



ORMISTON  
DENES ACADEMY

# Attendance

## What parents/carers need to know





## **Why does attendance matter?**

At Ormiston Denes Academy we are committed to providing all students with the best education possible. In order to do this, we need all students to attend regularly and punctually throughout the academic year. Attending the academy on a regular basis is the key to your child doing well and will set them up with good routines for later life and the world, as well as giving them the opportunity to:

- Make lots of friends and feel included
- Learn new things and develop many skills
- Increase confidence, self-esteem and improve social skills □ Achieve potential and fulfil aspirations

## **Why worry about attendance?**

- A 90% attendance rate means a student is missing one half day of lessons every week
- If that student has a 90% attendance rate through KS3 & KS4 they will have missed one half of a school year in that time!
- A student with an 80% attendance rate over 5 years misses one complete year of school. That is 40 days of education in a school year, or just over 1 day per week
- Therefore if students' attendance remains at 80% from year 1 to year 11 they will miss more than 2 full years of education

## **Poor punctuality**

### **Being on time:**

- Gets the day off to a good start
- Sets positive patterns for the future
- Helps your child to make the most of their learning
- Helps children to develop a sense of responsibility both for themselves and for others

## **Being late:**

- Gets the day off to a bad start, with a challenging conversation
- Can put everyone in a bad mood and can be stressful
- Can be embarrassing for both parent and young person
- Is noticed by others who may make negative comments
- May damage your child's confidence
- Same day consequences are set
- Learning time is lost, resulting in the need to catch up.

## **Being frequently late to the academy adds up to lost learning:**

- Arriving 5 minutes late every day adds up to over 3 days lost each year
- Arriving 15 minutes every day is the same as being absent for 2 weeks a year
- Arriving 30 minutes late every day is the same as being absent for 19 days a year

**19 days lost a year through being late  
= 90% attendance**

**National statistics show that children with less than 85% attendance  
at school are unlikely to gain five 9-5 GCSEs Academy Late  
Procedure**

Academy policy requires students to be on site at 8.35am and the register is taken at 8.40am. If a student arrives after 8.40am then they are officially late.

The Attendance Officers are at the academy gate and will mark students in and give consequences where necessary.

For health and safety reasons, if students arrive in school late after 9.05am they should go to the Student Entrance to get a late mark.

Repeat lateness after 8.40am but before 9.00am will receive an extended consequence.

The school day ends at 3.10pm and students are not permitted to leave the academy at break or lunch times unless in exceptional circumstances e.g. medical appointment.

- **2 x lates - A letter will be sent home advising parents/carers of their lateness**
- **4 x lates - A letter will be sent home warning parents/carers that a Penalty Notice will be issued if students have 6 lates**
- **6 x lates - Penalty Notice issued to parents/carers**

### **What do I do when my child is absent?**

By law, schools and academies must record absences and the reasons given. Only the Principal can officially authorise an absence, but unless there is a concern, the staff will usually do this on their behalf. Parents should always notify the academy and provide reasons for absences and the academy must decide whether or not they justify authorisation according to government guidelines. Please refer to Guidance on Infection Control in Schools/Academies and other Childcare settings overleaf, if you are unsure as to the recommended period to keep students away from the academy.

#### **Authorised absences include:** ☐

Genuine illness of the student

- Hospital/dental appointment for the student (please try to make these outside of academy hours)
- Death of a near relative
- Religious observance (faith of the parents/carers)

#### **Unauthorised absences include:**

- Truancy
- A shopping trip
- A birthday treat
- Oversleeping
- Looking after other children
- Letting engineers in
- Any other absence deemed as inappropriate by the academy

## **Whenever a child is absent from the academy the parent should:**

- Contact the academy before 8.30am on the first day of absence. If no notification of absence is received, the academy will contact the parents to ascertain the reason
- Where possible let the academy know in advance of any planned absences, e.g: medical appointments, and provide evidence of these by way of appointment letter/card or medical note

## **Absences not reported by parents or carers will be recorded as unauthorised**

### **How long should my child be absent from the academy if they are unwell?**

If your child is unwell and you are unsure as to how long they should be absent from the academy, please refer to the following guidelines. If you feel your child needs to be away for longer than the recommended period stated, a medical note will need to be provided for the academy to consider if the absence should continue to be authorised. If your child's attendance is low, evidence will need to be provided before any absence can be authorised.

### **Medical appointments and illness**

If your child has a routine medical appointment can you please ensure that these are made outside academy hours. If your child is absent due to illness, where possible please provide evidence to support this, such as appointment cards or prescriptions. Any absences due to illness longer than three days will automatically be coded unauthorised unless medical evidence is provided.

**Guidance on Infection Control in Schools/Academies and other Childcare settings**

<b>Rashes and Skin Infections</b>	<b>Recommended period to be kept away from school/ academy, nursery or childminders</b>	<b>Comments</b>
Chickenpox	5 days from the onset of rash	
German Measles	6 days from onset of rash	Preventable by immunisation (MMR x 2 doses)
Impetigo	Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	4 days from onset of rash	Preventable by vaccination (MMR x 2)
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch.
<b>Respiratory Infections</b>	<b>Recommended period to be kept away from school/ academy, nursery or childminders</b>	<b>Comments</b>
*Flu (influenza)	Until recovered	
Whooping Cough* (pertussis)	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local Health Protection Unit will organise any contact tracing necessary
<b>Rashes and Skin Infections</b>	<b>Recommended period to be kept away from school/ academy, nursery or childminders</b>	<b>Comments</b>

Meningococcal meningitis*/ septicaemia* meningitis* due to other bacteria	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local HPU will advise on any action needed
Mumps*	Exclude child for 5 days after onset of swelling	Preventable by vaccination (MMR x 2 doses)

\*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).

