



# Ocker Hill Academy

## Attendance and Absence Policy

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Signed by:

_____	Principal	Date: _____
_____	Chair of Governors	Date: _____

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## Statement of intent

Ocker Hill Academy believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend the Academy.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend the Academy; therefore, we will continue to prioritise cultivating a safe and supportive environment, as well as strong and trusting relationships with pupils and parents.

We take a whole-academy approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools/academies in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at the Academy or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The Academy's attendance officer is Mr Joe Farmer and can be contacted via [joefarmer@ockerhill.academy](mailto:joefarmer@ockerhill.academy). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following Academy policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Children Missing Education Policy

## 2. Roles and responsibilities

The Governing Board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the Academy.
- Promoting the importance of good attendance through the Academy's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Academy's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Principal is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the Academy.

- Ensuring all parents are aware of the Academy's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the academy day.

The Attendance Officer is responsible for:

- The overall strategic approach to attendance in the Academy.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at Ocker Hill Academy.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the Academy with more than one emergency contact number.
- Updating the Academy if their details change.
- The attendance of their children at the Academy.
- Promoting good attendance with their children.

### **3. Definitions**

The following definitions apply for the purposes of this policy:

**Absence:**

- Arrival at the Academy after the register has closed
- Not attending the Academy for any reason

**Authorised absence:**

- An absence for sickness for which the Academy has granted leave

- Medical or dental appointments which unavoidably fall within Academy time, for which the Academy has granted leave
- Religious or cultural observances for which the Academy has granted leave
- An absence due to a family emergency

**Unauthorised absence:**

- Parents keeping children off 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
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving the Academy for no reason during the day

**Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

## **4. Attendance expectations**

The Academy has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend punctually every day they are required to be at Ocker Hill Academy, for the full day.

The Academy day starts at 8.50am and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the Academy site by 8.45am. Pupils will have a morning break at 10:30am, which will last until 11:00am, and a lunch break at 12pm, which will last until 1:05pm – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the day:

- The morning register will be marked by 9am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:30am. Pupils will receive a mark of absence if they do not attend the Academy before this time
- The afternoon register will be marked by 1:10pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:30pm. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## **5. Absence procedures**

Parents will be required to contact the Academy office via telephone before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one academy day.

Where a pupil is absent, and their parent has not contacted the Academy by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend the Academy.

Ocker Hill Academy will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the Academy census system.

The Academy will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the Academy reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of Persistent Absentees (below 90% attendance), arrangements will be made for parents to speak to the Academy Attendance Officer.

Where a pupil has not returned to the Academy for 10 days after an authorised absence or is absent from the Academy without authorisation for 20 consecutive academy days, the Academy will remove the pupil from the admissions register if the Academy and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

## **6. Attendance register**

Ocker Hill Academy uses SIMs to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each academy day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The Academy will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the Academy
- E = Excluded but no alternative provision made

- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in the Academy
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the Academy has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the Academy has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

## **7. Authorising parental absence requests**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Principal – the decision to grant or refuse the request will be at the sole discretion of the Principal, taking the best interests of the pupil and the impact on the pupil’s education into account. The Principal’s decision is not subject to appeal; however, the Academy will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

### **Leave of absence**

Ocker Hill Academy will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the Academy will expect parents to contact the Principal in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account. Where the absence is granted, the Principal will determine the length of time that the pupil can be away from the Academy. The Academy is not likely to grant leaves of absence for the purposes of family holidays.



Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of the Academy will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The Academy cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the Academy in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of academy hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable.

Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Performances and activities, including paid work**

Additional arrangements will be made by the Academy for pupils engaging in performances or activities that require them to be absent from the Academy to ensure they do not fall behind in their education.

### **Religious observance**

Parents will be expected to request absence for religious observance at least two weeks advance.

Ocker Hill Academy will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The Academy will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

### **Gypsy, Roma and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## **8. SEND- and health-related absences**

The Academy recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending the Academy difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the Academy will ensure that reasonable adjustments are made for disabled pupils to reduce

barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The Academy will secure additional support from external partners to help bolster attendance where appropriate.

