



# **Local Attendance Procedures**

## Oakfield School – Local Attendance Procedures

### 1 Introduction

1.1 This school-based procedure policy is written in conjunction with the following TCAT policies which are available via the TCAT website.

- Attendance Policy
- Behaviour Policy

### 2 Roles & Responsibilities

#### 2.1 Attendance Team

2.1.1 The school's Attendance Policy is responsible for:

- Monitoring and analysing attendance data every week.
- Benchmarking attendance data to identify areas of focus for improvement. This includes persistent absences and identifying causes for concern.
- Providing regular attendance reports to staff and reporting concerns about attendance or concerns to the Deputy Headteacher and Designated Safeguarding Lead (DSL).
- Working with parents/carers, professionals, and education welfare officers to tackle persistent absence.
- Liaising with the school's Emotional Wellbeing and Multi-Agency/Safeguarding Team.
- Liaising and sharing attendance information with staff. This may be done via email or during debriefs/meetings.
- Advising the Deputy Headteacher when to issue fixed-penalty notices.
- Arranging calls and meetings with parents/carers to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.

#### 2.2 Teacher/Tutor

2.2.1 Teachers (and Instructors) have the legal responsibility for recording attendance daily, using the correct codes, and submitting this information on Arbor **by 9:10 a.m.** during tutor time and **1:05 p.m. during** afternoon registration.

2.2.2 Teachers (and Instructors) (this includes support staff, e.g., Learning Behaviour Support Mentors and Curriculum Support Assistants) are also responsible for informing the Administration Team of pupils who are not present and the reason.

## 2.3 Administration Team

### 2.3.1 The school's Administration Team will:

- Take calls from parents/carers about absence daily and record them on the school's management information system.
- Record information given in calls from parents/carers about the nature of the pupils' absences on the school's management information system. This is to provide the Attendance Team with more detailed support for attendance.
- Provide all staff with weekly attendance data via email.
- Produce daily/weekly summary attendance data for weekly attendance meetings.
- Liaise with staff and the Multi-Agency/Safeguarding Team regarding attendance concerns.
- Provide a weekly attendance data list to show which pupils have not attended school that week.

## 2.4 Parents/Carers

### 2.4.1 Parents/carers are expected to:

- Make sure their child attends school every day **by 8:50 a.m.**
- Call the school to report on their child's absence **before 8:50 a.m.** on the first day of the absence, and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

## 2.5 Pupils:

### 2.5.1 Pupils are expected to:

- Attend school every day on time. The school day **starts at 8:50 a.m.** and **finishes at 3 p.m.**, Monday to Thursday and 2:30 p.m. on Friday.
- Attend every timetabled lesson on time. (*Please see the timings of the school day on the school website.*)

### 3 Strategies for Promoting/Supporting Attendance

- 3.1 To support high levels of attendance, the school will continually monitor and act to improve attendance. The school seeks to recognise and celebrate regular attendance.
- 3.2 Attendance data will be analysed by the school's Attendance Team to identify trends in key groups, including vulnerable pupils, year groups, and individual pupils.
- 3.3 The school will use opportunities as they arise to remind pupils and parents/carers of the importance of good attendance:
  - The school will issue a yearly attendance letter. This includes term-term holiday information, an academic calendar and various other information on attendance.
  - This policy will be made available via the school website. The school's attendance procedure and information will be shared via the school website and communicated with the pupil and parent/carer during the admission process.
  - As part of the curriculum, staff will promote attendance through PSHE lessons and Hub/Tutor times.
  - The school will offer various incentives and rewards to promote good attendance. For example, the school will offer pupils Epraise points from 250 up to 5000 and bespoke certificates to recognise their achievements.
  - The SENDCo will support attendance through the 6-Week Assessment/Annual Review process.
  - The school's Parent and Young Person Liaison Officer will make home/welfare visits to ascertain reasons for poor attendance. This will also be a support network for pupils and parents/carers to engage with the school in removing barriers to attendance concerns.
  - As part of the school's induction process, parents/carers and pupils read and sign to declare they read and understood the contents of the Attendance Policy.

### 4 Reducing Persistent and Severe Absence

- 4.1 Persistent absence is where a pupil misses **10% or more** of school, and severe absence is where a pupil misses **50% or more** of school.
- 4.2 The school will:
  - Use attendance data to find patterns and trends of persistent and severe absence.

