



# Oasis Academy Wintringham

## Attendance Strategy, Protocols and Practice 2023/24

## Introduction and Intent

### Attendance is everyone's business.

This is our mantra, just like safeguarding – it is important to remember that attendance falls under safeguarding, the outcome of poor attendance is not just in data, but also increases the risk of safeguarding.

The 23 – 24 academic year brings new opportunities to adapt our procedures, because:

"If you always do what you've always done, you'll always get what you've always got."

**HENRY FORD**

Our aim this academic year 23 – 24 is to work together as an OCL family to:

- ❖ raise attendance to improve educational outcomes and create social inclusion for all children and young people across OCL.

At Oasis Academy Wintringham (OAW) we believe in providing an excellent quality of education to ensure our young people develop their character, competence and community. This all starts with excellent attendance, the biggest factor in a child's attainment. Good attendance impacts positively on student progress and allows teachers to plan their lessons more freely.

The overall academy attendance target for 2023-24 is **93%** or national average if above. **Attendance is the responsibility of all staff** – not just the Attendance Team. It is vital therefore that we have a no-excuses culture and believe children want to come to school. Where attendance is not good and barriers exist we work with young people and their families to remove this.

## Practice and Routines

System	Time	Responsible	Actions
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Early Response	8-8.30am	Attendance Team	<ul style="list-style-type: none"> <li>• Listen to voicemails/reasons for student absence</li> <li>• Calls to parents made of unauthorised absence/those where medical evidence is needed</li> <li>• Students on attendance monitoring plan reminded of this and consequences if student doesn't attend</li> <li>• Lists made for home visits and placed into postcode clusters</li> </ul>
Registration and Late Gate	8.30-9am	Form Tutors, Attendance Team, ALT	<ul style="list-style-type: none"> <li>• Staff complete registers within first 10 mins</li> <li>• Attendance clerk sends ALT a report of missing registers, ALT visit teachers and ensure register is taken immediately</li> <li>• A tracker is completed by SAP showing missing/late/incomplete registers – staff receive support/challenge/action based on this</li> <li>• Tracker is part of a standard ALT agenda item (attendance) and reviewed every Tuesday</li> <li>• Monitor the attendance of students attending Alternative Provision, chase providers. Ensure dual registered students have the correct enrolment status/are coded correctly. Inform ALT where an issue arises (discuss at ALT weekly)</li> <li>• Late gate is manned by the Year Manager and a member of ALT, students challenged and given a 20min same day detention</li> </ul>
First Absence Response	8.30-9am  9-9.30am	Form Tutors, Attendance team, Pastoral Leaders	<ul style="list-style-type: none"> <li>• Form Tutors share tracker and discuss attendance with tutees, sign attendance report cards/reward/challenge as appropriate</li> <li>• Attendance Officer to check N codes and add to list for immediate home visits</li> <li>• Attendance Officer to co-ordinate the home visit list and distribute accordingly</li> <li>• Safeguarding text messages sent from N code watchlist</li> <li>• Continue with first response calls</li> </ul>
Home Visits	9am onwards	Attendance Officer, Attendance Liaison officer	<ul style="list-style-type: none"> <li>• Postcode cluster lists to support with maximising number of visits</li> <li>• Visits begin immediately, no later than 9am. Home visits log completed and sent to AP (Attendance), Vice Principal and Principal daily with clear actions and next steps.</li> <li>• Vulnerable students, CWSW, SEND (EHCP), PP, Y11 are prioritised.</li> </ul>

		and LA EWO on Weds	<ul style="list-style-type: none"> <li>• Pastoral Leaders support viewing the list to look for quick wins. Additional list for home visits compiled where pastoral staff can conduct visits</li> <li>• Academy letter left to acknowledge visit and information about next steps/actions/key contacts if non-attendance continues.</li> </ul>
Attendance Monitoring Stage 1	Ongoing	Attendance Team, ALT Attendance Lead, HoY, Pastoral Leaders	<ul style="list-style-type: none"> <li>• As soon as attendance falls below 97% letter 1A is sent to parents outlining impact of non-attendance and improvement needed.</li> <li>• Tutors to monitor the attendance dashboard and have a conversation with students that have fallen below 97% and encourage students.</li> <li>• Weekly rewards in place administered by YM/HoY in assembly.</li> <li>• Any absence within a 2 week period is an immediate failure and move to stage 2 without delay, letter 1B sent</li> </ul>
Attendance Monitoring Stage 2	Ongoing	Attendance Team, ALT Attendance Lead, HoY, Pastoral Leaders	<ul style="list-style-type: none"> <li>• Parent meeting held to discuss failure of stage 1 with Attendance Officer and Head Of Year</li> <li>• Students placed on 4-week absence monitoring -target-no further absence during monitoring period</li> <li>• Formal four-week plan is completed in the meeting</li> <li>• Support offered/barriers discussed</li> <li>• Heads of Year check list for their year group and encourage students</li> <li>• Any absence is an immediate failure and move to stage 3 without delay (do not wait until the end of the 4-week monitoring phase) letter 3 sent</li> </ul>
Attendance Monitoring Stage 3	Ongoing	ALT, DSL, EWO	<ul style="list-style-type: none"> <li>• Parent Meeting held with ALT and EWO (where possible) to discuss reasons for continued absence</li> <li>• Further support explored</li> <li>• Legal ramifications explained if attendance does not improve (all in letter 3)</li> <li>• Educational neglect explained DSL</li> <li>• Improvements are praised through weekly assemblies, daily checks, calls home, through standardised slides.</li> <li>• If successful, monitoring ends but with a letter explaining if a student falls below in the future, they will be placed back at stage 3</li> <li>• Referral to EBSA pathway offered by OCL</li> </ul>
Attendance Monitoring		Attendance Officer, ALT, DSL, EWO	<ul style="list-style-type: none"> <li>• These students must be discussed weekly at Head of Year meetings and in ALT</li> </ul>

