

# Attendance policy – appendix

Retford Oaks Academy

September 2025

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At Retford Oaks Academy we consider good attendance and punctuality to be the first stepping-stone to success. We will only be satisfied when all absence is unavoidable but we will positively acknowledge attendance of 97% and over for individuals, classes and year groups. As an academy we consider 97% plus to be excellent attendance.

All avoidable absences will be discouraged but initially any attendance which falls below 96% within a half term will trigger an investigation into the causes and action will be taken.

## **1 Role of parents**

- to support the academy in achieving its attendance targets
- to ensure your child attends regularly and on time. Students should be on school site by 8.30am. Arrival 30 minutes after start of registration with no relevant reason will be considered as an unauthorised absence for that session. A penalty notice may be issued for persistent lateness (10 separate instances) over a period of six school weeks);
- to let the academy know as soon as possible if your child is going to be absent;
- to work with the academy where attendance is an issue; and
- to ensure absences are covered by an email to [ROA-PupilAttendance@retfordoaks-ac.org.uk](mailto:ROA-PupilAttendance@retfordoaks-ac.org.uk), or alternatively ring the main switchboard on 01777 861618 use option 1.

## **2 Role of the form tutor**

To achieve and maintain good attendance we must ensure that the form tutor is the key person in monitoring the attendance of all members of a form. The form tutor has daily contact with students and will be the first person to spot problems with attendance and be able to identify patterns of non-attendance.

Students register in their teaching set for afternoon registration and the class teacher will follow up lateness.

### **The form tutor should:**

- follow up students' non-attendance by questioning the individual. absence will normally be explained by either a telephone call or a letter from home;
- monitor a student's attendance and use their contact time to discuss any issues with parents;
- alert heads of year as to developing patterns of poor attendance, particularly when attendance drops below 96%;

- welcome students back after absence in a positive way and ensure they are able to cope within lessons; and
- ensure that individuals and groups are aware of current levels of attendance.

This list is obviously not exhaustive and tutors might have developed other strategies to improve attendance and are encouraged to share these within their year group and with other colleagues.

### **3 Role of head of year**

Follow up the work of the form tutor and should:

- look at patterns of poor attendance for both individuals and the year as a whole;
- take action if patterns are appearing and seek to resolve a student's non-attendance;
- work with the attendance manager in instances of poor attendance;
- liaise with home to ensure improved attendance which may include home visits by academy staff;
- make random visits to lessons to check on absentees and internal truancy;
- track individual's attendance;
- ensure that students and groups are aware of their current level of attendance; and
- keep the quality assurance file up to date and ensure it is a working document.

### **4 Role of the attendance team**

- to make first day absence telephone calls;
- to code absences where necessary; and
- to liaise with form tutors, HoYs and attendance manager to improve levels of attendance.

### **5 Role of Attendance Manager**

- to work with the heads of year / senior head of year and form tutors to follow up poor attendance of individuals;
- to liaise with heads of year and other support staff re home visits and maintain contact between home and academy;

- to liaise with the local authority in order to prosecute the parents of students whose attendance has fallen below an acceptable level;
- to liaise with the local authority with regards to issuing a fixed penalty notice within the LEA recommended guidelines;
- to ensure that the computerised administration system is working effectively; and
- to provide relevant attendance data to targeted support staff, assistant principal, HoYs or form tutor.

## **6 Role of Vice Principal / Senior Head of Year**

- to monitor the overall attendance figure of both year groups and the academy as a whole and take action to improve attendance;
- to ensure that Heads of Year are taking appropriate steps to improve levels of attendance within the academy; and
- to work with the Attendance Manager and targeted support staff/outside agencies to co-ordinate attendance panel meetings within the academy.

## **7 Role of the Principal**

- to ensure a consistent and reinforced message is delivered to parents, students and the whole academy community about the importance of good attendance;
- to report on progress on attendance to the governing body; and
- to authorise issue of fixed penalty notices in extreme circumstances, where all strategies to support improved attendance have failed.

## **8 Rewards**

At Retford Oaks Academy we believe that rewards are central to reinforcing good attendance. It is important that we reward good and improved attendance on a regular basis.

**To celebrate and reward good attendance the academy will:**

- Keep Tutor Groups informed as to weekly attendance.
- Hold regular assemblies relating to attendance.
- Link the Academy Reward badge system to positive attendance
- Encourages students to monitor their own attendance
- Keep up to date displays in tutor rooms for good attendance.

## **9 Appendix 1 – Authorised absences**

The Academy, not parents, determines if an absence can be authorised. The following would be classed as authorised absence:

- genuine illness
- hospital appointment
- dental appointment

(In 2 & 3 above, students should be encouraged to attend before or after the appointment if at all possible).

- Family funeral
- cultural/religious observance.

The following would be classed as unauthorised absence:

- shopping trips
- looking after siblings
- looking after sick relatives
- preparing for holidays
- holiday in an academy year
- looking after house for parents.

## **10 Holidays**

Regulations since September 2013 now prevent schools and academies from granting any leave of absence except in exceptional circumstances. Family holidays, re-unions, special birthdays and other family events are not considered exceptional and so we will not be able to grant leave of absence for such events.

Any leave of absence not authorised by the Academy can lead to a Penalty Notice being issued by the local authority.

## **11 Unauthorised Absence**

The academy works very hard to maintain high standards of attendance and punctuality. As part of this work, the academy does have the authority to issue a penalty notice for absences during term time that have not been authorised.

## 12 Appendix 2 - Attendance matters

Promoting attendance is part of our commitment to raising high levels of achievement. Every lesson does count for your child; children fall behind quickly even if one day is missed. Good attendance at school is linked to achievement, strong peer relationships, social skills, a good work ethic and a safe lifestyle.

