

Oakway Academy

Attendance Strategy

All guidance within this document links directly to the Hatton Trust Attendance for Learning Policy. It also links directly to the new 'Working together to improve school attendance' document which applies to schools from September 2022.

School Staff Roles

Laura Mutlow – SLT Attendance Champion (Tues/Weds)

Becky Owen/Claire Byron – SLT Attendance Champion (Mon/Thurs/Fri)

Jessica Standish – Attendance Officer

Beth Maycock – Welfare and Learning Mentor

Jacqui Baldry/Claire Waters – Administration Support

Susan Hatton – Inclusion TA

Late Gate Procedures

School will start at 8:45am. Registers will close at 8:55am. Children arriving after 8:55am will be marked as late and come through late gate procedures at 9:00am.

Absences

Daily meeting at 9:10am with all named staff above in admin office/meeting place. Absence lists to be generated by JB. All those absent to be rung by Attendance Team members. Text to be sent to any who don't answer. Team to regroup at 9:30am and decide on which children need to be collected/walked to school. Excel shared spreadsheet to be used to collate children with more than three days consecutive absence.

Parent Script

When ringing parents to discuss a child's absence we will consider using the script below as a guide to ensure that we are challenging parents whilst also being supportive.

"Hello, this is X from Oakway Academy. I am ringing to discuss X's reason for absence as we don't have a reason on record for today".

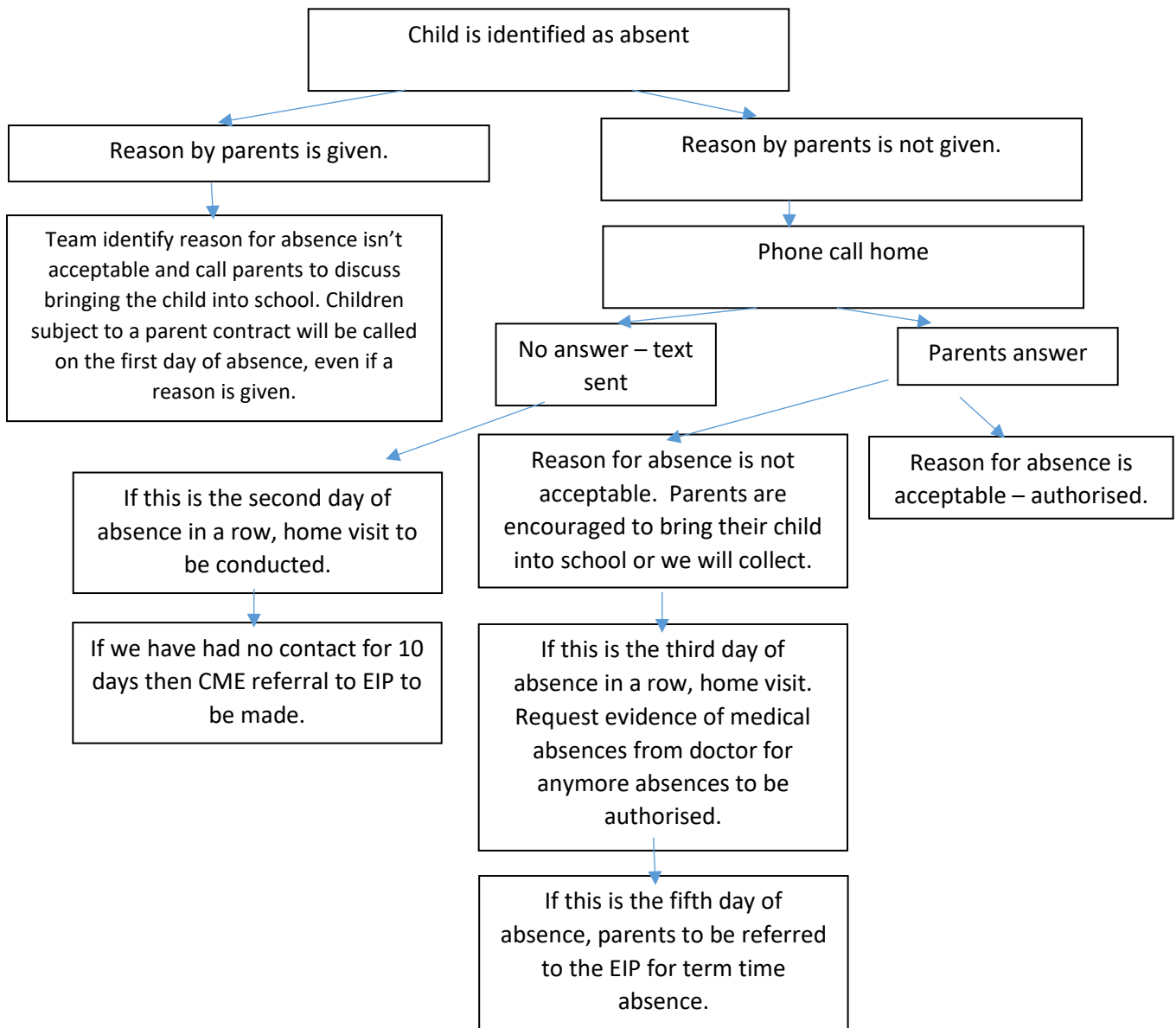
"Good morning, it's X calling from Oakway Academy. I was calling to discuss X's absence today, please can you call us on 01933 678714 when you get this message."

