



# Oasis Academy Henderson Avenue Attendance Policy 2023

## **Aims**

Oasis Community Learning is committed to developing the character and competence of every student and believes that all students should receive an exceptional education. To attain this level of education children and young people must have high levels of attendance. OCL aims to ensure that attendance of pupils, both in the primary and secondary phase, is at least in line with the national average. It is clear that for students and young people to reach their full potential they should rarely miss a day at school. Attendance is also a safeguarding matter. Poor attendance may be an indicator that a pupils' welfare is at risk. Weak attendance practice can risk pupils' wellbeing. Academies must ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

The Trust has a robust, clear strategy in place for:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence.

We also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and promote and support punctuality in attending lessons.

## **Legislation and guidance**

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996 [Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/56)
- The Education Act 2002 [Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2002/26)
- The Education Act 2011 <https://www.legislation.gov.uk/ukpga/2011/21/contents>
- The Education and Inspections Act 2006 [Education and Inspections Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/25)
- The Education (Pupil Registration) (England) Regulations 2006 [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukregi/2006/1100)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010 [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukregi/2010/1100)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011 [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukregi/2011/1100)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013 [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukregi/2013/1100)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016 [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukregi/2016/1100)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 [The Education \(Penalty Notices\) \(England\) Regulations 2007 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukregi/2013/1100)

- Keeping Children Safe in Education 2022 [The Education \(Penalty Notices\) \(England\) Regulations 2007 \(legislation.gov.uk\)](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

This policy complies with the Trust's funding agreement and articles of association.

## **Academy procedures**

### Attendance register

By law, all Academies are required to keep an attendance register, and all students must be placed on this register. The academy's register will be taken at the start of the first session of each school day and once during the second session. The register will be taken by 9.30am and 2pm. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment See Appendix A for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

### Unplanned absence

Parents and carers must notify the school on the first day of an unplanned absence and each day thereafter – for example, if their child is unable to attend due to ill health. Parents and carers should explain fully the reason for their child's absence, for example, high temp; stating that your child is "unwell" will not be accepted as an illness. Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness. If staff have concerns about a child's absences the attendance policy will be followed. The academy may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this. Upon return to school from academic holidays if children are absent on day of return contact must be made and Attendance Officer must have either verbal or visual contact with the child.

### Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence providing that medical evidence is received; advance notice is also required for authorising these absences. We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary, for example if your medical appointment is at 10am then your child is expected to attend school beforehand and be collected. Students are expected to catch-up with any work missed through absence. Teachers will help students achieve this. Parents and carers will need to inform the Academy of the appointment in advance by contacting or informing the school office or Attendance Advisor.

### Lateness and punctuality

A student who arrives between 9.15am and 9.30am will be marked late on the register. A student who arrives after 9.30am will receive an unauthorised late absence due to the registers being closed. The Academy offers soft start which means that your child can attend school from 8.50am. If your child arrives late, they have missed the beginning of their day, which in some instances is the most important part.

### Following up absence

If no reason is provided for absence the academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

### Children unexpectedly absent

If a child is unexpectedly absent all efforts will be made to assure their whereabouts and welfare as quickly as possible. The Attendance Advisor will attempt to make contact with priority 1 on the contact list for your child, if this fails a text message will be sent. Once afternoon registers close a further attempt will be made to make contact with Parents/Carers. If the child is absent for a second day with no contact, attempts will be made to contact Parents/Carers and a home visit will be conducted. If the child continues to be absent attempts will be made to telephone all contacts on the child's record to access information on where the Parent/Carer and child are. The principal will not accept anything short of a definitive confirmation of the child's whereabouts. The DfE guidance, 'Keeping children safe in education' has been updated from September 2018 as follows: 'Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.'

### Reporting to parents and carers

Academies will report student attendance to parents and carers at least once each academic year. This is typically included with the students' annual report.

## Authorised and unauthorised absence

### Granting approval for term-time absence

The principal may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. Each Academy has their own list of exceptional circumstances due to the needs of the community. However, the exceptional circumstances are likely to include the following:

- acute family trauma
- terminal illness or death of a family member
- if a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- following advice from a health professional with medical evidence to prove this
- out of school programmes such as music, arts or sport operating at a high standard of achievement.

The principal considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

A leave of absence is granted entirely at the principal's discretion. Valid reasons for authorised absence may include:

- Illness and medical/dental appointments – as explained
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- Part timetables agreed between the Academy and parents or carers

## Legal sanctions

There are two options:

1. Penalty Notice
2. Prosecution

### Penalty Notice

Academies will fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a penalty notice, parents must pay £60 per parent per child. The payment must be made directly to the local authority. The decision on whether or not to issue a penalty notice ultimately rests with the principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission if more than 5 school days or equal to 5 school days within a 3 month period.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

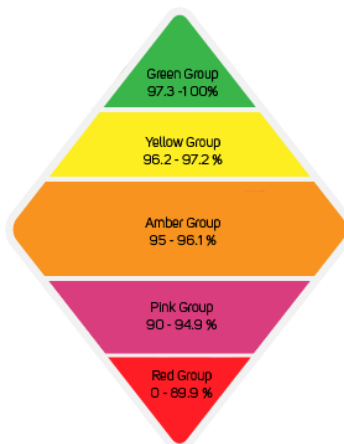
### Prosecution

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE’s statutory guidance on School attendance parental responsibility measures) for more information.

### Strategies for promoting attendance

The Academy will have a clear strategy to promote attendance which will include rewards, sanctions, assemblies, and meetings with parents and carers. These will be in line with those recommended by SOL Consulting and OCL Best Practice. The attendance diamond that Oasis Academy Henderson Avenue follows is shown below as well as a table that clarifies the impact on learning of absences:

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



Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

### Attendance monitoring

The Academy will monitor student absence on a daily basis, scrutinising patterns on a weekly basis using the SOL Consulting / OCL Best Practice approaches to promoting attendance. However, where attendance is not yet in line with the national average then Academy leaders will scrutinise attendance each day. Analysis of attendance data will include data for each group (e.g., boy, girl, SEND, Disadvantaged, Others, EAL, ethnic groups), year group, subgroups within each year group (where this is statistically useful). Particular weeks of the academic year will be analysed as well to identify sources of poor attendance (e.g., days close to periods of holidays or days of religious celebrations). The Academy has implemented

systems to reduce regular low attendance which is as follow:



1. Initial Concern Letter
2. Invite to a meeting with Attendance Advisor – before this meeting the Attendance Advisor will speak with your child and identify if there are any barriers that is preventing your child coming to school and identify any worries/concerns they have. This will then be discussed with Parents in the meeting where their wishes/feelings and concerns will also be noted and targets will be set in order for school, the child and Parents to work together to improve school attendance.
3. Invite to a meeting with Attendance Lead – this meeting will include a review of the plan previously set out and new targets set if needed.
4. Invite to a meeting with the principal – this meeting will discuss the plan, the targets and identify further support if required. Discussions around the next steps, this possibly being forming a new plan or a referral to the Education Inclusion Service.
5. Letter to Parents notifying them of a referral to the Education Inclusion Service – if a child receives 10 or more sessions of unauthorised absences within a 3-month period, the principal has the right to agree to a referral being sent to the Education Inclusion Service for further intervention. If a referral is accepted by the Education Inclusion Service, the Academy, the Education Inclusion Officer, Parents and the child will all work together to improve school attendance. If no improvement is made, the Education Inclusion Officer may proceed with legal action.

The Academy has implemented this system as well as reward systems to reduce the impact of irregular attendance. The Academy is responsible for ensuring all children receive excellent education, as well as this, the Academy has a 97% attendance target, which is the national average for all schools. The academy is required to report attendance regularly to the Regional Directors and evidence why if the Academy has not met the national average.

The Trust has the ability to monitor academy attendance nationally through its data management systems. The CEO and RDs will regularly discuss academy attendance data through the OCL line management structure.

### Children at Risk of Missing Education

The Academy must inform the local authority (LA) of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. As this could be a safeguarding issue leaders will ensure that regular follow up contact is made with the LA if the whereabouts of the student is not known or communicated to the Academy. If a vulnerable child cannot be contacted on the first day of absence a home visit should be completed, a non-vulnerable by the second day of absence. This should continue until the information has been secured. The Academy follow the guidance issued by the Department for Education: [Children missing education - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

### Students leaving the academy and off-rolling

The OCL vision is driven through a passion and commitment to include everyone. We believe all our children and young people are precious and as such, we are keen to ensure that we track the destinations of pupils who leave each academy. The Academy will ensure that detailed records are kept for students who stop attending the academy and are removed from the roll/admissions register. Details must include (but not exclusive to):

- the student's reason for leaving
- their destination and the destination's educational provision (e.g. name of school, homeschooling arrangements)

- group (disadvantaged, SEND, EAL, gender)
- ethnicity

Where a student moves abroad, the academy will take all reasonable steps to assure themselves that the student is moving to another school. This will include telephone calls, home visits and sending a referral to the Local Authority. This is to ensure that all students are safe and in full time education as necessary. The Principal will ensure that students are only removed from the academy's roll/admissions register if one or more of the criteria (defined by The Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as describe in the Department for Education's guidance <https://www.gov.uk/government/publications/school-attendance>.

The principal will inform the Regional Director and follow their local authority's procedures for off rolling a student, which will always involve officially notifying the local authority of the reasoning and intention to do so. On receipt of written notification to home educate, the academy will inform the Regional Director and the student's Local Authority by submitting an Elective Home Education Referral, once notified by the LA the pupil is to be deleted from the admission register. Parents and carers have a duty to ensure their child of compulsory school age receives suitable full-time education, but this does not have to be at a school.

## **Roles and responsibilities**

### **The Regional Director**

The Regional Director is responsible for monitoring attendance figures for the whole school on a regular basis but no less than each half term. This will be weekly if attendance falls below the national average. The RD also holds the principal to account for the implementation of this policy.

### **The Principal or Executive Principal**

The principal (or Lead / Executive Principal) is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy-level absence data and reporting it as required. The principal also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary. The principal will decide which member of staff will fulfil the role of Attendance lead in the Academy.

### **The Academy Attendance Lead**

The attendance lead:

- Monitors attendance data at the school and individual student level daily
- Reports at least weekly (daily when attendance is below the national average) about attendance to the Principal and Regional Director
- Follows the Academy Attendance Policy to follow up with families where attendance drops or is not yet high enough, working with relevant academy staff and external agencies

### **All staff**

All staff are responsible for promoting good attendance. Class Teachers/Form Tutors/Teaching Assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this



information. They will also follow the Academy Attendance Policy and work with students where there are concerns about their attendance. Academy leaders should ensure that suitable training is in place for all adults taking the register.

### Office/Reception staff

Administrative staff are expected to take calls from parents and carers about absence and record it on the school system. They will also adhere to the Academy Attendance Policy and challenge information received via phone calls or emails if there is any doubt in its accuracy.

### Parents

Parents are responsible <https://www.gov.uk/government/publications/parental-responsibilitymeasures-for-behaviour-and-attendance> for ensuring that children of statutory school age receive their entitlement to full-time education. Academies will work with parents to support this responsibility.

### Monitoring of this policy

This policy will be reviewed regularly by the Academy. The localised attendance policy will be updated annually to ensure changes in practice have been recorded in the document.

**Examples of Letters/ Support Plans**

**Letter 1**

**Ref: Initial Concern**

**DATE:**

**PARENT’S NAME** (separate letter to each parent and cannot just read Parent / Guardian)

**ADDRESS** - Including postcode

Dear Miss/Mrs/ Mr

**RE: @child’s full name DOB current attendance** *(include registration certificate)*

At Oasis Academy Henderson Avenue, we monitor your child’s school attendance and strive to work with you as the parent / carer in order to improve school attendance and reduce the number of unauthorised absences from school. .... currently falls into the ..... on our attendance diamond.



Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

We understand that there have been occasions this year when ..... has been absent as a result of illness but due to ..... level of absence, we wanted to make you aware of the amount of learning that he/she is missing. We would like to work with you regarding any issues impacting upon you and your child accessing their educational opportunities. We can offer a variety of support, interventions and actions in order to improve their school attendance for this current academic year.

We will also take the opportunity to speak to your child in school. *It is good practice and significant evidence of interventions from school if the pupil is spoken to, and Attendance Action Plan formulated and support including any relevant reasonable adjustments are identified. Copies of such plans should be sent with an enclosing letter to parents and should be regularly (at least 4 weekly) reviewed with the pupil, particularly at points where there are further unauthorised absences. Whilst we recognise this needs to be age appropriate, school can also use "wishes and feelings" work regarding school and home as a means of identifying concerns and exploring support that may be required. If the school are not going to speak with the child then this sentence may need to be removed however for a referral to EIS it will need to be made very clear why this initial level of intervention has not been used, especially as it is often a quicker solution to addressing attendance concerns.* By working together, we hope to ensure that your child is able to feel safe and supported and able to achieve their full potential. As a school, we strive for all our pupils to achieve 100% attendance and we ask that you as the parent / carer support this. Secure, regular school attendance, without unauthorised absences, will support your child to achieve their aspirations and prosper within education, improving their life opportunities for the future.

If you would like to discuss any issues impacting upon your child's ability to fully access their education, please contact school and speak with Miss Jepps, Attendance Officer on 01724 842518. If you wish an appointment will be arranged to discuss the situation further.

We will continue to monitor your child's attendance and I would like to take this opportunity to thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Oasis Academy Henderson Avenue.

