Attendance/Punctuality Policy and Expectations

Oakwood HIGH SCHOOL *'INSPIRED TO ACHIEVE'*

AIMS AND PRINCIPLES OF GOOD ATTENDANCE AND PUNCTUALITY

- The school is committed to maximising the achievements of all pupils at Oakwood High School.
- There is a clear link between good attendance/punctuality and educational achievement. Good attendance/punctuality is an important consideration when applying for any Post 16 placement, whether at College or employment.
- Regular attendance and punctuality are vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependent on regular attendance at school.
- Oakwood High School will take appropriate action to promote and encourage good attendance and punctuality.

STATEMENT OF EXPECTATIONS

School Expectations of Pupils

- Attend regularly.
- Arrive on time, appropriately prepared for the day.
- Report to a designated place and sign in should they arrive after the official registration time.
- Attend each lesson on time.
- Inform the Personal Learning Tutor of any reason that will prevent pupils from attending school.
- Attend any late detention set for the end of the school day.

School Expectations of Parents/Carers

- Fulfil their responsibility by ensuring their children attend school regularly and on time.
- Ensure that they contact the school on the first day their child is unable to attend.
- Ensure their child arrives on time and is well prepared for the school day (equipment, school electronic device, completed homework etc).
- Make contact with the Personal Learning Tutor, Head of House or Attendance team in confidence whenever any problem occurs that may keep their child away from school.
- Inform the attendance team and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- Ensure the continuity of their child's/children's education by taking holidays during the designated holiday period and notify the school of any planned absence using the correct paperwork. This should only be used when absolutely necessary and only up to a maximum of six days in any twelve-month period.
- Oakwood High School, working with the Local Authority Early Help Attendance Lead, has the legal right to impose penalties on parents for non-attendance at school. These include fixed penalty notices, prosecution with fines up to the maximum £2,500, prison

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sentences of up to 3 months per parent and the imposition of compulsory parenting courses which are issued by a Magistrate.

- Attend any relevant meetings, including School Attendance Panels that have been organised to discuss their child's/children's attendance.

Parent/Carers and Pupil Expectations of Pupils

- A broad and balanced education that is dependent on regular attendance at school;
- the encouragement and promotion of good attendance.
- A regular, efficient and accurate recording of attendance.
- Prompt action of any problems.
- Close liaison with the Local Authority Early Help Attendance Lead to assist and support parents and pupils where needed;
- Notification to parents/carers of their child's attendance record through regular reports sent home.
- The school will record all attendance-related incoming messages from parents and notify the relevant person and place information onto daily registers.
- The school will endeavour to contact home, by email, text or telephone, on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- When a pupil is absent for a second day and contact cannot be made, a home visit will take place. If no-one is home, a letter will be left at the property to ask for the parent to contact the school as soon as possible. Regular post-registration checks will be carried out and attendance will be monitored.
- Where the school's procedures have failed to contact the home or poor attendance persists, the school may make a referral to the Local Authority Early Help Attendance Lead, who will liaise with relevant staff.
- Where the school cannot make contact with a family, a Child Missing in Education (CME) form will be completed and sent to the Local Authority.
- School attendance data will be collected, analysed and monitored regularly. The school will respond to any areas of concern identified.
- Where the school deems it appropriate, parents and pupils will be invited to attend the School Attendance Panel with the Local Authority Early Help Attendance Lead and a senior member of staff.

REWARDS AND TARGETS
- Incentives may be made available to promote and maintain good attendance levels.
- Attendance targets will be set.
- Certificates may be awarded to pupils with high attendance rates and significantly improved attendance. These will be issued in assembly.
- Reward events will be held each term to promote/reward outstanding/most improved attendance.

REINTEGRATION INTO SCHOOL AFTER ABSENCE
The school will endeavour to support a pupil returning to school after a long period of absence. The Pastoral Support Team Manager (Lead Attendance Officer) and ARC team will liaise closely on this issue and employ appropriate reintegration strategies as required.

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PUNCTUALITY

Lateness to school is taken very seriously. If a pupil is late to school, the following will take place:

- a message will be sent to parents/ carers outlining a 20 minute detention at the end of that particular school day;
- this event will be logged as -2 points "Late to school" on Go4Schools;
- if a pupil fails to attend, this will be logged as -3 points "Failed to attend late detention" and the detention is set for 30 minutes on the next day;
- if a pupil fails to attend the 30 minute detention, they are given a -4 "Failed to attend Lead Attendance Officer" log and a 40 minute detention is given;
- failure to attend this will lead to a -5 "Failed to attend Assistant Headteacher" log and the sanction will be a day on internal suspension.

Child Missing from Education (CME)

As a school we have a duty to monitor attendance through registration and to inform the Local Authority where the attendance of a pupil is causing concern; this involves a referral to the CME officer in Early Help where:

- the child fails to attend without explanation;
- the child is expected to start at school but does not arrive;
- the child does not return from a planned holiday (authorised or unauthorised);
- the child leaves the authority without a destination.

If we are unable to contact parents/carers where the child is missing or at risk of becoming CME, the process of notification and referral will begin at the earliest opportunity. Referrals to the CME Officer will be accepted following the completion of the CME Referral and as a school we will make adequate attempts at trying to locate the child and family, such as through home visits and calling the family members/liaising with other relevant schools etc. Please note that children will only be placed on the out of school/CME register after 20 school days of unauthorised absence, unless there is evidence to show the child is elsewhere (Education [Pupil Registration] Regulations 2006). Children referred as Missing from Education will only be removed from the school roll on the advice of, and consultation with, the LA Children Missing Education Officer and authorisation from the service.

Pastoral Support Plans (PSP)

Pastoral Support Plans are used in school to help support families and pupils, the plan is also used by Pastoral Leaders to identify the correct strategies, in order to meet the pupil's specific needs.