Stage 4- Severely Absent students			<ul style="list-style-type: none"> <li>• All must be listed on a Stage 3 student register, flagged as red and LA notified of these (this would need reviewing in terms of actual percentage attendance of academic year)</li> <li>• Weekly ALT reports to discuss next steps</li> <li>• Phased plan for students under 50% under three categories- school phobic leading to anxiety due to missed learning, social anxiety for other reasons, school refuser-parental neglect</li> <li>• Each plan must identify a 'phased return' plan</li> <li>• Letter 4 from Principal to be sent explaining legal ramifications of absence</li> <li>• DSL to check all referrals have been made for educational neglect</li> <li>• Daily contact with social workers to be made by DSL for all severely absent students known to social care</li> <li>• Contact made with the Local Authority to support with students under 50%</li> <li>• Home School Liaison officer to visit those students on the vulnerable register twice weekly.</li> </ul>
LA referrals		Senior Attendance Officer, ALT Attendance Lead, EWO, Principal	<ul style="list-style-type: none"> <li>• Students with a pattern of poor attendance are identified quickly</li> <li>• Students who fail the 4-week academy monitoring are referred to the LA</li> <li>• Establish which students have been referred to the EWO + LA, add to a legal log which can be reviewed weekly and monthly.</li> <li>• Establish which students have been referred for a PN or are on PN monitoring, add to a legal log which can be reviewed weekly and monthly. Request PNs as soon as the threshold is reached unless there are SEMH issues.</li> <li>• Consideration for FPN in place</li> <li>• FPN students discussed at ALT weekly</li> <li>• Unauthorise all absence under 90% unless supported by medical evidence.</li> <li>• Refer CME cases within 10 days of continual absence. Obtain all copies of CME referral forms to include in the academy's safeguarding folder</li> <li>• Ensure safeguarding logs and evidence are held centrally. Review safeguarding folder and logs to ensure all paperwork is in place</li> <li>• Follow protocol for EHE, follow up immediately</li> </ul>
Tracking and Monitoring		Attendance Team, ALT	<ul style="list-style-type: none"> <li>• By 9am daily ALT Attendance Lead, Vice Principal and Principal to be made aware of the current attendance for the day and actions including HV</li> </ul>

		Attendance Lead, DSL, Principal	<ul style="list-style-type: none"> <li>• From 9am home visits will have begun via home school liaison officer</li> <li>• Registers close at 9.00am.</li> <li>• At the end of each day Heads of Year record their year group's attendance on the Attendance board in the corridor next to the Principal's office</li> <li>• A weekly tracker will be completed and sent to the Principal, Vice Principal and ALT Lead showing the YTD attendance and key groups. This tracker will have the comparative data for the last two years so patterns can be quickly identified</li> <li>• Home Visit log is shared with Principal, Vice Principal and ALT lead daily with clear outcomes, actions and next steps. This log is then entered into CPOMs as an evidence profile.</li> <li>• Daily register sweeps must take place and there must be no missing marks</li> <li>• A missing marks log will be sent to the Principal and ALT lead daily</li> <li>• A weekly meeting with the Attendance Officer, ALT lead and Vice Principal will analyse data and hold staff to account for actions</li> <li>• ALT weekly meeting will have attendance as a fixed item. ALT lead will share key data using ALT template in the ALT OneNote agenda so that all members of ALT can read this and are aware of Academy attendance</li> <li>• Trust Risk Register... Ensure tracker is fully updated, including dates of agreed actions, and contextual data. Utilise the tracker to monitor vulnerable students.</li> </ul>
Checking and Management of Registers		Form Tutors, Class Teachers and Attendance Team	<ul style="list-style-type: none"> <li>• Review registers daily and weekly, checking for and amending anomalies and errors</li> <li>• Resolve Bromcom Missing Marks daily, clear empty Sessions and 'N' codes weekly</li> <li>• Ensure there are no discrepancies between the admission and attendance register</li> <li>• Pre census checks to be run the week before census dates, all errors resolved prior to census date</li> <li>• Tracker of all missing registers to be sent to ALT Lead, Vice Principal and Principal daily, staff held to account/support/challenge, middle leaders informed</li> </ul>