Yours sincerely

Miss S A Jepps  
Attendance Officer

**Letter 2**

**Ref: Initial concern**

**DATE:**

**PARENT'S NAME** (separate letter to each parent and cannot just read Parent / Guardian)

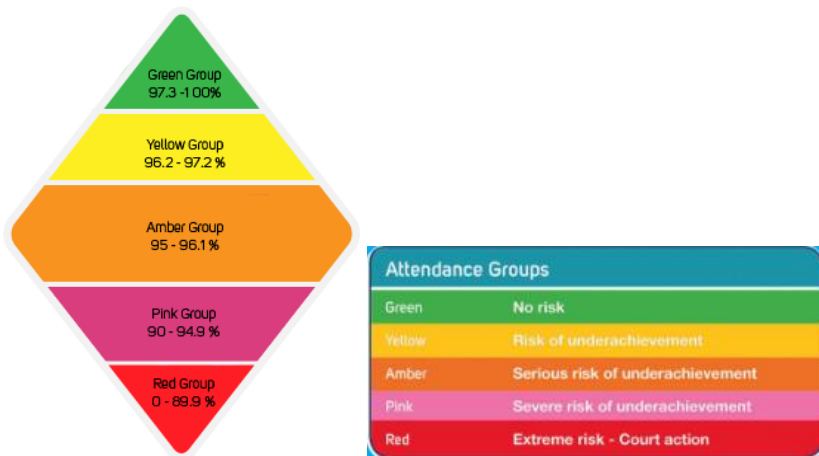
**ADDRESS** - Including postcode

Dear Miss/Mrs/ Mr

**RE: @child's full name DOB current attendance** *(include registration certificate)*

At Oasis Academy Henderson Avenue we are committed to providing high quality education and improving outcomes for all our pupils. Regular school attendance is crucial in supporting pupils reach their aspirations and achieve their academic potential.

As you are aware, we have been closely monitoring ..... attendance to school and we expect all pupils to have a minimum of 97% attendance in order for them to achieve their full academic potential. .... attendance is ..... which is well below the Academy's target and currently fall into the ..... of our attendance diamond.



Due to the amount of learning that ..... has now missed we would like to meet with you to discuss this. An appointment has been arranged for you to meet with Miss Jepps, Attendance Officer to discuss the reasons for absence and how we can work together to improve ..... attendance.

**The meeting is scheduled for: Date of Meeting:..... Time of Meeting:.....**

Please note, it is the Head's / Principal's decision and discretion to authorise absence, taking into account the reasons provided for absence, not that of a parent / carer. School attendance remains irregular (*explain here if there is a pattern of absence e.g. one day a week; Friday and Monday, every Wednesday etc.*). The Head / Principal has now advised that no further absences will be authorised without appropriate evidence being provided to school within @ days of the initial absence. (*School to consider timescales up to when evidence will be accepted however please note it is good practice to consider up to 10 days from the date of the initial absence*). This means that all absences will remain unauthorised until evidence is provided to school, for school to make an informed decision and consider authorising. 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).

If unauthorised absences continue, then an appointment will be issued to you to discuss the situation further. At the meeting we will be able to consider with you any support, interventions or actions that may be required to address the issue and support your child to attend school.

Please follow the school's absence reporting process and contact the school on each day of absence, to provide an explanation of absence and potential expected return date. At this point we may also be able to discuss further with you what evidence may be accepted.

We will also take the opportunity to speak with your child and formulate a Pupil Attendance Action / Support plan, which we hope your child and you will engage with. Please work with school, in order to prevent the need for further action regarding irregular school attendance. It is your parental / carer responsibility to secure the regular school attendance of your child.

If you are unable to attend the appointment, please contact school and speak with Miss Jepps, Attendance Officer on 01724 842518 and an alternative appointment will be re-arranged.

We look forward to seeing positives changes in @name of child school attendance, supported by yourself as the parent.

Yours sincerely

Mrs H O'Connor  
Principal

**Letter 3**

**Ref: Appt letter support**

**DATE:**

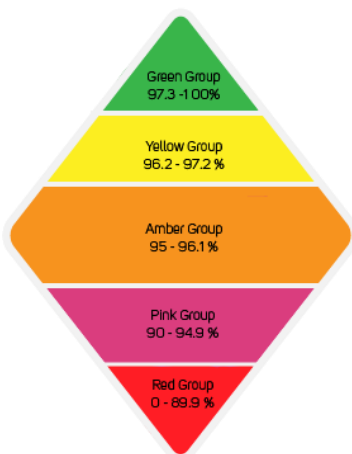
**PARENT'S NAME** (separate letter to each parent and cannot just read Parent / Guardian)

**ADDRESS** - Including postcode

Dear Miss/Mrs/ Mr

**RE: @child's full name DOB current attendance** *(include registration certificate)*

Here at Oasis Academy Henderson Avenue, we continue to monitor the school attendance of your child @child's name who currently has an attendance of @% which currently falls into the **COLOUR BRACKET** of the attendance diamond and has @authorised absence (sessions) including @unauthorised absences. This attendance level remains a cause of concern *(state if it is at persistent absence level, if there is still a pattern of absence e.g. every Friday or if it's changed from a Friday to a Wednesday but still shows a pattern of irregular attendance one day a week).*



Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

Since we met on @date, there have been @number further unauthorised absences.

We would like to continue working with you regarding any issues impacting upon you and your child accessing their educational opportunities. We can offer a variety of support, interventions and actions in order to improve their school attendance for this current academic year.

As such we would like to meet with you to discuss the situation further. A meeting will be held with Mr Stroud and Miss Jepps and yourself to discuss the situation further. At the meeting we will complete a Parent Action Plan considering any barriers for accessing school.

**The meeting will be held on @date at @time.**

We will continue speaking with your child in school regarding attendance expectations but would like to take the opportunity to complete an Attendance Support Plan with yourself at the above meeting which will highlight attendance expectations and any support available for yourselves and address issues that may be impacting upon attendance. By working together, we hope to ensure that your child is able to feel safe and supported and able to achieve their full potential. As a school, we strive for all our pupils to achieve 100% attendance and we ask that you as the parent / carer support this. Secure, regular school attendance, without unauthorised absences, will support your child to achieve their aspirations and prosper within education, improving their life opportunities for the future.

As a school we are able to access support and provide reassurance for your family. We may offer to complete an Early Help Assessment with you – this is a way of gathering information from you and your family and using it to decide what type of support is needed, if any, to help. The assessment is used to build on your family's strengths and can identify solutions and any additional support that may be required, including from other services. The assessment is voluntary - you can choose to engage (**leaflet enclosed**).

You have also been advised that the Head / Principal is no longer authorising absence without suitable evidence being provided by you, for us to consider authorising. [\*List here any further unauthorised absences since the last letter and reasons provided and why not authorised.\*](#)

As the parent / carer you have a legal obligation and the parental responsibility to support your child to achieve this. Under Section 444(1/1A) of the Education Act 1996, it is an offence for a parent / carer to fail to secure the regular school attendance of their child.

Should the meeting time be inconvenient please contact **Miss Jepps on 01724 842518** and an alternative will be offered.

Yours sincerely

Mrs H O'Connor  
Principal

**Letter 4**

**Ref: Pupil Action / Support Plan**

**DATE:**

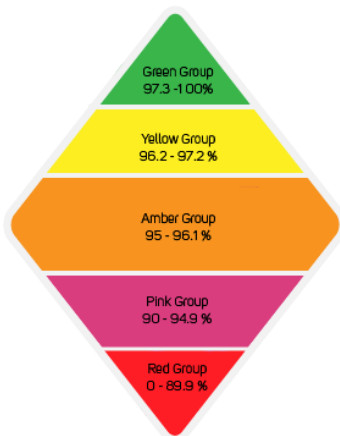
**PARENT'S NAME** (separate letter to each parent and cannot just read Parent / Guardian)

**ADDRESS** - Including postcode

Dear Miss/Mrs/ Mr

**RE: @child's full name DOB current attendance** *(include registration certificate)*

Here at Oasis Academy Henderson Avenue, we continue to monitor the school attendance of your child **@child's name** who currently has an attendance of @% and now falls into the COLOUR BRACKET on our attendance diamond and currently has @authorised absence (sessions) including **@unauthorised absences**. This attendance level remains a cause of concern *(state if it is at persistent absence level, if there is still a pattern of absence e.g. every Friday or if it's changed from a Friday to a Wednesday but still shows a pattern of irregular attendance one day a week)*. Since we met on **@date of meeting**, there have been **@number** further unauthorised absences.



Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

The Attendance Support Plan for yourself was created on ..... and for ..... was completed on .... and this will be reviewed at the forthcoming meeting. The Attendance Support Plan was created in order to identify any barriers and consider support that can be put into place to improve attendance.



We asked that you continued to support your child to achieve 100% attendance from the contract date, with no further unauthorised absences. *(Outline what was agreed in the plan, what reasons for absence were provided and what school has offered to do to support the child to make positive changes such as timeout cards, access to a named member of staff, referral to schools internal Mental Health Champion etc. If no support required also mention that and why).*

We will review the plan with your child over the next few weeks, However, if there are further concerns you will be invited to a meeting to discuss the situation further with the Principal. We hope that you will continue to work with school, contact school on each day of absence with a reason for absence and support your child to access their educational opportunities in full.

You have already been advised that the Head / Principal has stated that absences can no longer be authorised without supporting evidence being provided for the school to consider authorising. As such, all absences remain unauthorised at present. Please note, it is your parental responsibility and legal obligation to secure your child's regular school attendance.

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 «forename»'s attendance to Oasis Academy Henderson Avenue, the matter may be referred to the Education Welfare Service who may initiate legal proceedings.

Yours sincerely

Mrs H O'Connor  
Principal

**Letter 5**

**Ref: Appt letter support**

**DATE:**

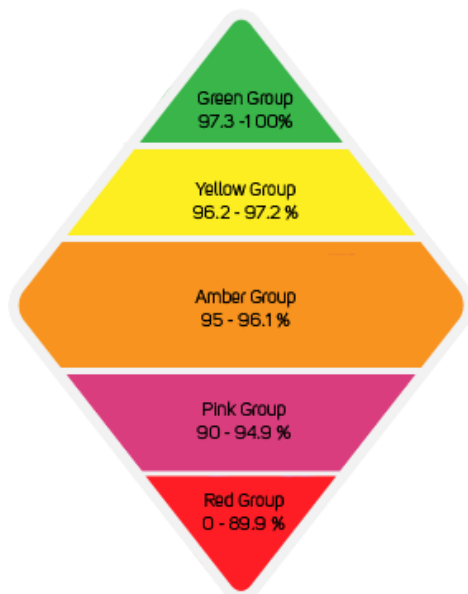
**PARENT'S NAME** (separate letter to each parent and cannot just read Parent / Guardian)

**ADDRESS** - Including postcode

Dear Miss/Mrs/ Mr

**RE: @child's full name DOB current attendance** *(include registration certificate)*

Here at Oasis Academy Henderson Avenue, we continue to monitor the irregular school attendance of your child **@child's name** who currently has an attendance of **@%** and falls into the **COLOUR BRACKET on our attendance diamond and also has @authorised absence** (sessions) including **@unauthorised absences**.



Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

On **@date** school and **@name of child** completed a Pupil Attendance Action / Support we also completing a Parent support plan commencing on DATE to consider any barriers to engagement and provide the opportunity for improvements. It is now important that we review the action / support plans as there have been **@number further unauthorised absences** and the situation remains a cause of concern.

As such, please attend a review meeting on **@date at @time @ venue with the Principal** to discuss the situation further and to consider what changes and additional support may be required.

We hope that you will work with school and your child to support making positive changes and improved attendance.

You have already been advised that the Head / Principal is no longer authorising absence without suitable evidence being provided by you and that it is at the Head / Principals discretion to authorise absence or not.

Please note, due to the level of concern regarding continued irregular school attendance and increased unauthorised absences, **Oasis Academy Henderson Avenue** are now considering referring the matter to the Education Inclusion Service for consideration of statutory interventions.

Should the meeting time be inconvenient please contact **Miss Jepps, Attendance Officer on 01724 842518** and an alternative will be offered.

We look forward to seeing positives changes in **@name** of child school attendance, supported by yourself as the parent.

Yours sincerely

Mrs H O'Connor  
Principal

## PUPIL SUPPORT PLAN AND AGREEMENT

<b>DATE :</b>			
<b>Name of Pupil</b>		<b>School</b>	
<b>Pupil's address</b>		<b>Year</b>	
<b>Parent's full name</b>		<b>Parent's address if different to Pupil</b>	
<b>Parent contact number</b>		<b>Parent email address</b>	

<b>Current attendance</b>		%	<b>Authorised SESSIONS</b>		<b>Unauthorised SESSIONS</b>	
<b>TARGET ATTENDANCE</b>	<b>100% with no further unauthorised absences from start of this plan</b>					

**What are we worried about? (Reason for Meeting)**

Specifically what are the attendance concerns? What reasons for absence have been provided and has it be made clear in writing why no further absences will be authorised and what "evidence" school are requesting for consideration of authorising absence – please specify here i.e when letter to parent was issued advising absences no longer authorised without supporting evidence for school to consider.

**What other concerns/problems have been identified at the meeting**

Why isn't the student attending school? What are the barriers to attendance and who needs to do what to make the changes to improve attendance – please be specific

<b>Do these need further exploration by means of an Early Help Assessment</b>	<b>Yes</b>	<b>No</b>
If No why not? What alternatives have been discussed?		
Is there another plan already in place and if so what is it? EG CIN, CP, CEIT, YJP (formally YOS), Children's Centre / One Families – name lead professional		

<b>Date of Early Help Assessment :</b>		<b>Time:</b>		<b>Venue:</b>	
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**What is the plan to reduce the worries/concerns (school/professionals/parents/child)**

Who is going to what and when? What actions have been identified to make the necessary changes? – SMART Targets need to be set within the Action Plan below.

**How will we know if things are improving?**

Attendance will improve with no further unauthorised absences. Parents will maintain contact following the schools First Day Contact protocols – identify here what they are , who the point of contact is and how this contact is made by providing the professionals contact numbers / emails

**PUPIL SUPPORT PLAN AND AGREEMENT**

Action Required	By whom	Supported by which professional and how	How this will be achieved
Secure regular school attendance without further unauthorised absence from school	Parent name :  Pupil name :	<i>Include here any professionals working with parents who can discuss routines, boundaries and appropriate sanctions as appropriate</i>	Parent - to ensure pupil is up, ready and fit for school with correct uniform and equipment. To ensure arrives to school on time – may require parent to escorting to school.
Follow the schools First Day Contact process and provide an explanation of absence on each and every day of absence and expected return date. <i>Explain what the schools first day contact process is and provide the contact numbers / email addresses.</i>	Parent :	<i>Name of nominated staff member to contact :</i>  Contact details :	Parent to contact school on every day of absence with an explanation of absence and expected return date. Parent to provide evidence to school (as directed by school) for consideration with a set number of days -
To provide school with requested evidence for them to consider <i>authorising (set time limit as to when this needs to be from point of first absence)</i>	Parent		<i>Appropriate member of school staff (name staff)</i> to explain what evidence may be required for school to consider authorising the absence – <b>it is the Head / Principal’s decision to authorise absence not parent / carer.</b>
To identify and discuss with school any issues impacting upon school attendance.	Parent and Pupil	<i>Nominated member of staff / area that will be identified to support parent and pupil.</i>  <i>Identify if any other professional working with the family are able to support with this</i>	Parent and pupil to contact the <i>identified member(s) of staff</i> to discuss concerns.
<i>Add here any other barriers to attendance identified and clarify what action can be taken and by who to address</i>	Parent, Pupil, School	<i>Name staff member</i>	<i>Advise what measures / actions are to be put into place and when</i>

**By working together and following the action plan we all aim to support improved school attendance, prevent further unauthorised absences and thereby reduce the need for statutory interventions under Section 444(1/1A) of the Education Act 1996 – a parent / carer is committing an offence if they fail to secure the regular school attendance of a child.**

<b>Pupil Name</b>		Signature		DATE	
<b>Parent Name</b>		Signature		DATE	



<b>Staff member name and Role</b>		<b>Signature</b>		<b>DATE</b>	
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<b>Date of next meeting to review progress:</b>		<b>Time:</b>		<b>Venue:</b>	
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By ticking this box you are giving permission for us to share information with agencies who we feel may be able to support your needs	
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Alternatively, please list the specific services below with whom you are happy to share information:

<b>Signed Parent :</b>		<b>Date</b>	
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**REVIEW PUPIL SUPPORT PLAN AND AGREEMENT**

<b>DATE :</b>			
<b>Name of Pupil</b>		<b>School</b>	
<b>Pupil's address</b>		<b>Year</b>	
<b>Parent's full name</b>		<b>Parent's address if different to Pupil</b>	
<b>Parent contact number</b>		<b>Parent email address</b>	

<b>Current attendance</b>	%	<b>Authorised SESSIONS</b>		<b>Unauthorised SESSIONS</b>	
<b>Previous attendance</b>	%	<b>Authorised SESSIONS</b>		<b>Unauthorised SESSIONS</b>	

What is going well?	What are we worried about?

Action Required	By Whom	Supported by which professional	How this will be achieved	What has happened / been achieved	What needs to happen next
Secure regular school attendance without further unauthorised absence from school	Parent name :  Pupil name :	<i>Include here any professionals working with parents who can discuss routines, boundaries and appropriate sanctions as appropriate</i>	Parent - to ensure pupil is up, ready and fit for school with correct uniform and equipment. To ensure arrives to school on time – may require parent to escorting to school.	<i>Has this been achieved? Have there been any further unauthorised absences? What were the reasons given for absence (include in no reason provided) and was the requested evidence provided in timescales and was this accepted?</i>	<i>Parent and / or pupil to comply with action required i. secure regular school attendance. If discussing here that case is to be referred to EIS school need to inform parent and pupil to comply with the contract and school need to continue with their Attendance protocols.</i>
Follow the schools First Day Contact process and provide an explanation of absence on each and every day of absence and expected return date.  <i>Explain what the schools first day contact process is and provide the contact numbers / email addresses.</i>	Parent	<i>Name of nominated staff member to contact :</i>  Contact details :	Parent to contact school on every day of absence with an explanation of absence and expected return date. Parent to provide evidence to school (as directed by school) for consideration with a set number of days -	<i>Has parent contacted school for each and every absence? Have these been authorised and if not why not?</i>	
To provide school with requested evidence for them to consider  <i>authorising (set time limit as to when this needs to be from point of first absence)</i>	Parent		<i>Appropriate member of school staff (name staff) to explain what evidence may be required for school to consider authorising the absence – it is the Head / Principal’s decision to authorise absence not parent / carer.</i>		
To identify and discuss with school any issues impacting upon school attendance.	Parent and Pupil	<i>Nominated member of staff / area that will be identified to support parent and pupil.</i>  <i>Identify if any other professional working with the</i>	Parent and pupil to contact the <i>identified member(s) of staff</i> to discuss concerns.		





		<i>family are able to support with this</i>			
<i>Add here any other barriers to attendance identified and clarify what action can be taken and by who to address</i>	Parent, Pupil and school	<i>Name of staff member</i>	<i>Advise what measures / actions are to be put into place and when</i>		

By working together and following the action plan we all aim to support improved school attendance, prevent further unauthorised absences and thereby reduce the need for statutory interventions under Section 444(1/1A) of the Education Act 1996 – a parent / carer is committing an offence if they fail to secure the regular school attendance of a child.

<b>Pupil Name</b>		<b>Signature</b>		<b>DATE</b>	
<b>Parent Name</b>		<b>Signature</b>		<b>DATE</b>	
<b>Staff member name and Role</b>		<b>Signature</b>		<b>DATE</b>	
<b>Other</b>					

**REVIEW PUPIL SUPPORT PLAN AND AGREEMENT**

<b>Review Date and Time</b>		<b>Venue</b>	
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Letter 6

**Ref : Summary letter**

**DATE :**

**PARENT'S NAME** (separate letter to each parent and can not just read Parent / Guardian)

**ADDRESS** - Including postcode

Dear Miss/Mrs/ Mr

**RE : @child's full name DOB current attendance** (*include registration certificate*)

At Oasis Academy Henderson Avenue, we have met with you on a number of occasions to discuss our concerns regarding **@child's full name** irregular school attendance, including unauthorised absence from school. We have tried to work with you to address any issues or concerns impacting upon your child's ability to access their educational opportunities. Currently **@child's** name has an attendance of **@%** with **@authorised** absence (sessions) including **@unauthorised absences**. This is a significant cause of concern and noted as irregular school attendance.