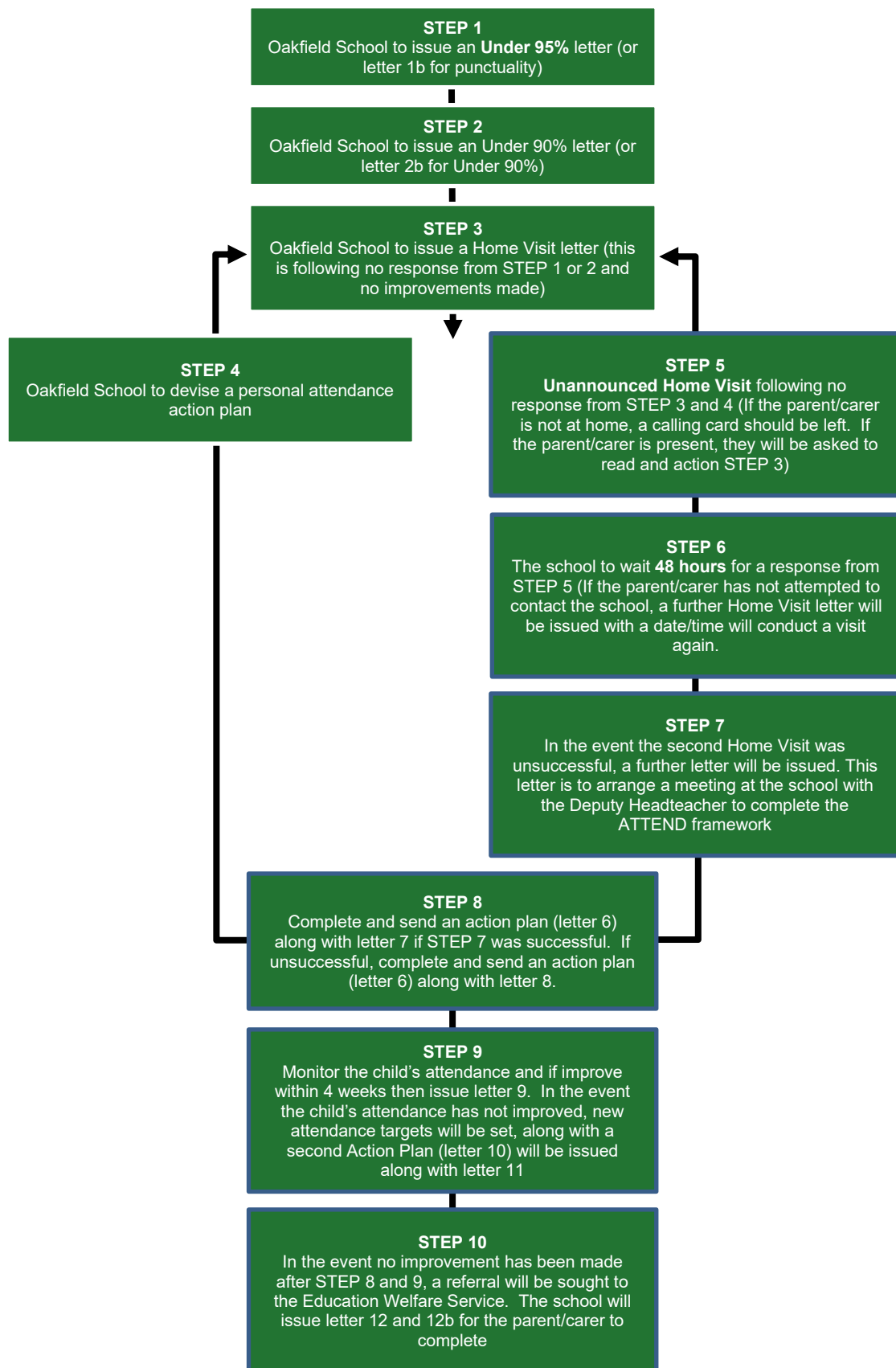
- Hold regular meetings with the parents/carers of pupils whom the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

4.3 Please refer to the school's step-by-step Attendance Procedure in Appendix 1.

## **5 Monitoring & Review**

5.1 This school-based procedure policy will be reviewed annually by the Deputy Headteacher (Senior Attendance Champion). At every review, the Governing Body will approve the policy.

## Appendix 1 – Attendance Procedure (Oakfield School)



## Appendix 2 – Attendance Percentage Thermometer