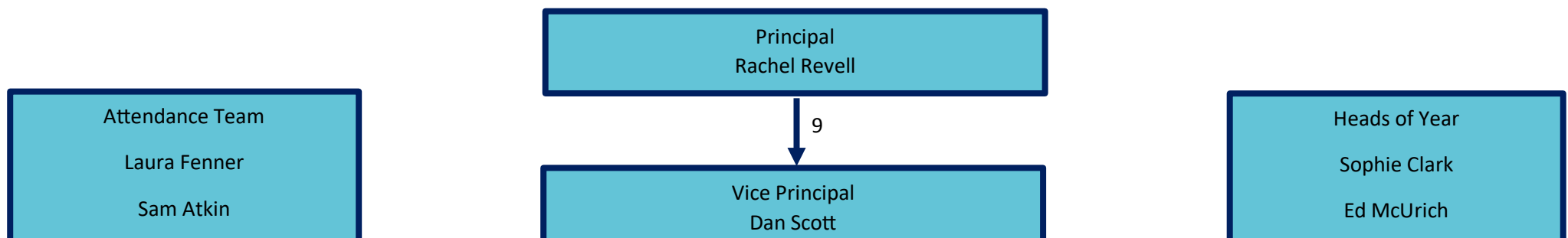
Admissions and leavers		Attendance Administrator	<ul style="list-style-type: none"> <li>• All admissions and leavers must be agreed with the Principal</li> <li>• Meetings will take place at the earliest convenience with testing on the earliest Wednesday . Admission to occur the following Monday.</li> <li>• Admission template to be completed on Bromcom using the OCL admissions online form</li> <li>• All data must be accurate on Bromcom</li> <li>• Staff to be informed all new arrivals via email</li> <li>• Ensure there are two emergency contacts for every student and systems are in place to ensure regular updates</li> <li>• Half-termly run a Leavers Report, ensure each student has a destination on Bromcom. Ensure where a student is 'Missing' or 'Moved Abroad' CME evidence is available.</li> </ul>
Inclusion Meetings		Vice Principal, DSL and ALT Attendance Lead	<ul style="list-style-type: none"> <li>• Attendance will be a fixed item at weekly SLM meetings with ALT Attendance Lead focused on key actions</li> <li>• Inclusion meetings will be established, must be fast paced, and solution focussed with a no-excuses culture</li> <li>• CWSW who are referred to Inclusion must be prioritised, and actions must include communicating immediately with social care</li> </ul>
Culture of Attendance		All academy staff	<ul style="list-style-type: none"> <li>• The culture must be right in the academy for students to want to attend</li> <li>• Tutor greeting at classroom doors will start with a positive 'good morning' welcome to tutees</li> <li>• ALT links must be at assigned duty points and then visit link tutor time daily</li> <li>• HoY check key students are present – those on stage 1 and 2 and visit tutors daily. Also complete twice half termly QA to ensure tutor time is effective and engaging</li> <li>• Late gate will include a member of ALT daily to support Year Manager</li> <li>• HoY must have daily conversations with students, parents and staff about attendance, reasons for absence, improvements, rewards</li> <li>• Weekly Head of Year Meeting on a Monday will include a detailed update on attendance, actions and next steps</li> <li>• Principal's weekly briefing will include attendance</li> <li>• Students' attendance to be displayed and discussed in assemblies and tutor time weekly.</li> </ul>

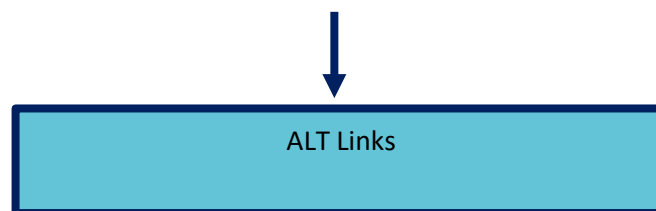
			<ul style="list-style-type: none"> <li>• Immediate response must be made by Year Managers/HoY/DSL team where bullying is cited as a reason for absence</li> <li>• Year teams must have attendance displays in their areas, whole school attendance displays must be visible and updated weekly</li> </ul>
Student Ownership of Attendance		Students	<ul style="list-style-type: none"> <li>• Students will have a student planner on OneNote and will log their attendance here. In this they will record their attendance each week, half term, term</li> <li>• Tutors will share attendance weekly and display their tutor group's overall attendance on their classroom whiteboard</li> <li>• The tracker will be rag rated against each student</li> <li>• Green 97% and above, amber 90-96%, red below 90%</li> <li>• For some students rag rating will not be appropriate and this will be communicated</li> <li>• Celebration assemblies will include attendance half termly with badges, certificates and rewards given</li> </ul>
Rewards		Attendance Team, ALT Rewards Lead, HoY, Pastoral Leaders	<ul style="list-style-type: none"> <li>• Rewards system to be fully reviewed ready for a January 2024 launch</li> <li>• Year 11 rewards linked to prom and last day. Students work towards an achievement point/behaviour point score of 0</li> <li>• Clear increase in rewards via achievement points for key regular attendance i.e. on time for school, on time for each lesson = 1 point per day; attendance of intervention sessions = 2 achievement points; achievement points for contributing to Academy life and ALT higher achievement points</li> <li>• Student parliament impact products selected for the rewards shop</li> <li>• Student parliament suggest longer term rewards which appeal to students and these are drawn each half term</li> <li>• Fortnightly 100% attendance draws for students to win Amazon vouchers</li> <li>• Double achievement points on Mondays and Fridays to boost attendance on key days</li> <li>• Bronze, Silver, Gold, Platinum and Diamond awards launched with badges and awarded during assemblies</li> <li>• Point boost events at key points to ensure that attendance is promoted</li> <li>• End of year reward trips on offer and linked to high positive achievement points to tie in to attendance.</li> </ul>



