



# ATTENDANCE POLICY

Date Approved by Governors	September 2016
Review Date	September 2018
On behalf of Governors signed	<i>Signed Copies On File</i>
Print name	
On behalf of Governors signed	
Print name	
Principal's signature	

**All One In A Million Free School Policies have been devised to ensure that:**

- students from all backgrounds and all abilities are welcome
- each student has the opportunity to flourish and achieve their potential
- we value the individuality of each student within the context of membership of our community
- we are committed to raising educational attainment and improving our students' life chances
- we provide an environment in which all students will be self aware, self disciplined and confident
- all students will understand how to make a positive contribution to our extended community
- we support academic, creative and personal achievement through our focus on Arts, Enterprise and Sport



## Attendance Policy

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### Attendance Facts

Students who miss 50% of their secondary schooling only have a 3% chance of gaining 5 A\* - C including English and maths

73% of students whose attendance is over 95% get 5 A\* - C including English and maths

1 in 5 students miss 19 days of school each year and for these students they drop ONE GCSE GRADE

1% improvement in attendance results in 5 - 6% improvement in attainment

This policy has been reviewed with due regard to the governing body's statutory requirements under the Equality Act 2010. This policy is available to all stakeholders on our website or by request at reception. All stakeholders are made aware of this policy via our newsletter.

One In A Million Free School recognises the high correlation between achievement and attendance therefore in order to maintain the high levels of attendance at OIAMFS, there is a clearly defined process communicated to all stakeholders.

- The importance of good attendance is an integral part of the home/school partnership.
- There are clear procedures for the reporting of absence.
- The taking of holidays during the school terms is strongly discouraged and will be recorded in the register as an unauthorised absence .
- The SIMS system ('Integris') is used effectively to monitor attendance at registration and lessons.
- Attendance figures are reported annually and appropriate targets are set for the following year.
- Attendance figures are monitored on a regular basis by the Vice Principal and the Attendance Officer.
- We work co-operatively with external agencies to deal with problems of irregular attendance.
- We keep accurate records of all exclusions and, in accordance with statutory guidance, report them to the Governing Body and the LA. We take appropriate action to reduce these.
- We continue to monitor the attendance of 'Cared for children', those from ethnic minorities, Student Premium Students, vulnerable student and those students with a SEN status
- We monitor carefully any of our students who are receiving off-site education



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### Purpose

In order to maintain the good attendance figures of OIAMFS, and promote learning, the school adheres to the following lines of action.

### Procedures

- The Vice Principal meets with the Learning Coaches regularly to review whole school attendance
- The Vice Principal meets the Attendance Officer on a regular basis to discuss any student who is of concern due to a poor attendance record and plan a course of action and then review the impact of this action. This involves a detailed and forensic analysis of the attendance data.
- Prolonged absence without medical support is referred to the Educational Welfare Service. Individual student absence records can be obtained from the computerised registration system to reinforce the case against the student and to keep on file.
- The Vice Principal investigates all cases where a student's attendance falls below 85%. This information is available from the computerised attendance information.
- The attendance of any student classed as a Persistent Absentee is monitored every half term and strategies implemented to try and support the student to improve their attendance

All holiday requests must be made directly to the Principal via the 'Request for Absence Form' and such requests will be logged with the Student Office and a copy of the acknowledgement letter, so that the appropriate entry can be made to the register. However it should be noted no holidays will be authorised by the school during term time.

- Learning Coaches must mark the register accurately at the start of the school day
- If students miss a lesson without parental or staff permission (internal truancy), the Learning Coach places them on full report until one complete week of good comments has been earned. The parents are informed of the truancy and asked to sign report form daily, supporting the action we are taking in school. The student may also be given a Behaviour Review.
- All staff promote high standards of attendance in all year groups by being a good role model, setting an example to students and reward good attendance and punctuality in line with the OIAMFS's reward system.
- Parents/Guardians to receive communication regarding attendance at the Learning Conferences and regular letters and texts.

Time	Action	Person Responsible
8.30 & 1.45	Registers close at these two times. Students registered after this time are marked as 'Late'.	Learning Coaches
8.30 & 1.45	Parents ring in school with an explanation for their child's absence	Parents
After 8.30 & 1.45	The reception ring on the first day of absence if the parents have not rung with an explanation.	Reception



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	These are recorder in the register. Reception keep a record of when they expect a student to return.	
Subsequent Days of Absence	If students are more days than originally was stated parents ring in with a further explanation.	Parents
Subsequent Days of Absence	If students are more days than originally was stated (as recorded in reception) the reception ring for a further explanation.	Reception
Return to School	The learning coach records the attendance. If they return earlier than expected the Learning Coach over-writes the codes in the register.	Learning Coach

### Codes for use on our SIM system

Code	Description
/	Present AM
\	Present PM
B	Educated Off Site - e.g. College
C	Other Authorised Circumstances
D	Dual registration
E	Excluded
F	Extended Family Holiday
G	Family Holiday not agreed
H	Holiday
I	Illness
J	Interview
L	Late (before registration closed)
M	Medical/Dental appointment or sickness absence
N	No reason yet provided doe absence
O	Unauthorised
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Travellers absence
U	Late after reg closed
V	Educational visit
W	Work experience
Y	Enforced closure



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### Procedure for removing a child from OIAMFS roll

The Education (Student Registration) Regulations 2006 set out the circumstances in which a school can remove a child from the school's roll.

