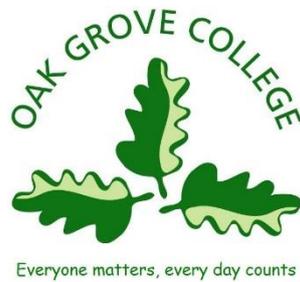


# ATTENDANCE POLICY

Policy created: October 2014    Policy first adopted: October 2014

Signed chair of Governors:

Re-adopted & signed:



## **Attendance Policy**

### **1. Introduction**

Oak Grove College wishes to promote the best level of attendance achievable by our students. We recognise that good attendance facilitates effective learning and that promoting good attendance is one of the college's duties of care for its students. Ideally all students should achieve a good level of attendance (over 95%) with as many achieving 100% as possible.

Two considerations offset this position to some degree.

Firstly, some students at OGC have significant medical conditions that make it unlikely they will achieve attendance at this level. The College does not consider it appropriate or beneficial for students who are unwell to attend College.

Secondly, the College recognises the importance of the student's family to their well being and progress. We accept that some families can only manage to arrange family holidays in term time (due to work or other commitments) and, while we would prefer family holidays to be taken in the allocated holiday time, we will sometimes authorise family holidays to support the wellbeing of our students and their carers. The maximum amount of time we can authorise is 10 school days in a school year.

### **2. Promoting Attendance**

The College will actively monitor the attendance of students, making phone calls to the families of non-attending students, either on the first day of absence or the second, depending on the circumstances of the home. Further on from this it will be followed by daily phone calls and then letters as appropriate.

Pastoral Leaders will follow up all cases where the College is concerned about either the reasons for absence or the amount of absence.

All students with below 85% attendance will be referred to the Deputy Head who will consider these on a case by case basis and will consider if cases need referring to an EWO. The Deputy Head, in conjunction with the EWO, Pastoral Leaders and any relevant external agencies will try to resolve all cases where attendance is a concern.

The College will celebrate the achievement of students who reach or exceed our attendance target by the awarding of certificates on a termly basis and by annually giving prizes to students who achieve 100 % attendance.

### **3. Targets and Review**

The *Governors' Student Support Committee* is responsible for setting and reviewing aspirational targets for students' individual attendance and the *College's* overall attendance target. This committee is also responsible for reviewing the level of attendance (with the Deputy Head) and keeping an overview of the implementation of this policy.

College attendance 2016-17 was 90.6% (marginally below SS average for 2015-16). The aspirational target for 2017-18 is 92% for the college and 95% or above for each student.