Small short-term rewards		Attendance Team, ALT Rewards Lead, HoY, Pastoral Leaders	<ul style="list-style-type: none"> <li>• Assemblies-weekly certificates, chocolates for best attending form of the week</li> <li>• 100% attendance draw fortnightly</li> <li>• Early lunch passes</li> <li>• Achievement points and double point Monday and Fridays</li> <li>• PA or at risk who have improved receive 'goody bag' and postcard home for a full week</li> <li>• 88-92% (PA at risk) chocolate goody bag for full week attendance</li> <li>• Reward shop visits for points collected</li> </ul>
Medium half term rewards		Attendance Team, ALT Rewards Lead, HoY, Pastoral Leaders	<ul style="list-style-type: none"> <li>• Random rewards- raffle ticket holders into the draw (all with a full week attendance for the half term)</li> <li>• Vouchers for most improved and 100%</li> <li>• Achievement points</li> <li>• Bronze, Silver etc award badges</li> <li>• Larger prize raffles</li> </ul>
Termly rewards		Attendance Team, ALT Rewards Lead, HoY, Pastoral Leaders	<ul style="list-style-type: none"> <li>• Assemblies- certificates for 100%, display 94% above and most improved</li> <li>• Gold, Platinum and Diamond award badges</li> <li>• Letter from AP celebrating all above 94% and most improved</li> <li>• Golden hour invite</li> <li>• Achievement points towards end of year trips/prom discount</li> </ul>

### Wintringham Attendance Team





Key Responsibilities	Principal	Vice Principal	ALT Attendance Lead	Attendance Officer	Attendance Officer (continued)	Admissions	School Liaison Officer
	<ul style="list-style-type: none"> <li>• Hold VP to account</li> <li>• Complete a half termly attendance audit with the ALT Attendance Lead and the Regional Director to</li> </ul>	<ul style="list-style-type: none"> <li>• Hold ALT Attendance Lead to account</li> <li>• Meet weekly with the ALT Attendance Lead to discuss attendance, persistent</li> </ul>	<ul style="list-style-type: none"> <li>• Accountable for implementing and embedding academy attendance strategy</li> <li>• Monitor attendance daily</li> <li>• Hold Attendance Team to account</li> </ul>	<ul style="list-style-type: none"> <li>• Oversight and monitoring of whole school attendance data daily</li> <li>• Report attendance by year and subgroup to ALT daily</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor whole Academy attendance daily</li> <li>• Organise and arrange attendance interventions</li> <li>• Organise lists, attend and monitor home</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange appointments with the Principal on receipt of transfer forms and provide all necessary documentation</li> <li>• Arrange admissions meetings, testing</li> </ul>	<ul style="list-style-type: none"> <li>• Identify students and families in need of support</li> <li>• Promote an effective home school partnership by building positive relationships</li> </ul>

	ensure compliance	<p>absence, key target groups</p> <ul style="list-style-type: none"> <li>• Hold Inclusion Meetings to focus on key students and ensure swift actions are in place – twice per half term</li> </ul>	<p>through weekly attendance meetings</p> <ul style="list-style-type: none"> <li>• Liaise with AP for behaviour to provide key information for key students on different stages of attendance</li> <li>• Liaise weekly with DSL to monitor the attendance of CWSW</li> <li>• Liaise weekly with SENCO to monitor the attendance of SEN students</li> <li>• Report YTD Attendance headlines to ALT weekly including all groups and PA</li> <li>• Ensure the risk register is up to date weekly</li> <li>• Key contact for the LA and OCL</li> <li>• Provide half termly reports on key</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor non-attendance, Persistent Absence, lates to school/lessons and internal truancy</li> <li>• Ensure relevant monitoring and support plans are in place for students on stage 3 monitoring</li> <li>• Co-ordinate attendance interventions for students on a one-to-one and group basis</li> <li>• Meet with external agencies</li> <li>• Analyse data weekly to establish students in need of interventions (letters/meetings/F PN/fast track)</li> <li>• Refer CME students to the Admissions and Attendance Administrator after 10 days of continual absence</li> </ul>	<p>visits on the home visit log</p> <ul style="list-style-type: none"> <li>• Carry out first day contact with parents to advise them of absence</li> <li>• Stage 1 parental meetings to discuss attendance and put support plans in place</li> <li>• Meet with external agencies</li> <li>• To provide daily and weekly updates on attendance</li> <li>• Monitor missing registers and inaccurate registers, completing the compliance tracker daily</li> <li>• Update the students who are on a monitoring stage weekly</li> <li>• Send relevant starters and leavers documentation to the LA</li> </ul>	<p>and tour of the Academy</p> <ul style="list-style-type: none"> <li>• Share relevant information on new admissions with all staff</li> <li>• To update starters and leavers on Bromcom, including destination notes of any leavers</li> <li>• Provide administrative support to the attendance team</li> </ul>	<ul style="list-style-type: none"> <li>• Engage vulnerable children and families to attend school</li> <li>• Conduct regular home visits to identified families</li> <li>• Maintain regular contact with families of students receiving support</li> <li>• Provide consistent support to all students</li> <li>• Promote self-esteem and independence, employing strategies to reward achievement</li> <li>• Provide mentoring to students to improve punctuality and attendance</li> </ul>
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			developments/n ext steps <ul style="list-style-type: none"> <li>• Develop a rewards strategy for 100% and most improved weekly, half termly and yearly attendance</li> <li>• Stage 3 meetings for students who are severely absent</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure safeguarding documents are updated in the central folder weekly</li> <li>• Stage 2 parental meetings to discuss attendance and put support plans in place</li> <li>• To make weekly FPN referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Stage 1 parental meetings to discuss attendance and put support plans in place</li> </ul>		
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Key Responsibilities	ALT Links	Heads of Year	Year Manager	Form Tutors	Class Teachers
	<ul style="list-style-type: none"> <li>• Know daily and YTD attendance</li> <li>• Know the names of students in the linked year group who are on a monitoring stage for attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor year group attendance daily and analyse attendance data weekly</li> <li>• Ensure key target groups, PP, SEN and CWSW are monitored daily, report concerns to ALT Attendance Lead, DSL, SENCO and Senior Attendance Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Head of Year in Monitoring year group attendance daily and analyse attendance data weekly</li> <li>• Report daily to the ALT office to communicate year group attendance, lates, FTS and PA</li> <li>• Hold conversations with students who are late to school and lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Complete registers everyday by 8.40am</li> <li>• Create a welcoming, engaging and positive environment during tutor time</li> <li>• Actively promote the importance of good attendance to tutees</li> <li>• Display the excel report from the Bromcom Data Dashboard weekly</li> </ul>	<ul style="list-style-type: none"> <li>• Accurately complete all lesson registers within the first 10 minutes of a lesson</li> <li>• Accurately record students who arrive late to lesson</li> <li>• Inform the Attendance Officer/Pastoral Leader if a student's mark differs from the rest of the day</li> <li>• Log any missing students who have not arrived to</li> </ul>

