usually not exceed one day of absence.
- Medical or dental appointments which unavoidably fall during the academy day.
- 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 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 without permission or with no good reason during the day

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances' (i.e. the reasons for requesting leave are **rare, significant, unavoidable** and **short**). A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as something that is either unavoidable or by not taking this leave of absence, it is likely to have a significant impact on the student or their family.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Headteacher may require evidence to support any request for leave of absence.

Appendix One B: Leave of Absence – Penalty Notice Fines

National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised absence within a rolling 10-school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 2 parents with 3 children would receive a total of 6 Penalty Notices



Medical Appointments

All medical appointments must be made before or after school where possible. Any appointments made during school time, medical evidence needs to be provided at least 48 hours in advance.

Appendix Two: Reducing Persistent and Severe Absence

Persistent Absence is when a pupil misses 10% or more of school

Severe Absence is where a pupil misses 50% or more of school

The academy responses to decreasing attendance can be seen below:

