

Oak Lodge School

Pupils' Attendance/Register Policy

Expectation

Oak Lodge School is committed to providing all pupils with an appropriate and effective education in a safe and happy environment.

Each student is welcomed, valued and respected. They are actively encouraged to respect themselves and others. We aim to empower all pupils to gain the essential academic and social skills that will support them for life.

Aim

The aim of Oak Lodge School's Attendance and Punctuality Policy is to:

- Assist each student to obtain maximum benefit from the opportunities offered by the school, in line with our Mission Statement.
- Ensure safeguarding of all students.

Good attendance and punctuality are vital for educational progress. Although SOME absence will be inevitable for some students and is outside the control of the school, the school has a key role in encouraging and sustaining good attendance patterns. Attendance is the responsibility of students, parents/carers and all members of staff. The role of each in attendance and punctuality is made clear at all admission interviews. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, early action is taken.

Roles and responsibility

The aim of this policy is to promote the most effective education for pupils at Oak Lodge. To achieve this it is vital that pupils attend school consistently and on time. The school informs all parents/carers annually of the school's requirement on attendance. All pupils' and students' contact details are recorded on SIMS, the school's database, on admission to school. We will request a minimum of three contact numbers for each child as we acknowledge that this is a protective measure for children to enable swift contact with families when necessary.

Parental responsibility

Parents / carers have a primary role in supporting the attendance of pupils. They are notified regularly via letters and newsletters about the importance of attendance and timekeeping. They are informed that it is their responsibility to ensure their child attends regularly and that they notify the school of absences.

As part of the induction process for new families parents are informed of their responsibility in relation to their child's attendance.

Parents/carers are expected to contact the school office before 8.30 if their child is ill. Registration closes at 9.00. Every day a child is ill, contact with the school Attendance Administrator is required before 8.30 am. A note will be required on your child's return.

School

Registers are recorded by teachers on SIMS at the start of the day and after lunch, lesson 6. See [Appendix A](#) for Absence and Attendance codes

It is important that registers are accurate, with correct codes used. They are checked once a term by Wandsworth Borough Council. Detailed statistics are published by the school, Wandsworth and the DfE.

All correspondence between school and home and vice versa in relation to absences needs to be recorded by the Attendance Administrator on SIMs.

First day absence calls are made by the Attendance Administrator as soon as registers are submitted. The Pastoral teacher, the Head and the Designated Safeguarding Lead are informed. A message will be left on the home phone/mobile phone if we are unable to speak to parents/carers about their child's absence.

If no contact is made by parents on the second day further calls will be made to family, extended family or any external agencies that are involved with the child e.g. social worker. On the third day the Attendance Administrator will contact the Local Authority SEN case manager and the Wandsworth EWO.

If a child returns to school after a period of absence during which there has been no contact between parents/carers and school, parents/carers will receive a letter from the Head of School seeking reasons for the absence and reiterating the school absence procedures.

If pupils are absent for long periods due to genuine ill-health which is supported by medical evidence, they will be provided with appropriate learning support.

Pupils who arrive late to school because of organised transport difficulties will be marked as present. Where patterns of consistent late running by contractors is recorded, the Education Transport Department will be informed.

Independent travellers are expected to arrive on time. If late, they must report their arrival to the admin office where their late mark will be recorded. Patterns of lateness will be investigated and managed on an individual basis.

If, during a phone call to the family/carer to enquire about an independent travelling pupil's unexplained absence, we are informed that the pupil is expected at school, we will negotiate a period of time to allow for transport problems with the family and then the family will inform the authorities.

Monitoring

A weekly report is produced by the school attendance officer. This report on pupil attendance and lateness is monitored weekly at the welfare meeting with an extended attendance monitoring each half term. Action from these meetings will be sent to the Pastoral Teachers through a 'MyConcerns' Task. MyConcerns is a secure safeguarding platform where all pupil concerns are kept.

The school attendance officer keeps records of all contact made regarding attendance. Where a student's absence gives cause for concern contact will be made with home and a meeting may be arranged with parents/carers. Each term attendance reports regarding the whole school are compiled and presented to Governors.

6th Form students

Students whose attendance fall below 96% will speak to the Head of 6th Form to discuss the reasons for their absences and agree a plan of action to improve their attendance (if the reasons are linked to health or personal issues the student will be provided with the appropriate support).

Authorised and Unauthorised absence from school

Registration is completed each morning and afternoon by teaching staff.

It is for the school, not the parent, to decide whether or not to authorise any absences. The school will not authorise absences in the following circumstances:

- Where no parental explanation is given.
- For extended visits overseas where no approval has been given.
- For holidays in term time (unless there are exceptional circumstances.)
- For shopping trips
- For leisure days out
- In other cases where it is deemed there is no reasonable explanation.

Leave of Absence

A request for leave of absence must be made in writing to the Head of School.

Family holidays during term time

Parents/carers are asked not to book a family holiday during term time. Parents do not have the right to take their child out of school for such a holiday. For unavoidable family circumstances, parents/carers need to ask the school for an application form "for leave of absence of school pupil". The form needs to be completed and returned to the Headteacher at least two weeks before the first day of the planned absence.

The school will consider each case individually, taking into account the pupil's overall attendance and the reason for the holiday. A letter will be returned to the family either authorising the absence with an agreed return date to school or giving a reason as to why it has been unauthorised. If authorisation is given for a specific period of time and the family do not return on the agreed date, a follow up letter explaining what action the school now will be taking is sent. The letter is sent by the school secretary in agreement with the Headteacher. In the case of absence for a family holiday these will only be authorised in exceptional circumstances.

Absence for the observation of a religious festival will be authorised for a maximum of two days per year.

Children at risk of Missing in Education

A child going missing from education is a potential indicator of abuse or neglect. Oak Lodge will follow their established procedure for unauthorised absence and following up children who go missing from education. In line with the safeguarding duties of the school all unexplained pupil absence will be investigated. The school must inform the Local Authority and the child's SEN Case worker of any pupil who fails to attend school, or has been absent without permission for a continuous period of 10 school

days or more. Established procedures will be followed, but each case needs to be examined individually, taking into account all the facts of the case. Some children are at particular risk, and may also need referral to social care.

Oak Lodge must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Oak Lodge notifies the local authority when pupils leave and start school. The following information is shared when a pupils names is removed from the admission register:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

We will notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. We will need to provide the local authority with all the information held within the admission register about the pupil.

See Children Missing in Education policy for more information.

Pupils leaving the premises without authority

Oak Lodge is a small school with small classes and activity groups. Staff members have in depth knowledge of the pupils and their whereabouts at all times. On the very rare occasions when a pupil has left the premises without permission, either during the school day or during the evening for residential pupils - the following procedures will apply:

1. The Headteacher or in her absence the Deputy Head (daytime) or Head of Care/Senior RSW (evening), will be informed immediately.
2. An initial search of the building and grounds will be made.
3. One member of staff will drive around the immediate area.
4. Another member of staff will ask that pupil's friends or classmates for information (this can be a source of good information, since generally pupils have good relationships with staff and are concerned for their peers).
5. If after 30 minutes, the pupil cannot be located, parents/carers will be informed by telephone.
6. Police will be informed by a member of the leadership team no later than 90 minutes after pupil's departure..

7. Appropriate authorities will be informed following contact with the police, i.e. Social Service Departments and the Local Authority.

Following any such incident, our pupil welfare procedures would be used to provide appropriate support and guidance to the pupil involved, emphasising our concern for his/her safety. We are able to offer a range of support services to pupils in difficulty. [NB. It is not possible for a pupil to leave the premises during the night without triggering our security alarm, which would alert staff on duty overnight.

Communication

The end of year student's reports include attendance and punctuality percentages. Where attendance is a concern for individuals the attendance record is discussed as part of the annual review of a student's Educational Health Care Plan and a printout of the year's record attached to the Review paperwork.

In addition to the contact described above meetings are arranged for parents/carers when a student's attendance and/or punctuality is a particular concern. A plan is agreed for those students and support given from one of the school's Learning Mentors.

See [appendix B](#) for Attendance action and procedures.

Recognition of Good Attendance

Oak Lodge recognises and encourages good and excellent attendance.

All pupils and students achieving a 98%-100% attendance each term will receive a certificate and special breakfast. Pupils receiving 100% attendance throughout the year will receive a certificate at Prize Giving in July.