There are a range of reasons as to why a PSP is put in place, one of these is when a child has missed education due to medical reasons and needs support with reintegration back into school. Additionally, PSPs are used when a pupil does not attend school and needs support to increase their timetable in small achievable steps. In some instances, a child could also have emotionally based school avoidance or other health and wellbeing issues, therefore, a PSP could be used to support.

A final category when a PSP is used is when pupils may struggle to maintain a consistent approach to the expectations of the school. A reduced timetable is always intended to build

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on areas of success and aim to return to a full timetable. There are times when a pupil will have a timetable in school, which is complemented with alternative provision. Any pupils that are educated off-site are classed as a priority when checking daily attendance.

PSPs are regularly reviewed and are monitored by the safeguarding team with all information inputted on CPOMS.

ATTENDANCE ROLES AND RESPONSIBILITIES

Senior Leadership
The senior member of staff with responsibility for attendance is Simon Willey, Assistant Headteacher.
- Develop, monitor and review the Attendance Policy.
- Produce and distribute Attendance information for parents/carers.
- Set and monitor targets for improving attendance within school, including improving attendance within school, including improving attendance within the School Excellence Plan.
- Support all staff in their work related to attendance.
- Lead second stage School Attendance Panel meetings of identified pupils and work closely with the Lead Attendance Officer to monitor and review.
- Collate attendance data for the DfE, LA and Governors.
- Liaise with the LA over attendance targets and school strategy.

Pastoral Support Team Manager (Lead Attendance Officer)
- Contact parents on the first day of absence whenever possible, when pupils are absent without notification.
- Carry out home visits.
- Communicate the reason for absence to the relevant member of staff.
- Complete statistical returns for LA and DFE.
- Report weekly and monthly data to the Headteacher and Assistant Headteacher.
- Liaise with Local Authority Early Help Attendance Lead, and other agencies e.g. Barnardo's.
- Lead first and second stage School Attendance Panel meetings.
- Have an overview of attendance data for each year group and the whole school.
- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely.
- Liaise with Heads of House and ARC team when concerns occur or information is received.
- Ensure regular post-registration truancy checks are carried out.
- Ensure up-to-date information and data are shared at ARC meetings showing a full understanding of the strategies that have been a success for each individual pupil.
- Identify those pupils whose Absence and Persistent Absence cause concern and work to support these pupils and their families.
- Refer pupils to the relevant service when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensure support for these strategies within school.
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant.
- Organise the daily punctuality detentions including any follow up actions.
- Support the role of the Head of House and Personal Learning Tutor.

Heads of House

Elements of the above duties with a particular focus on an individual House, including the sharing of Absence and Persistent Absence data with PLTs.

Personal Learning Tutors

This is an important role within the school and requires the Personal Learning tutors to;
- record on the tutor register if a pupil has arrived at school late;
- complete the tutor register within 5 minutes and make changes if a pupil arrives after this time;
- have regular discussions with pupils about the importance of regular attendance and punctuality;
- liaise with the Attendance team when patterns of absence are seen.

Class Teachers

Each class teacher is required to:
- complete the class register within the first 20 minutes and record the late to lesson where appropriate, including the behaviour log on Go4Schools;
- notice if a pupil has been marked present for a previous lesson and is not in class;
- notify the Attendance team through email that a pupil has not arrived to class;
- inform the Attendance team if the pupil arrives to the lesson and record the late.

The Governing Body
- Receives information from the Headteacher on attendance.
- Will be involved in setting school targets on attendance.
- Could report to parents in their annual report on issues relating to attendance and punctuality.
- Will contribute to plans in response to where attendance is a cause for concern.
- Support the school in its efforts to raise attendance
- May wish to contribute to the school's strategies to improve attendance, e.g. School Attendance Panels.

Developed by:	Simon Willey, Assistant Headteacher Katie Riordan, Pastoral Support Team Manager (Lead Attendance Officer)		
Approval:	**Governing Body**	**Signature of Chair:**	**Date:**
Date of review:	April 2022		

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COVID-19 Addendum

This Addendum is based on current public health guidance, which may change. The school will follow all public health requirements and guidance applicable from time to time.

Any pupils that are absent due to COVID-19 are monitored regularly and reviewed on a daily basis. This is to ensure that we are aware of when pupils will be returning to school.

In line with public health guidance, pupils with symptoms of COVID-19 or who suspect they may have COVID-19, are strongly encouraged to self-isolate and take a COVID-19 test. If a pupil takes a test:

- if negative and they feel well, they should return to school;
- if negative, but they remain unwell and remain absent from school, they should be recorded as absent because of non-COVID-19 related illness or sickness;
- if positive, they are strongly encouraged to continue to self-isolate in line with public health guidance.

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate.

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. There are currently no requirements in the UK to self isolate following trips overseas, however, families should consider testing and quarantine requirements overseas and that the guidance in the UK may change.

COVID-19 Attendance Codes

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms
This code is used for pupils who are self-isolating because they have symptoms of COVID19 but they have not yet had a positive test.

Code X05: Pupil required to self-isolate as part of quarantine
requirement (after arriving in the UK from a non-exempt country or
territory). This code is used for pupils who are required to be in quarantine on arrival in, or return to,the UK. Department of Health and Social Care (DHSC) red list rules.

Code X06: Pupil who is clinically extremely vulnerable if shielding is advised
Clinically extremely vulnerable people are no longer advised to shield. This code
is used if shielding is advised nationally or in a local area by DHSC, Public Health England (PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school.

Code I: Illness
This code is used for pupils who are absent because of non-COVID-19 related illness or sickness.

Code I02: Illness confirmed case of coronavirus (COVID-19)

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This code is used for pupils who are absent because they have tested positive for COVID19.