Where the Academy has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend for long periods of time due to their health, the Academy will:

- Inform the LA if a pupil is likely to be away from the Academy for more than 15 academy days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate when they return.
- Make sure the pupil is kept informed about Academy events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The Academy will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending the Academy may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending the Academy as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the Academy will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to the Academy where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

## **9. Leave during lunch times**

Parents may be permitted to take their child away from the Academy premises during lunch times with permission from the Principal – it is at the Principal's discretion as to whether a pupil will be allowed to leave the premises.

Pupils will leave the Academy premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the Academy office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the Academy office. A member of staff will be available at the Academy office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the Academy office has given their permission.

## **10. Truancy**

Truancy will be considered as any absence of part, or all, of one or more days from the Academy during which the Academy has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 8.50am and 1:05pm, where the teacher will record the attendance electronically. Any pupil with permission to leave the Academy during the day must sign out at the Academy office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Principal is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending the Academy.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

## **11. Missing children**

Pupils will not be permitted to leave the Academy premises during the Academy day unless they have permission from the Academy. The following procedures will be taken in the event of a pupil going missing whilst at the Academy:

- The member of staff who has noticed the missing pupil will inform the Principal immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the Academy premises as directed by the Principal.
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - The library
  - Any outbuildings
  - The Academy grounds

- Available staff will begin a search of the area immediately outside of the Academy premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The Academy will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The Principal will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour & Exclusions Policy.

The Principal will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

## **12. Attendance intervention**

To ensure Ocker Hill Academy has effective procedures for managing absence, the Attendance Officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.

The Academy will use attendance data to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The Academy will acknowledge outstanding attendance and punctuality in the following ways:

- 97%+ attendance trip to Drayton Manor each academic year
- Specified, significant improvement in attendance between October and July
- Termly 100% attendance rewards
- Best attending class Drayton Manor attendance trip.

The Academy will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

### **13. Working with parents to improve attendance**

Ocker Hill Academy will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of academy life, attendance and performance so that they understand what to expect and what is expected of them. The Academy will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The Academy will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the Academy has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The Academy will ensure that parents are aware of their legal duty to ensure that their child attends the Academy regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend the Academy every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Principal in advance. The Academy will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at The Academy can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend the Academy regularly. The Academy will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in the Academy, e.g. bullying, the attendance officer will work with the Principal and any relevant academy staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the Academy's control, e.g. they are related to issues within the pupil's family, the Attendance Officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

### **14. PA**

The Academy will use a number of methods to help support pupils at risk of PA to attend the Academy. These include:

- Offering catch-up support to build confidence and bridge gaps.

- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The Academy will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the Academy will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the Academy's duty of care. The Academy will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## **15. Legal intervention**

The Academy will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the Academy's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Principal will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the Academy will work with the LA to take forward attendance prosecution as a last resort.

## **16. Monitoring and analysing absence**

The Attendance Officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The Academy will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The academy cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.

- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The Attendance Officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Officer will provide regular reports to staff across the Academy to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The Academy will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools/academies.

## **17. Training of staff**

Ocker Hill Academy will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The Governing Board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools/academies, e.g. the keeping of registers
- The Academy's strategies and procedures for monitoring and improving attendance
- The Academy's procedures for multi-agency working to provide intensive support for pupils who need it

Dedicated and enhanced attendance training will be provided to the Attendance Officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from the Academy could indicate a safeguarding concern and know how such concerns should be managed.

## **18. Monitoring and review**

Attendance and punctuality will be monitored throughout the year. Ocker Hill Academy's attendance target is 96.5 percent.

This policy will be reviewed annually by the Governing Board.

Any changes made to this policy will be communicated to all relevant stakeholders.



## Appendix A

### Attendance Monitoring Procedures

Ocker Hill Academy has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the SLT and Attendance Officer detailing weekly and annual attendance to date.
2. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls below 90 percent, a letter is sent home raising concerns that their attendance has fallen below the academy's expected standard
6. The pupil's attendance is monitored for six weeks and, if attendance does not improve after this time, parents are required to attend a meeting in the Academy with the Attendance Officer and set targets for their child.
7. After the six-week monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance.
8. If targets are not met, the Attendance Officer makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional four weeks, a fixed-penalty notice is issued.