"Hello, this is X from Oakway Academy. X has been absent for two school days, we were wondering how they were feeling and if there was any support we can offer to help them return to school."

"Thank you for discussing X's absence with me today, please know that when X starts to feel better they can return to school at any point, even if it's just for the afternoon session."

"We appreciate that you have provided a reason for your child's absence. However, as you have recently signed a parent contract for attendance, we thought we'd call to see if we can offer any support?"

We will not make any recommendations about administering medicine to children but can remind parents that we can administer medicine prescribed by a doctor at school as long as it's clearly labelled with the doctor's prescription.

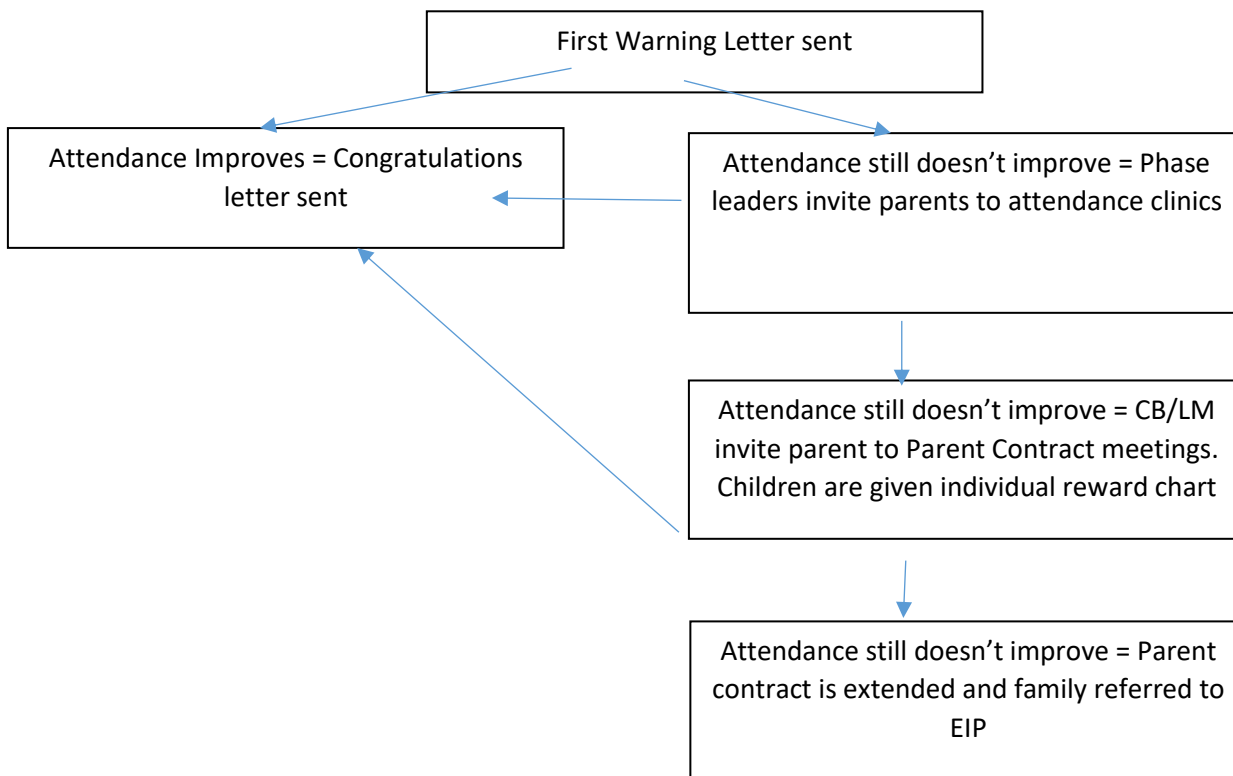


Rewards

- Certificates for 100% attendance to be given out at the end of a long term
- Additional gold, silver and bronze certificates to be shared for good attendance
- 'Perfect Attendance' tracker to be completed in all classrooms

Monitoring Procedures

- First warning letters sent in the first week of the second half term.
- All children who were Persistently Absent in 2021-2022 to roll over to monitoring in 2022-2023



Reporting

- Parent Newsletter with expectations for attendance to be shared in September 2022
- Attendance data to be shared with parents half termly focusing on absences rather than attendance e.g. X children have missed X hours of learning.
- Attendance updates to be shared weekly in staff briefings.
- Short data reports to be generated by Jessica Standish every half term
- Long data reports to be generated by Jessica Standish every long term

Staff CPD

- Roles and responsibilities for all Academy staff (related to attendance) to be outlined on the September training day 2022.
- Roles and responsibilities for all Academy staff (related to attendance) to be outlined in the Oakway Academy staff handbook.