### Some Key Facts:

- 90% Attendance seems to be pretty good, however that actually means a student is absent from school for the equivalent of **one half-day every week**. If a student continues to attend for only 90% of the time, then over five years they will miss the equivalent of **one half of a school year**.
- 80% Attendance again seems very good, however that means a student is absent from school for the equivalent of **one day every week**. If a student continues to attend for only 80% of the time, then over five years they will miss the equivalent of **one school year**.
- For every 10% drop in attendance, a student is likely to achieve 1 less GCSE.
- At 95% attendance, a student has 80% chance of achieving 5 GCSEs grade 5-9.
- At 90% attendance, a student has 60% chance of achieving 5 GCSEs.
- At 85% attendance, a student has 42% chance of achieving 5 GCSEs.
- At 80% attendance, a student has 24% chance of achieving 5 GCSEs.
- Students have 13 weeks of school holidays. Please do not request exceptional leave of absence for a family holiday in term time. This will not be authorised.

## 13 Appendix 3 – Parent/carers absence procedures

If your child is absent you must:

- Contact the school on the first day of absence and each subsequent day before 8.50am
- Email the Attendance Team via [ROA-PupilAttendance@retfordoaks-ac.org.uk](mailto:ROA-PupilAttendance@retfordoaks-ac.org.uk), or alternatively ring the main switchboard on 01777 861618 use option 1.

Please explain the reason for absence and give an estimate of how long the absence will be.

Send a note or medial evidence in on the first day your child returns to school to explain the absence or see one of our receptionists in person to do this. You must do this even if you have telephoned.

It is vital that absences are reported; unreported absences are classified as unauthorised and

will affect overall attendance targets and may trigger a home visit.

**If your child is absent school the following may occur:**

- We will telephone or text you, every day of the absence if we have not heard from you.
- We may do a home visit where appropriate.
- You will be contacted by school to discuss your child's attendance if it falls below 97%, the school will apply its interventions and staged procedures thereafter.
- If there are concerns, absence may not be authorised without relevant or medical evidence (for example, a medical appointment card or information from your practitioner).
- Work with you and your child to support long term absence and reintegration into school.

**If your child is late to school you must:**

- Contact the school on the main switchboard and leave a message immediately that morning.

**If your child is late to school we will:**

- Text you to notify you that your child was late and to notify you of any detention.
- Call you to discuss further consequences (as per late to school policy).

## **14 Appendix 4 – Staged attendance procedures**

<b>Attendance Stage</b>	<b>Action</b>	<b>Who</b>	<b>What this means</b>
<b>Positive letter</b>  <b>100%</b>	Form Tutor Verbal Praise Praise Text home – Attendance certificates Prize draws / assembly recognition	Tutor	Praise is essential to our Attendance policy and school ethos. Rewards motivate and encourage students.
<b>Positive letter</b>  <b>100-97%</b>	Form Tutor Verbal Praise Form Tutor monitors fluctuation- Tutor talks with student and/or contacts home AL logs best form following Monthly monitoring of data	Tutor  Attendance Lead (AL)	Early tracking and intervention is carried out by the Tutor and Attendance Lead as a preventative measure to identify early concerns and to make students and/or parents aware of attendance targets
<b>97%</b>	<b>Letter 1- Parent Notification</b> issued by Attendance Lead Tutor to check and action fortnightly email from AL:	AL  Tutor	<b>Early warning letter.</b> Informal reminder. Parents are made aware that attendance is close to or at the minimum target



	monitor and counsel student, call or contact home.		expected of school which is 96%.
<b>Every student has an attendance target of 96% or above</b>			
<b>4.</b> <b>&lt;95%</b>	<b>Letter 2- Parent Notification</b> issued by AL Attendance to monitor/ counsel student. Contact home- request meeting where appropriate. Tutor/HOY supports daily welfare.	AL and HOY  Tutor	If attendance continues to decline, <b>letter 2</b> is issued - the first formal letter. Parents are advised that school will no longer authorise any absence unless the relevant medical evidence is provided.
<b>5.</b> <b>92%</b>	<b>Letter 3- Parent Notification</b> issued by Attendance Lead AL /Tutor and HOY to monitor/ counsel student. Contact home- request meeting	AL/HOY	At 92%, <b>letter 3</b> is issued – stating that the student is close to <u>Persistent Absenteeism</u> . School will no longer authorise any absence unless the relevant medical evidence is provided. That subsequent absence may result in legal action being taken by the Local Education Authority.
<b>The DFE directs schools to class attendance at 90% or below as Persistent Absenteeism</b>			
<b>6.</b> <b>&lt; 90%</b>	<b>Parenting Contract</b> Parents must attend a meeting at school, issues are addressed and the AL and/or HOY will issue a Attendance Contract. Tutor wellbeing checks. ATTEND framework could be initiated at this stage to help support families	AL and HOY  Tutor	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child. A rolling 6 letter may be issued at this stage or the next stage to warn parents that in any 6 weeks after the letter has been sent requires medical evidence or and 3.5 days absence without medical evidence could lead to a fine.
<b>7.</b> <b>&lt; 85%</b>	<b>Attendance Panel Meetings</b> Parents must attend a meeting at school. Issues will be addressed. HOY/AL wellbeing checks.	AL/HOY	A wider team meeting with parents in which where targets are given. 20 Day Fast Track maybe initiated. Non-compliance will be recorded by the school or local authority as it may be used as evidence in a legal attendance case.
<b>8.</b> <b>Major cause for concern</b>	<b>Possible Case Transfer for fixed intervention</b>  Student supported at school by AL/HOY	AL	<b>The school will refer to Local Penalty Notice /Prosecution Authority for possible Legal Contact with</b>