



# Registration and Attendance Policy



## 1 Introduction

The Academy is committed to a positive policy of encouraging students to attend school regularly. The Academy will work with parents and students to secure this aim.

## 2 Aim

The aims of this Attendance policy is to ensure that there is an efficient system, known to all, for ensuring that students attend the Academy on a daily basis, or for ensuring a reason for non-attendance is known to the Academy.

## 3 Taking the Register

3.1 Students of compulsory school age must have their attendance registered twice per day. It is the practice of this Academy to register ALL students (including those over compulsory school age).

3.2 The register must be taken twice daily at the start of morning and afternoon sessions. In addition all teaching staff must check that the students timetabled to be in their lessons are present for each session.

3.3 The register must record whether the student is present, absent, or attending an approved educational activity.

3.4 An 'approved educational activity' is defined as:

- one taking place off the Academy premises;
- approved by a person authorised by the Principal;
- supervised by a person approved by the Principal;
- of an educational nature, including work experience, field trips and educational visits;
- Link Courses where students attend a FE college for part of their time, or students receiving part of their education off-site at another location while remaining on roll and under Academy supervision (e.g. sick students being taught at home), or attending approved an sporting activity:

When a student of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

3.5 All Tutor Group registers will be closed ten minutes after the start of the morning and afternoon sessions, but there may be some small variation on this between Academies.

## 4 Responsibilities

4.1 The Academy Council will:

- approve the policy and any proposed changes;
- receive reports from the Principal;
- review the working of the policy in the light of the Principal's report;
- ensure that the policy is promoted and implemented throughout the Academy; and
- is known by the parents.

4.2 The Principal will:

- set attendance targets as part of the Academy Development Plan and target-setting process;
- monitor progress;
- ensure that strategies are in place to promote and implement the policy throughout the Academy;
- determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested on the Academy's official form, or absences which have taken place for which no request was made;

#### 4.2 The Principal will:

- set attendance targets as part of the Academy Development Plan and target-setting process;
- monitor progress;
- ensure that strategies are in place to promote and implement the policy throughout the Academy;
- determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested on the Academy's official form, or absences which have taken place for which no request was made;
- notify parents as appropriate that if a student of compulsory school age fails to attend regularly his/her parents commit an offence;
- initiate with appropriate staff strategies to improve attendance;
- liaise with the appropriate bodies (including the Local Authority's agencies) over persistent absentees;
- liaise with the Local Authority agencies and police when they wish to exercise their powers to enforce truants to return to the Academy; and
- make an annual report with statistics to the Academy Council.

#### 4.3 The Vice Principal (Pastoral) will:

- oversee the attendance arrangements;
- work with Heads of Year to ensure the efficient running of the system;
- make periodic checks of the registers to monitor student absence;
- make regular checks on absence notes and the reasons for absence;
- ensure that unaccounted-for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a child's welfare, the Vice Principal (Pastoral) will immediately inform the Principal who will decide what action to take including informing the relevant local authority agency);
- deal with issues of inadequate registering;
- arrange appropriate training for staff;
- keep the Principal informed of the progress of the policy; and
- advise the Principal on any strategies that could be initiated or improved.

#### 4.4 Heads of Year will:

- ensure that all student absences are noted and absence notes received from parents;
- ensure that all registers are completed and handed to the Academy office at the end of each term;
- make regular checks on the efficiency of the registering;
- make regular checks on absence notes;
- ensure that all suspected truancy is followed up and dealt with;
- contact parents over student absences where appropriate;
- make reports to the Vice Principal (Pastoral) on the efficiency of the system; and
- liaise with the Vice Principal (Pastoral) over training needs.

#### 4.5 Form Tutors will:

- ensure that students are registered accurately;
- ensure that students bring absence notes;
- keep the Head of Year informed of any signs of suspected truancy; and
- inform the Head of Year of any possible underlying problems which might account for absences.

#### 4.6 Classroom Teachers will:

- check the attendance of students at their lessons according to the Academy system; and
- inform the (Head of Year/Tutor) of the names of students who are absent without notification.

- 4.7 Parents are required to:
- ensure their daughter or son attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);
  - if possible inform the Academy of their child's absence on the first day of non-attendance, or as soon as possible thereafter;
  - write an explanatory note or phone on the day of return to the Academy;
  - make any request for leave of absence on the Academy's official leave of absence form.

## **5 Inspection**

The Vice Principal (Pastoral) will ensure that the Academy Admission and Attendance Registers are available for inspection as required.

## **6 Leave of Absence**

6.1 Leave of absence for a student can be granted only by the Principal on recommendation from the Head of Year.

6.2 Parents will be expected to use the Academy's official leave of absence request form.

## **7 Holiday Leave**

7.1 Holidays should not normally be taken during term time. Any exceptional requests must be made to the Principal on the official form.

7.2 If the student goes on a holiday which has not been approved by the Academy it will count as unauthorised absence.

## **8 Short -Term Leave**

8.1 The Academy can grant short-term leave for family reasons. It is for the Principal to determine the reasonableness.

8.2 Dental and medical appointments during school time are not encouraged. If the student leaves for an appointment after registering no absence needs to be recorded.

## **9 Religious Observance**

There is no legislation or regulation or DCSF guidance on leave of absence for religious observance.

The Principal will review any such application on an individual basis, and in consultation with the Vice Principal (Pastoral), Head of Year and the parents.

The Academy expects advance notice, since religious festivals are likely to be fixed well ahead.



## **10 Taking a student off the Register**

The Principal will authorise the taking of a student's name off the register in accordance with the Regulations currently in force.

## **11 Equal Opportunities**

In making and implementing this policy the Academy will take into account the Oasis Community Learning equal opportunity policies.

The Academy will inform staff where allowances have to be made for students with disabilities.

## **12 Monitoring and Review**

The Principal will review the working of the policy with appropriate senior staff, and make regular reports to the Academy Council on the attendance of students.

Oasis Community Learning will monitor the use and effectiveness of this policy and review it at least every two years