	<ul style="list-style-type: none"> <li>• Engage in positive conversations with students on a monitoring stage for attendance</li> <li>• Support one morning per week on the late gate to challenge students who are late to school</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate attendance data in assembly/tutor briefings weekly</li> <li>• Ensure students are identified for weekly, half termly and termly rewards</li> <li>• Fully prepare the data for weekly attendance meetings</li> <li>• Monitor L and U codes daily and ensure action plans to tackle poor punctuality are in place</li> <li>• Communicate L and U codes to tutors daily</li> <li>• Stage 2 parental meetings</li> <li>• Monitor students on a stage 1/2/3 monitoring plan and report failed stages to the attendance team immediately</li> <li>• Ensure students are completing monitoring reports daily</li> <li>• Communicate with the attendance Officer regarding monitoring plans and interventions</li> </ul>	<ul style="list-style-type: none"> <li>• Support the attendance team with first response calls</li> <li>• Complete home visit log to establish the home visits daily</li> <li>• Support the Head of Year in distributing attendance monitoring reports every Monday morning</li> <li>• Stage 1 parental meetings</li> <li>• Update attendance displays in year group base weekly</li> <li>• Ensure students are receiving weekly, half termly and termly rewards for 100% and improved attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Actively engage in positive conversations regarding drops in attendance and log these with the attendance officer</li> <li>• Ensure tutees have their monitoring report in school</li> <li>• Establish any concerns regarding drops in attendance and report to the pastoral team</li> <li>• Ensure students who are late to school or lesson are challenged with a positive conversation</li> <li>• Praise and reward excellent and improved attendance and regularly send postcards and make calls</li> </ul>	<p>the lesson on the Time Out Teams channel.</p> <ul style="list-style-type: none"> <li>• Provide engaging teaching and learning experiences that encourage students to attend and achieve</li> <li>• Build positive relationships with students</li> <li>• Seek support for students where behaviour is a barrier</li> <li>• Ensure students catch up on the work that they have missed</li> </ul>
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		<ul style="list-style-type: none"> <li>• Hold conversations with students who are late to school and lessons</li> </ul>			
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### Daily Attendance Timeline

Time	Attendance Clerk	Admissions, Attendance Admin support and Data Manager	Attendance Home Liaison Officer and EWO (Weds)
Before School 8.00-8.50am	<ul style="list-style-type: none"> <li>• Absence line phone calls/machine messages</li> <li>• Send missing AM registers to ALT and HoY to chase up</li> <li>• Create a watchlist of N codes for first response calls</li> <li>• Co-ordination of first response calls needed and communicated to attendance team and PL's</li> </ul>		
Period 1 9.00 - 10.00am	<ul style="list-style-type: none"> <li>• Attendance first response calls</li> <li>• Chasing P1 registers (sending reminders and visiting classrooms)</li> <li>• Chase AP attendance from all providers</li> <li>• Prepare home visits list from N codes on registers</li> <li>• Home visits – 1<sup>st</sup> day vulnerable and CWSW, 3<sup>rd</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Attendance first response calls</li> <li>• Safeguarding text messages from N code watchlist</li> <li>• Late to school (L and U) event entry on Bromcom</li> <li>• Report of L and U codes sent to ALT Attendance Lead and HoY</li> </ul>	<ul style="list-style-type: none"> <li>• Home visits – PA and SA students (letter given to the parents of the student)</li> </ul>

	<ul style="list-style-type: none"> <li>day absence (letter given to the parents of the student)</li> <li>• Ensure red flags are in place for absent students</li> <li>• Send current attendance to ALT Attendance Lead, Vice Principal and Principal</li> </ul>		
Period 2 10.00 - 11.00am	<ul style="list-style-type: none"> <li>• Send register reminder</li> <li>• Check inclusion referrals and actions for the attendance team</li> <li>• Meet with CMO (weekly) to discuss fast track students/home visit/attendance panels</li> <li>• Admissions admin (off rolls, managed moves, EHE, CME, starters and leavers report)</li> </ul>	<ul style="list-style-type: none"> <li>• Identify students for weekly rewards <b>(Friday only)</b></li> <li>• Admissions meetings/testing <b>(Monday and Tuesday only)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Home visits – PA and SA students (letter given to the parents of the student)</li> </ul>
Period 3 11.15- 12.15pm	<ul style="list-style-type: none"> <li>• Send register reminder</li> <li>• Analysis of tracker to inform letters/meetings <b>(Monday only)</b></li> <li>• Legal work – management of fast-track documents, FPN spreadsheet and FPN referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Admissions meetings/testing <b>(Monday and Tuesday only)</b></li> <li>• Weekly report for admissions and leavers updated</li> <li>• Admission email to staff shared (as required)</li> </ul>	<ul style="list-style-type: none"> <li>• Home visits – PA and SA students (letter given to the parents of the student)</li> </ul>
Period 4 13.00- 2.00pm	<ul style="list-style-type: none"> <li>• Send register reminder</li> <li>• Legal work – management of fast-track documents, FPN spreadsheet and FPN referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Send weekly punctuality report (L/U codes) to CMO/DSC/RRE <b>(Friday only)</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• Monitoring of CME students, referrals to Admissions and Attendance Administrator</li> <li>• Monitoring of the centralisation of all safeguarding forms</li> </ul>		
Period 5 2.00-3.00pm	<ul style="list-style-type: none"> <li>• Chasing P5 registers (sending reminders and visiting classrooms)</li> <li>• Analysis of tracker to inform letters/meetings <b>(Monday only)</b></li> <li>• Student interventions and meetings</li> <li>• Update students on monitoring stages tracker <b>(Friday only)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Write attendance reports in preparation for the following week</li> <li>• Attendance admin (scanning meeting minutes, arranging parental meetings, attendance phone calls)</li> </ul>	
After School 3.00-4.00pm	<ul style="list-style-type: none"> <li>• Parental meetings</li> <li>• Daily report of internal truancy (O codes)</li> <li>• Check missing marks are cleared for the day</li> <li>• Send daily school summary report email to ALT</li> </ul>	<ul style="list-style-type: none"> <li>• Daily absence text message from watchlist</li> <li>• Send letters 1-4 via MCAS</li> <li>• 100% attendance text messages <b>(Friday only)</b></li> <li>• Prepare attendance slides for following week <b>(Friday only)</b></li> </ul>	

## Appendices

### APPENDIX 1



**Attendance Codes**

<b>Mark</b>	<b>Mark Name</b>	<b>Mark Description</b>	<b>Active Subcodes</b>
	Cancelled (C)	Cancelled	0
#	School Closure (C)	Planned whole or partial school closure - not counted in possible attendances	0
/	Present (P)	Present	0
?	Precreated (?)	Precreation Mark	0
B	Ed. Off Site (E)	Educated off site (NOT dual registration)	0
C	Other Auth (A)	Other authorised circumstance	0
D	Dual Reg (C)	Dual registration	0
E	Excluded (A)	Excluded	0
F	Ext. Family Hol (A)	Extended family holiday	0
G	Fam Hol NA (U)	Family holiday (not agreed)	0
H	Fam Hol Agreed (A)	Family holiday (agreed)	0
I	Illness (A)	Illness	0
J	Interview (E)	Interview	0
L	Late (P)	Late before reg. closed	0
M	Med/Dental (A)	Medical/dental	0

N	No Reason (U)	No reason yet provided	0
O	Unauth Abs (U)	Unauthorised absence	0
P	Sporting Act (E)	Approved sporting activity	0
R	Religious Obs (A)	Religious observance	0
S	Study Leave (A)	Study leave	0
T	Trav Absence (A)	Traveller absence	0
U	Late Reg Closed (U)	Late after reg. closed	0
V	Ed Visit (E)	Educational visit	0
W	Work Exp (E)	Work experience	0
X	NCSA Absence (C)	Non-comp school age absence	0

## APPENDIX 2

### 4 staged attendance letters to parents / carers

Letter 1 a:



<<LegalFullName>>

<<Full Address>>

Date of Printing: <<System Date>>

Dear Parent / Carer of <<FirstName>> <<LastName>>

Re: <<FirstName>> <<LastName>> Reg group: <<TutorGroup>> – Attendance <<Present>>%

We encourage all pupils to strive for excellence. For a pupil to achieve their full

academic potential, a high level of attendance is essential. Pupils should aim for a minimum of 97% attendance (or no more than 5 days of absence during an academic year). <<FirstName>>'s current level of attendance is <<Present>>% which is below the Academy's target.

Attendance percentage	Learning days lost per academic year
-----------------------	--------------------------------------

98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

\*The information in this table is based on a whole academic year.

We understand that there have been occasions this year when <<FirstName>> has been absent as a result of illness but due to <<FirstName>>'s level of absence we wanted to make you aware of the amount of learning that <<he or she>> is missing. We would like to work with you to support <<FirstName>> to improve <<his or her>> attendance. If you would like to discuss this letter further, please do not hesitate to contact me or <<FirstName>>'s Head of Year.