### Can I take holidays during term time?

Family holidays should take place during the academy holiday dates. These dates can be found on the Ormiston Denes Academy website.

Since 1st September 2013 the government changed the regulations regarding children being taken out of school for holidays during term time.

Only the academy can grant permission for leave of absence in **exceptional circumstances** only. We always caution parents about taking students out of the academy during term time as any period of absence has the potential to have a negative effect on your child's progress.

If a holiday in term time cannot be avoided, a Notification of Absence form should be completed to inform the academy of your intention to remove your child over the period of time that you state. These can be obtained from the attendance office. Any leave of absence will be recorded as unauthorised holiday. Please be mindful not to book a holiday during any examinations period. The academy will be required to refer any child who is absent for 6 or more sessions (2 sessions = 1 day) to the Local Authority who will issue a Fixed Penalty Notice.

In total there are 175 non-school days a year.

This gives families the opportunity to spend time together, go on family visits, go on holiday, go on shopping trips and go on days out.

Ormiston Denes Academy has an Attendance and Family Support Officer. The academy may refer your child to the Attendance and Family Support Officer if



their attendance or punctuality is causing concern. If a referral is made you will be contacted either by phone, letter, email or invited to attend a meeting at the academy to discuss any concerns and how the attendance or punctuality can be improved.

### **Absence and the law**

As a parent/carer you are committing an offence if you fail to make sure that your child attends regularly, even if they are missing school without your knowledge. The details of parents with children who have unauthorised absence (including those who have taken an unauthorised holiday) will be passed to the academy Attendance and Family Support Officer, who could consider issuing a Fixed Penalty Notice or starting legal action.

### **What does the law say about poor school attendance?**

Under Section 444 of the Education Act 1996, parents or carers may be prosecuted if their child does not attend academy regularly and their absences are unauthorised (or in other words, the academy cannot or has not given permission for them to be off school). In 2003, the Anti-Social Behaviour Act provided an alternative means of tackling non-attendance in schools/academies. Under Section 23 of the Act, Local authorities were given the powers to issue Penalty Notices as an alternative to taking legal action. Penalty Notices are issued to parents or carers who are considered capable of, but unwilling to, work towards improving their child's attendance.

### **What is a Fixed Penalty Notice?**

A Fixed Penalty Notice is issued to parents/carers by the Local Authority. It is a fine of £60 per parent per child which must be paid in one payment within 21 days. If unpaid a further invoice for £60 per parent per child is issued. Both individual invoices would then have to be paid making a total payment of £120 in 28 days. Failure to pay the total amount within the timescale will result in legal action being taken.

### **When will a Fixed Penalty Notice be issued?**

A referral from the academy will be made without warning to the Local Authority for a Fixed Penalty Notice to be issued for any child who has an attendance of

90% or less including 10% unauthorised absence over a 6 week period or 6 or more consecutive sessions (2 sessions = 1 day) of unauthorised absence. This will also include unauthorised leave of absence.

### **What happens if I don't pay?**

If you do not pay the Fixed Penalty Notice in full within 42 days of issue, the Local Authority is required to start legal proceedings against you for the original offence of failing to ensure your child attends school regularly. This may lead to a fine of up to £1000.

### **Truancy sweeps**

We would like to remind you that the Local Authority conducts regular truancy sweeps across the county. If you are stopped on a sweep and your child's school/academy have not authorised the absence, you could be subject to a fixed penalty notice of £60 per parent per child. Please ensure that you always inform the academy if your child will be absent.

### **What can you do?**

#### **Make academy attendance a priority**

- Talk about the importance of showing up to the academy every day on time and make that the expectation
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep
- Try not to schedule dental and medical appointments during the academy day
- Don't let your child stay home unless truly sick. Complaints of headaches or stomach aches may be signs of anxiety
- Refer to the Health Protection Agency Guidance on Infection Control in Schools/Academies and other Childcare Settings

### **Help your teen stay engaged**

- Find out if your child feels engaged during lessons and feels safe and happy at school. Make sure they are not missing class because of behavioural issues and school discipline policies. If any of these are

problems please contact your Year team to discuss them as soon as possible.

- Stay on top of academic progress and seek help from teachers if necessary. Reports are sent out 4 times a year which also includes attendance details
- Stay on top of your child's social group. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage meaningful after-school activities, including sports and clubs.

### **Communicate with the academy**

- Know the Academy Attendance Policy (available on the website).
- Talk to your tutor or the Year team if you notice sudden changes in behaviour. These could be tied to something going on at the academy.
- Check on your child's attendance to be sure absences are not piling up.
- Ask for help from the academy if you are having difficulties getting your child into the academy.

### **Academy Attendance Procedure**

- Truancy calls sent to parent/carers daily if the academy has not been informed of student's absence.
- Telephone call if no response to truancy call.
- Letter or email home if still no response asking for absence to be authorised.
- Fixed Penalty Notice (FPN) issued if 6 sessions of unauthorised absence.
- 1st contact letter sent out to parent/carers where student's absence is 90% and below.
- Thank you letter sent out if improvement made over 6 week period.
- Please improve letter sent out if no improvement made over 6 week period.
- Letter sent out/phone call made to parents/carers asking them to come in for a meeting to discuss students attendance before it gets below 90%.
- Letter sent out inviting parent/carers in for Fast Track meeting if student's attendance is below 90% and 6 week attendance programme set up.
- