

Oasis Academy Bank Leaze Attendance Policy

Oasis Academy Bank Leaze endeavours to provide an environment in which pupils feel safe and find enjoyment in learning and achieving. There is a strong correlation between high levels of attendance and student outcomes.

Attendance Practice is led by the Deputy Principal and is a key focus across the academy. Oasis Academy Bank Leaze monitors pupil's attendance closely. To assist with this attendance percentages are banded and colour coded.

Green Group 97% - 100% Attendance	Lowest Risk. Best chance of academic success. 'Green Team'. With 98% A pupil has still missed 4 days of education across the academic year.
Yellow Group 95% - 96.9% Attendance	Concern. Chance of academic achievement is reduced. 96% means a pupil misses 10 days of education across the academic year.
Amber Group 93% - 94.9% Attendance	Serious risk of underachievement. 94% means a pupil misses 2 weeks of education across the academic year.
Pink Group 90% - 92.9% Attendance	Severe risk of underachievement. 90% means a pupil is missing 19 days of education across the academic year.
Red Group 0-89.9% Attendance	Extreme risk of underachievement. Persistently absent. Below 90% means a pupil is missing more than 3 weeks of education across the year.

In order to maximise the educational opportunities at Oasis Academy Bank Leaze and to get the best possible academic start, we expect our pupils to aim for **97%** attendance.

If a child misses 10% of their education across an academic year they will be identified as persistently absent (PA). This translates to missing the following number of sessions:

Terms	Sessions Absent (AM/PM)	Number of Days
1	7 or more	3.5
1-2	14 or more	7
1-3	20 or more	10
1-4	25 or more	12.5
1-5	31 or more	15.5
1-6	38 or more	19

Reporting Absences

All schools and academies have a legal responsibility to diligently and accurately complete registration. This includes correctly recording absences.

Morning registration takes place at 9:00am. Children who are not present when the register is called will be marked absent.

Parents must phone the Academy on **01275 894 580** by 9:00am on day one of absence and every subsequent day to report their child absent, unless expressly agreed by Oasis Academy Bank Leaze. Failure to do this will result in the absence being unauthorised.

At the discretion of the Deputy Principal, once a child has missed 6 days of academy, whether as one or numerous periods of absence, all subsequent days will be unauthorised, unless medical evidence is provided.

Authorised absence

An absence is classified as authorised when a child has been away from the academy for a legitimate reason and the academy has been notified by the parent or carer. For example, if a child has been unwell and the parent telephones the academy to explain the absence. Only the academy can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from the academy without explanation from the parent/carer or they are absent without the permission of the academy.

Late Arrival & Late Collection

We expect all children to arrive promptly for 8:50am for registration at 9:00am. Poor punctuality is not acceptable. A child arriving late disrupts the class and has a direct impact on both their own and other children's learning.

Children arriving after 9:30am will be coded as 'U' in the class register. A 'U' code is an unauthorised absence. Consistent lateness will result in further follow up investigation and action. This may include referral to Bristol City Council who may issue a Penalty Notice or seek to prosecute. Any families experiencing difficulty bringing their children to the academy on time should speak to the Deputy Principal.

All children must be collected on time. If your child is not collected on time following steps will be taken:

- 15 minutes late - Parents will be phoned.
- 30 minutes late - Other listed contacts will be phoned.
- Home visit.
- If we have not been able to make contact with a parent First Response and/or the police will be contacted.

If someone other than the usual person/people will be collecting a child the parents must inform the academy as early as possible. Children will not be able to leave the academy if a staff member has not heard directly from the parent.

Appointments during the Academy Day

In order to maximise individual achievement parents should avoid making routine appointments for their children during the academy day.

If a child does have an appointment during the academy day parents must inform the academy office as soon as possible. Proof (appointment card, letter, text reminder etc.) should be provided when possible.

Wherever possible children should come to the academy beforehand and return to the academy after an appointment. Taking a whole day off for an appointment is, in most circumstances, unnecessary. Any unnecessary absences due to appointments will be marked unauthorised.

Holidays during Term Time

The Department of Education (DfE) regulations make it clear that the academy Principal may not grant any holidays during term time. Holidays will be marked as unauthorised absence.

Any other requests for leave of absence during term time will be carefully review but it is only in the most exceptional circumstances that leave can be considered or granted.

At the discretion of the Deputy Principal a request of absence can only be authorised for the following reasons:

- Forces personnel on leave from a foreign posting.
- Parents' employment restrictions - a letter from the employer required.
- Significant family event (e.g. wedding) - evidence required.
- Significant cultural/religious event (e.g. Pilgrimage, Appleby Horse Fair etc.).
- Visa/Passport renewal - evidence required.

All requests for absence must be made in advance and in writing. An 'Absence Request' form can be collected from the academy office.

The parent/carer of any pupil with absence recorded as holiday, whether authorised or unauthorised, must meet with the Deputy Principal once the child has returned to the academy.

If a child has two leaves of absence for family holidays within a 12 month period, Oasis Academy Bank Leaze will refer to Bristol City Council who may issue a Penalty Notice or in some circumstances seek to prosecute.

Parental Legal Duties & Responsibilities

Parents have a legal responsibility to ensure that their child attends the academy on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the academy. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend academy regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from academy can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory academy age, who is a registered pupil at an academy, fails to attend regularly at the academy his/her parent(s) are guilty of an offence. Parents with more than one academy aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

Oasis Academy Bank Leaze will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved academy attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from academy could result in one of the following:

1. A Penalty Notice.

The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)

2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on [Academy attendance parental responsibility measures](#) for more information and Bristol City Council's Penalty Notice Code of Conduct, available here: <https://www.bristol.gov.uk/academys-learning-early-years/education-welfare> or from the Academy office.)

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.