All pupils have the opportunity to build on their attendance between now and the end of this academic year and we will discuss your son / daughter's attendance target with them regularly.

Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e., fine (£120 per adult per child, reducing to £60 if paid within 21 days of receipt).

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at our Academy.

Yours sincerely

**Letter 1 b:**



Date: <<SystemDate>>

<<LegalFullName>>

<<Full Address>>

Dear Parent / Carer of <<FirstName>> <<Lastname>> Reg group: <<TutorGroup>>

As you are aware, we have been closely monitoring <<FirstName>>'s attendance to school. We expect all pupils to have a minimum of 97% attendance in order for them to achieve their full academic potential. <<FirstName>> attendance is <<Present>>% which is well below the Academy's target.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38

75%	48
-----	----

\*The information in this table is based on a whole academic year.

Due to the amount of learning that <<FirstName>> has now missed we would like to meet with you to discuss this. I have reserved an appointment for you to meet with <<FirstName>>'s Head of Year to discuss the reasons for absence and how we can work together to improve his/her attendance.

<<FirstName>>'s Head of Year will contact you within the next 3 working days to schedule a meeting. Due to <<FirstName>>'s level of absence, further absences may not be authorised without medical evidence. This can be in the form of an appointment card, prescription or letter from the hospital or a GP.

Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e., fine (£120 per adult per child, reducing to £60 if paid within 21 days of receipt).

Yours sincerely

**Letter 1 c:**



Date: <<SystemDate>>

<<LegalFullName>>

<<Full Address>>

Dear Parent / Carer of <<FirstName>> <<Lastname>> Reg: <<TutorGroup>> Attendance <<Present>>%

I am writing to express further concerns for <<FirstName>>'s attendance. Since our last meeting, attendance has not improved and <<FirstName>> is continuing to miss a high level of learning which will impact on <<his or her>> academic progress. In view of this, we will contact you within the next 3 working days to schedule a meeting to see how we assist <<FirstName>> with <<his or her>> attendance and move forward.

Following this meeting <<FirstName>>'s attendance will be closely monitored. If attendance does not improve during this monitoring period, legal action may be taken. Therefore, I must make you aware of your legal duties. You have a legal responsibility to ensure that <<FirstName>> attends the Academy on a regular and punctual basis.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

\*The information in this table is based on a whole academic year.

I would like to reaffirm that we have <<FirstName>>'s best interests at heart and believe that working together offers the best chance of success. As always, if you have any questions about this, please do not hesitate to contact me.

Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e., fine (£120 per adult per child, reducing to £60 if paid within 21 days of receipt).

Yours sincerely



**Letter 1 d:**



Date: <<SystemDate>>

<<LegalFullName>>

<<Full Address>>

Dear Parent / Carer of <<FirstName>> <<Lastname>> Reg: <<TutorGroup>> Attendance <<Present>>%

I am writing to express further concerns for <<FirstName>>'s attendance to the Academy.

Since September, <<FirstName>>'s attendance level has deteriorated, without any improvement.

«forename» has had <<unauth>> unauthorised session absences. Therefore, I must remind you that under Section 7 of the Education Act 1996, it is your duty as the parent of <<FirstName>> to ensure the receipt of efficient full-time education suitable to age, ability and aptitude, by regular attendance at school. The school is not aware that you are making any alternative provision for <<FirstName>>'s education nor of any other lawful reason why <<FirstName>> is not attending regularly as required.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38

75%	48
-----	----

\*The information in this table is based on a whole academic year.

**It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered pupil at the school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

I therefore now write to advise you that unless there is an immediate and sustained improvement in <<FirstName>>'s attendance to the Academy, the matter will be referred to the Education Welfare Service who may initiate legal proceedings.

Yours sincerely,

## APPENDIX 3



### Removing a student from the Academy Roll

The unlawful off rolling of a pupil from an academy is an academy safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place.

The Principal must authorise any off rolling.

If the pupil is missing please complete an LA CME form.

From September 2017, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the LA.

Detailed DFE guidance: <https://www.gov.uk/government/publications/pupilren-missing-education>

### OAW Protocol for removing students from roll due to Elective Home Education

- Principal informed in writing and request logged on CPOMs by Attendance Clerk;
- Attendance Lead to arrange a meeting with parent/carer to discuss EHE request and offer any support to encourage the student to remain at the Academy;
- If request is maintained Attendance Clerk/Lead completes the off roll form and consults DSL regarding any CP issues;
- Form is passed to the Principal for authorisation;
- Request is then forwarded to Regional Director for final authorisation

### Main circumstances where a pupil can be removed from Academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now is registered at an alternative school.

- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation.
- When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil ceases to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.

