

OAK GROVE COLLEGE



Everyone matters, every day counts

ATTENDANCE POLICY

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Signed chair of Governors: 

Re-adopted & signed:

Attendance Policy

Oak Grove College is committed to providing all students with an appropriate and effective education in a safe and happy environment.

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.

We believe that education is essential for all. To achieve their full potential, learners need to attend regularly and punctually. Non-attendance at college for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken.

Two considerations offset this position in some degree:

Firstly, some students at OGC have significant medical conditions that make it unlikely they will achieve attendance at the 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 a family holiday in term time (due to work or other commitments) and, while we would promote 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 per year.

The Governors, Headteacher and staff acknowledge that there is a strong correlation between high attendance and pupil progress.

Oak Grove College adheres to the Department for Education (DfE) Guidance on School Attendance: (School Attendance - Guidance for Schools (DfE - updated November 2016) and apply the recommendations relating to using pupil registers and attendance codes.

ROLES AND RESPONSIBILITY

The aim of the policy is to promote the most effective education for students at Oak Grove College. In order to achieve this, it is vital that students attend college consistently and punctually. In order that students and parents/carers co-operate with this policy and students gain their full entitlement to education, parents/carers will be informed of the requirement on attendance.

PROMOTING ATTENDANCE

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

Pastoral Leaders/Senior Teachers will follow up all cases where the college is concerned about the reasons for absence or the amount of absence.

All students with below 90% attendance will be referred to the Deputy Head who will consider these on a case-by-case basis and will consider if the cases need referring to Pupil Entitlement. The Deputy Head, in conjunction with Pupil Entitlement and Pastoral Leaders (Senior Teachers) and any relevant external agencies will try to resolve all cases where attendance is a concern.

PARENTAL RESPONSIBILITY

Adults have a primary role in ensuring the attendance of students. Good examples of attendance and timekeeping by staff and parents provide role models for students.

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Contact between parents/carers and College is encouraged in order to account for absences. This may take the form of verbal messages, through letters, emails or telephone calls. Tutor teams, office staff or attendance officer will call or text parents/carers to establish why a student is absent. Office staff will notify the tutor team and Attendance Officer who can then complete their register electronically.

AUTHORISED AND UNAUTHORISED ABSENCES

It is for the college, not the parent, to decide whether or not to authorise any absences. The college will not authorise absences in the following circumstances:

- Where no parental explanation is given.

- For extended visits overseas where no approval has been given.
- For holidays in term time (unless agreed by the Headteacher).
- For shopping trips.
- For leisure days out.
- Where it is believed a parent is condoning an unnecessary absence.
- In other cases where it is deemed there is no reasonable explanation.

LEAVE OF ABSENCE

- Requests for Leave of Absence must be made in writing to the Headteacher. A Holiday Request Form should be obtained from the main office and be completed and sent into college before any arrangements are made.
- Absence for the observance of a religious festival will be authorised for a maximum of two days per school year.
- Approval for extended holidays abroad, in the family's home country, will only be considered on receipt of a written request and completion of the college's Holiday Request Form. The Governing Body has delegated this responsibility to the Headteacher. If consent is given, it will be for a maximum period of 6 weeks with an agreed return date. If the student fails to attend after this period, this absence will be recorded as unauthorised and will be referred to Pupil Entitlement.

CHANGE OF ADDRESS AND OTHER CONTACT DETAILS

Parents must inform the college immediately if they, or the named emergency contacts, have a change of address, phone number or email address. In case of emergency, we must be able to contact the parents, carers or a third named person. Parents must provide this information when they first register their child and keep information, including telephone numbers, up to date.

COLLEGE PROCEDURES

Morning registers close at 9.00am. Afternoon registers close at 1.30pm.

Class tutors should carry out ongoing monitoring of both attendance and punctuality. First day absence calls are made by the tutor team as soon as the registers have been completed. The register is amended to show the reason for the absence. A message will be left on the home phone/mobile phone if we are unable to speak to parents about their child's absence.

At Oak Grove College, a bi-weekly report is produced by the Attendance Officer to be taken to the Pastoral Meeting. All unauthorised absences are discussed, and

appropriate action is agreed at this meeting. In cases of frequent or long-term absences, a decision will be made at the Pastoral Meeting on appropriate next steps. Pastoral meetings will take place with tutor teams once per half term.

Students who arrive late at college because of difficulties with organised transport (taxi or minibus) will be marked as present. Where patterns of consistent late running by contractors occur, the Transport Team will be informed.

Students who arrive late in college will be required to report to the school office where, if they arrive after 9.30am, their late mark will be recorded.

CHILD PROTECTION CONCERNS

If there are any Child Protection concerns, these will be discussed with the Designated Safeguarding Lead (DSL) on the first day of absence. The DSL will decide on appropriate steps.

ATTENDANCE PLANS

Where a student's attendance falls below 90% the college will decide on the next step. This will probably be in the form of an Attendance Plan or an alternative support plan.

MONITORING AND EVALUATION

The Attendance Officer is responsible for monitoring attendance within college on a fortnightly basis and reporting concerns to the Headteacher, Senior Teachers and Pastoral Leaders.

The Headteacher is also responsible for monitoring overall attendance within the college and will report each term to the Governing Body.