School Lead for Attendance:

Holly Black Assistant Head and the Designated Safeguarding lead
hblack@oaklodge.wandsworth.sch.uk

Attendance Administrator:

Yvonne Morrison
ymorrison@oaklodge.wandsworth.sch.uk

Appendix A:

Absence and attendance codes

/ \ Present in school registration / = am \ = pm

L Late arrival before the register has closed

Codes to be used when pupils are present at approved off-site educational activity:

B Off-site educational activity

J At an interview with a prospective employer, or another educational establishment

P Participating in a supervised sporting activity

V Educational visit or trip approved by school

W Work experience

Authorised Absence from school means that the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

C Leave of absence authorised by the school

E Excluded but no alternative provision made.

H Holiday authorised by the school

I Illness (not medical or dental)

M Medical or dental appointments

R Religious observance

S Study Leave

T Gypsy, Roma and Traveller family

Unauthorised Absence from school

Unauthorised Absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

G Holiday not authorised by the school or in excess of the period determined by the head teacher.

N Reason for absence not yet provided. When the reason has been established the register should be amended. Code N should not be left on indefinitely and if no reason is provided after a reasonable time it should be replaced by Code O.

O School is not satisfied with the reason for absence

U arrived in school after registration is closed.

Y Unable to attend due to exceptional circumstances eg snow, site is closed, transport by local authority is not available

Planned whole or partial school closure

Appendix B

Oak Lodge School: Attendance Procedures and action			
Attendance Group	Attendance % (without medical appointments)	Administrator Action/MyConcerns Alert	Outcome
Group 1 No Concern-Green	98%-100%	Attendance Administrator: text home and give term attendance data to well-being team Well-being Mentor: use data to get certificates attendance for the end of term Celebration of Achievement. Prepare for assembly, certificates. Speak to kitchen regarding special breakfast	End of Term <ul style="list-style-type: none"> Administrator Text home to parents & prepare certificates Well being Mentor: Thursday end of term Celebration of achievement Assembly: 98%-100% attendance Special Celebration Breakfast 98% Prize giving reward for pupils with 100% attendance.
Group 2 Concern-Yellow	96%-97.9%	Attendance Administrator: <ul style="list-style-type: none"> MyConcerns Alert to pastoral teacher that attendance is dropping Remind pastoral to call to family regarding expected levels of attendance. 	Pastoral Teacher: <ul style="list-style-type: none"> Call home to inform parents that the student's attendance is now between 96%-97.9% which is a concern as this will impact on progress. Discuss reasons for absence and support
Group 3 Risk of underachievement - Amber	94%-95.9%	Attendance Administrator <ul style="list-style-type: none"> MyConcerns Alert to pastoral teacher that attendance is 94%-95.9% Remind pastoral to communicate with home to organise a parent meeting 	<ul style="list-style-type: none"> Pastoral teacher and parent meeting to inform parents that the student's attendance is now between 94%-95.9% which is a concern and is posing a risk to underachievement. Discuss reasons for absence and support to be offered. Contract signed and placed in file
Group 4 Increased risk of underachievement- Pink	90% -93%	Attendance Administrator <ul style="list-style-type: none"> Assistant Head alerted when a student attendance is between 90%-93.9% asked to call home 	<ul style="list-style-type: none"> Assistant head calls home to inform parents that the pupils attendance means they are at increased risk of underachieving. Discuss reasons for absence and support
Group 5 High Risk of Underachievement- Red group	1. 0-89.9% 2. 0-89.9% x 4 weeks 3. 0-89.9% x 12 weeks	Attendance Administrator <ul style="list-style-type: none"> EWO, Wellbeing mentor and Assistant head alerted when a student reaches attendance lower than 89.9% School? Attendance panel needs to take place. See Outcome	1. Attendance panel 1 with attendance officer and EWO. 2. Attendance panel 2 EWO & Head if this below 89.9% attendance for over 4 weeks 3. Attendance Panel 3 EWO, Head and assistant head meeting with parent reminding that student's attendance has been consistently below 89.9% for 12 and court proceedings should take place. School Attendance Panel with EWO and school staff followed by close monitoring. Referral to school EWO if attendance continues to deteriorate. Court processes/ actions may be taken by school EWO if the attendance remains unsatisfactory.

Reviewed and updated: Annually
Approved by the Governors: February 2018

Next Review Date: February 2019