#### **REQUEST TO REMOVE A PUPIL FROM ROLL**

<b>STUDENTS NAME</b>		<b>YEAR GROUP:</b>	<b>Pastoral Leader</b>
<b>DATE OF BIRTH</b>	<b>UPN</b>	<b>Date</b>	
<b>ADDRESS:</b>	<b>PARENTS NAME</b>	<b>PARENTS CONTACT</b>	
<b>SIBLINGS WITHIN THE ACADEMY:</b>			

**This pupil has been removed from the roll because:**

<b>The pupil has moved to another school.</b> New school details:	
<b>Reason Student to be Off Rolled</b> <b>New Address/New School/Both</b>	
<b>Other reason for roll removal:</b> Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)	
<b>CPOMS CHECKED</b>	
<b>The pupil has been permanently excluded.</b> Date of the PEX hearing: Date of the end of the appeal period (15 days from the PEX hearing)	
<b>The pupil's whereabouts are unknown.</b> Date home visit completed: Date CME completed: Date pupil details uploaded to S2S: (If there are safeguarding concerns, date matter referred to the DSL)	

**Member of staff requesting removal from the roll:**

**Permission granted to remove the pupil from the roll**

**YES**

**NO**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(This must be the Principal)**

**DATE ROLL REMOVAL WAS NOTIFIED TO THE LOCAL AUTHORITY:** \_\_\_\_\_

## **APPENDIX 4**

Admission form: [OAW Admission form](#)

## **APPENDIX 5**

**Compliance Audit-completed with RD half termly**

## APPENDIX 6

### ALT Meeting Template

#### ALT Meeting Attendance Year to Date Headline Figures 2023-2024

Whole Academy - % Attendance	
Overall attendance	
2022-2023 Comparison	

Whole Academy - % PA	
Overall PA	
2022-2023 Comparison	

Year Group - % Attendance	
Y7	
Y8	
Y9	
Y10	
Y11	

Year Group - % PA	
Y7	
Y8	
Y9	
Y10	
Y11	

SEND - % Attendance	
Overall SEND	
SEND E	
SEND K	
2022-2023 Comparison	

PP - % Attendance	
Overall PP	
2022-2023 Comparison	

CWSW - % Attendance	
Overall CWSW	
2022-2023 Comparison	

## APPENDIX 7

Staff Register Compliance Audit

### Staff Register Compliance Audit 2023-24

Monitoring started Sep. 2023 – figures updated daily as a cumulative total for each term.

Staff Name	Not taken or mistaken registers - Term 1	Not taken or mistaken registers - Term 2	Not taken or mistaken registers - Term 3	ALT link
XXXXX	<i>Period 1 07.09.23</i>			
	<i>Period 2 07.09.23</i>			



**Expectations – over 1 FULL term (Monitoring initiated November 2023)**

- 1-5 = TOLERANCE
- 5-10 = Cause for concern. Line manager conversation
- 10+ = Unacceptable. Management guidance given. Management guidance stays on your employment file for a given period.

**Safeguarding: Register Accuracy**

At OA Wintringham we are all working hard to ensure the best possible outcome for students, but we must improve register accuracy and missing marks. We appreciate that the majority of staff are consistent with their approach to register accuracy.

Inaccuracies can either be registers not taken or information recorded incorrectly.

The register is a legal document which holds student information, parents also see this information and are notified of any absence. Any inaccuracies in the taking of registers have serious implications for safeguarding.

Accurate record keeping of student attendance is vitally important. It is a basic expectation of the teachers' standards.

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

*A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:*

*- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*

## APPENDIX 8

Attendance Monitoring Plan Meeting Form

### Attendance Monitoring Plan Meeting Form

<b>Student's Name:</b>		<b>Year Group:</b>		<b>Date of Meeting</b>	
<b>Attendees at meeting:</b>					
<b>Objectives of meeting:</b>					
<b>Background – attendance data:</b>					
<b>The following areas are strengths and interests of the student:</b>					

<b>The reasons the student finds it hard to get to school:</b>
<b>The following is an assessment of the student's work habits:</b>
<b>The student's attendance targets are:</b>
1. 2. 3.
<b>The student will take the following actions to achieve their targets:</b>

<b>Staff will take the following actions to help the student achieve these targets (subject to authorization by AP/Principal:</b>
<b>The student's parents will take the following actions to help the student achieve these targets:</b>

<b>Start Date:</b>		<b>Review Date:</b>	
--------------------	--	---------------------	--

Other factors to consider:

- The important role relationships play in increasing connectedness/engagement
- Identify a supportive staff member who can check in with the student
- Student visits to first aid as a way of avoiding class or going home
- Providing an alternative to just leaving school e.g. checking in with wellbeing or working independently in a supervised area like the library

- Participation in specialist classes like PE that the student may be avoiding
- Any student concerns around using the school toilets or changing rooms
- Building social connections & ensuring the student feels safe in the yard
- Comprehensive learning assessments and additional supports or adjustments if required
- Additional family support via community services
- Referring the student to alternative programs, reengagement programs or local youth services

## APPENDIX 9

### Attendance Stage Monitoring Tracker

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Comments Editing Share											
Calibri 11 B General \$ 0.00 0.00 Z											
123											
1	Stage 1 Monitoring										
2											
3	Any absence within a 2 week period is an automatic fail and the student moves to Stage 2										
4											
5	Last Name	First Name	Year	Tutor Group	Attd	Date	Review	Passed Y	Move to next stage Y	Letter 1 Issue Da	Sta
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											

## APPENDIX 10 Home Visit Log

1	Home Visit Log 2023-2024											
2												
3	Name	Year	Tutor Group	PP	SEN	CWSW	Date	Reason for HV	Child Seen Y/N	Comments	Monitoring Status (1-3)	Actions fo
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												