REDHILL ACADEMY TRUST

Equality and Achievement

Attendance Policy

APPROVING BODY	LOCAL ACADEMY BOARD
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1 ACADEMY COMMITMENT

To achieve their full educational potential, students must maintain a high level of school attendance. Regular and punctual attendance is not only a legal requirement but also fundamental to academic achievement, social development, personal growth, and future success. It is, therefore, a vital part of our whole-academy improvement strategy.

Attendance has a direct impact on both attainment and progress. That is why we expect students to attend school every day—190 days per year—so they can fully benefit from the opportunities available and maximise their chances of success.

2 AIMS AND OBJECTIVES

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents or carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the academy through rewarding and target setting.
- To monitor and evaluate attendance protocols on a regular basis.
- To give clear information on expected levels of attendance.

3 ATTENDANCE LEGISLATION

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.
If a child of compulsory school age who is registered at a school fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.
Compulsory school age is defined as beginning from the start of the following term after a pupil turns five. *A child continues to be of compulsory school age until the last Friday in June in the school year that they reach sixteen.*
The issue of a penalty notice The Education (Penalty Notices) (England) Regulations 2007 may be considered in cases where a child is absent from the academy and the absence is unauthorised.

We judge attendance levels using the following criteria:

100%	**Outstanding** The aim should be for individual pupils to have 100% attendance
98.1% to 99.9%	**Excellent** (With no unauthorised absence)
95.1% to 98%	**Concerns** or **requires improvement** (Acknowledge where attendance is improving)
90.1% to 95%	**Serious Cause for Concern**

	(Acknowledge where attendance has improved but is still below the trust expectations. Working together to improve attendance)
90% and under	**Persistent absentee** (Acknowledge where attendance is close to 90% and improving) Working with parents or carers and external agencies to improve attendance).

4 KEY PERSONNEL

Academy Name:	The Oakwood Academy
Headteacher:	Andy Gilbert The Headteacher is the only person who can authorise leave in 'exceptional circumstances'
Senior Attendance Champion:	Jo Crane
Attendance Team:	Anna McClory (Attendance Officer) Georgina Wilson (Attendance Officer) Elizabeth Wilkins (Attendance Administrator) Chris Brooke (Attendance Champion)

5 REPORTING OF STUDENT ABSENCE

All parents or carers should report their child absent on the first day by contacting the academy, before the start of the school day, on: 01159539323 or by emailing: toa-attendance@oakwoodacademy.org.uk

A reason for absence should be given along with an indication of the anticipated length of absence. Where possible, medical evidence should be provided.

Absences, where no contact has been received from parents or carers will generate a communication from school with potentially a follow up home visit.

All school trips and work-based learning activities need to be recorded on the school management information system. If a student does not attend planned events for any reason, then the teacher responsible needs to notify the attendance team as soon as possible.

Medical Appointments:

Parents/carers are requested to make routine medical appointments outside of academy time where possible. Students will be expected to provide evidence of the medical appointment in order for the absence to be authorised.

6 TERM-TIME HOLIDAYS

High attainment is reliant on good attendance. Term-time holidays will have a significant impact on achievement and progress, and therefore, our position is not to authorise any, other than in the most exceptional circumstances. The fundamental principles that we define exceptional are rare, significant, unavoidable, and short. By unavoidable, we mean an event that could not reasonably be scheduled at another time. Regulation 11 of the School Attendance (Pupil Registration) (England)

Regulations 2024 clarifies that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Academies should determine the number of days a student can be away from the academy if the leave is granted. In these circumstances, an application must be made in writing, with appropriate evidence, to the headteacher in advance of booking the intended holiday. The headteacher will then respond with a decision.
You may be issued with a fixed penalty notice for a holiday taken during term time, without the headteacher's permission.

7 STUDENTS MISSING EDUCATION

If a student has a continued period of absence, we will complete a home visit within 10 days. If the matter remains unresolved at this point, we may refer the case to the local authority, children missing education team.

For students who are deemed to be vulnerable we will notify social care if there is a period of unexplained absence and will undertake a home visit by day 5 if the student has not returned to school by this time.

Statutory guidance can be found here: Children missing education: statutory guidance for local authorities and schools

8 PUNCTUALITY

Good punctuality is essential to avoid missed learning and to develop positive habits and routines for later life. A late gate operates every day, and students are expected to be in their classrooms at the start of the school day. After this time, they will be marked as 'late'. Registers close 30 minutes after the beginning of each day. After this time the student is counted as absent for that session. Persistent issues with punctuality will be followed up by our attendance and pastoral teams.

9 WHAT WILL WE DO WHEN ATTENDANCE IS A CONCERN?

Even when there are legitimate reasons for absences, it is important that school and home work together to improve attendance. When attendance drops the attendance team will contact parents or carers to alert them that their child's attendance is a cause for concern and to offer support where needed to secure necessary improvements.
If a student's attendance continues to be a concern, and they are at risk of becoming a persistent absentee, the attendance team will contact parents and carers to invite them in to school to discuss an action plan. At this time other agencies may be considered as additional support.
The updated National Framework for Penalty Notices states that schools must consider whether a penalty notice is appropriate when the threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks is met.
The school may also choose to issue a Notice to Improve if support has not been engaged with. If no improvement is seen it may be necessary to involve the local authority education team.
Where students are meeting or exceeding any targets set, we will make every effort to recognise and reward improvements in attendance.