*School to list / identify the interventions and actions that have taken place including from first letter of concern being issued; letter to parent was issued advising that no further absences would be authorised (date of letter - should be via letter regardless of if advised verbally); number of appointments issued (and when appointments were for) and if attended and includes re-arranged appointments (i.e if parent contacted school and asked for this to be re-arranged or if school received no contact but re-arranged anyway) ; any attempts to engage and offer support including Pupil Attendance Action Plan (copy enclosed) and Parenting Attendance Action Plan (copy enclosed) as well offer of Early Help and any other plans identifying attendance considerations such as reasonable adjustments, reintegration timetables and SEN adjustments in place etc.*

You have provided **some / no** (whichever is relevant) explanations for absence including : *School to explain here any reasons of absence provided by parent (including if no explanation of absence has been provided) and can be in generic terms i.e regular pattern of absence stating "stomach ache" with a list of dates / periods of absence.*

You were advised on **@date** that no further absences would be authorised without the appropriate evidence being provided to school, for the Head / Principal to consider authorising if the explanation is deemed to be considered a reasonable justification, taking into account the reason provided. Since this time, there have been **@number of sessions** further unauthorised absence from school. School have provided you with advice and guidance of how to address issues (if identified).

Recommendations have included : *include here if advised to speak to any relevant professional; referrals to appropriate agencies / services such as School Nurse; CAMHS; Early Help Assessment to support identifying additional support; parenting strategies including routines and boundaries for mornings and evenings in preparation for school; ensuring school uniform and equipment is in place especially if school have provided any of this; also include if other services are involved such as social worker (under what plan); FaSST / Children's Centre; YJP (was YOS)- i.e that multi-agency are trying to support the family with attendance issues and any advice/interventions they have given to support this e.g. FaSST worker has brought into school / given advice and support regarding "school ready" such as being at the home to support in the mornings.* Appointments with school have been offered to you in order to discuss concerns, including ways we can work together and support you and **@child's name** to improve school attendance.

*If meetings were attended, school to identify what was discussed and agreed i.e what Attendance Action Plan was put into place (copy to be included in letter); if Early Help / CP / CIN in place what was included in this regarding attendance?*

*If meetings not attended be clear about this and express disappointment that parent has chosen not to engage. It is expected that the child is spoken to and Attendance Action Plan formulated and reviewed with them in order for school to be able to demonstrate they have tried many ways to explore issues and engage the child. In many cases, issues can be addressed and discussed directly with the child and changes made regardless of parent input. Add into this section when the child was spoken to and what was discussed including any explanations of absence they provided and why these were not authorised i.e parent failed to provide an explanation/ requested evidence.*

*Clarify here what school records will show i.e* Our records show that you do not / do *(delete which is not applicable)* engage with school by following the school's First Day Contract / Absence process and ring school / respond to Truancy Call *(delete whichever is not appropriate to your school)* with an explanation of absence and expected return date. You have attended / failed to attend meetings *(delete which is applicable)* with school, however there is no significant improvement and attendance remains irregular with continued unauthorised absences.

As a school, we strive to ensure all our pupils are able to access their education opportunities, to support them achieving their aspirations and future prospects. Regular school attendance is crucial in achieving this and we strive for every pupil to achieve 100%. As the parent / carer you have a legal obligation and the parental responsibility to support your child to achieve this. Under Section 444(1/1A) of the Education Act 1996, it is an offence for a parent / carer to fail to secure the regular school attendance of their child. As previously discussed, no further absences will be authorised by school without the appropriate supporting evidence provided to school for consideration. This needs to be within **@number** of working days from the initial absence. *(school to decide how many working days they will consider accepting evidence however it is considered good practice to be no longer than 10 working days from the initial absence and for school to follow this up in writing).*

Due to the lack of improvement and continued unauthorised absences, the school are now referring the matter to the Education Inclusion Service for their consideration of statutory interventions in respect of this. This could include prosecution in the Magistrates Court for failing to secure regular school attendance of the issuing of a Penalty Notice.

Please work with school and support your child, to make the necessary changes to ensure that improved attendance is secured for your child.

If you require further support and to arrange an appointment to discuss the situation further, please contact the PRINCIPAL on 01724 842518 or alternative email [Info@oasishendersonavenue.org](mailto:Info@oasishendersonavenue.org).



We look forward to seeing positive changes in **@name** of child school attendance, supported by yourself as the parent.

Yours sincerely

Mrs H O'Connor  
Principal

*(It is preferable that the senior member of staff i.e Head / Principal / Vice Principal / SLT responsible for school attendance reads and signs this final summary, in order to ensure they are fully aware of the case should the matter be referred to court).*