There are significant child protection implications when the whereabouts of a child is not known and therefore all schools should follow the following procedures.

The regulations enable schools to remove compulsory school-age children in the following circumstances:

- The school is replaced by another school on an attendance order
- The school attendance order is revoked by the Local Authority (LA)
- Completion of compulsory school age
  
- The permanent exclusion of a student
- The death of a student
- The student is transferred between schools
- The student is withdrawn to be educated outside the school system
- The student fails to return from an extended family holiday after both the school and the LA have tried to locate the student
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- The student is in custody for more than four months
- There are 20 consecutive school days of unauthorised absence and the School Checklist has been completed and submitted to the CME Team. You must wait for confirmation from the Local Authority before off rolling.

*NB Students who are no longer on roll still need to be retained within the Database for reference purposes.*

Schools can only lawfully remove non-compulsory school-age children in the following circumstances:

- The student has left the school
- There are 20 school-days continuous absence without good reason
- The death of the student
- The permanent exclusion of a student

In general, students can be removed from the register of one school if they register at another. However, it is possible for any student to register at more than one school and, where this happens, there are restrictions on applying the power to remove students



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because they are registered at another school. Schools can only remove students from the register if one of the circumstances in these regulations applies.

**Unless the school has confirmation of one of the above then the child should remain on the school roll.** Where there is dual registration, e.g. where the child is on roll at a student referral unit (PRU) and at a school, the school should not remove the child from the roll without the consent of the LA.

Where a child is being removed from the roll, schools should ensure that the correct coding is entered against their MIS record (for a child that the school has failed to locate, the code "other" should be selected and the word "missing" entered in the destination free text field). This will ensure that the correct information is transferred to the LA within five days of removing them from the school roll.

**All other removals are illegal and could result in court proceedings against the person responsible** - With the exception of students who are subject to a school attendance order and students with special educational needs (SEN) for whom the LA has made arrangements, there is no requirement for LA approval of removals from registers.

### Missing Children / Children Missing Education (CME)

The Children and Young People's Service (CYPS) has put in place rigorous arrangements for identifying and maintaining contact with children missing, or at risk of going missing from education. The named individual responsible for receiving details of children found missing from education and for brokering support for them through the most appropriate agencies is:

The process of tracking students without an educational placement is part of our collective responsibility and ongoing commitment to safeguarding the welfare of young people. It is vital that anyone who becomes aware that a child is not, or does not appear to be in education, notifies the named person with the responsibility for students missing from education in Bradford.

If a school has concerns that a child is missing or if there is no explanation for their continued absence from school, the school should conduct further investigations through the school's designated Attendance Officer without delay. The School's designated Attendance Officer must then make enquiries as to the whereabouts of that child, using a standard School Checklist. If the child is continuously absent for a period of not less than 20 consecutive school days and the enquiries of both the school and their Attendance Officer have failed to locate that child, the Attendance Officer will then advise the Local authority CME team. The school should retain a copy of the completed School Checklist and also place the child's name in the National Lost Students' Database, which is a repository for the Common Transfer File (CTF). Schools should not remove the child from roll until advised to do so by the Local Authority.



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Co-operation in following these procedures is essential to ensure the safety of children in Bradford. This will enable both the school and the LA to identify possible missing children and to follow up all concerns.

### Improving Attendance Strategies

As has already been stated OIAMFS is committed to the highest attendance of its students. It will work closely with students and parents to do whatever it can to improve attendance. With this in mind in September 2016 it appointed to its staff an Attendance Officer. Our strategy for improving attendance includes:

First day response - same-day telephone calls to parents to ascertain reasons for absence

Meetings with students and parents in school

Home visits

Practical solutions – for example buying the student an alarm clock, advice about bedtime routines, address travel arrangements to school etc.

Letters and texts to parents

Attendance at the Governors Attendance Panel

Fixed Penalty Notice - legal action (in co-operation with the LA's Attendance Team) – for missing 21 sessions (10.5 days) in any term

In addition information about the need for good attendance (and punctuality) will be communicated to parents via the Principal's newsletter and parent meetings. In September OIAMFs will have a meeting with parents where key elements are set out; the importance of good attendance and punctuality; the importance of E-safety; OIAMFS's approach to bullying etc.

Students understand that reward trips are tied into good behaviour (recorded in merits) and good attendance. Students also know the negative impact their absence can have on their Learning Teams chance of winning the Learning Coach attendance prize.

### References

Improving attendance and punctuality – Ofsted – October 2013

Improving Attendance At School – Charlie Taylor

Improving School Attendance in England – National Audit Office – January 2005

### Monitoring, Evaluation And Review

The Governing Body will review and amend this policy and procedure at least annually or as required by:

- changes in legislation
- changes in guidelines from advisory bodies
- the effectiveness of the policy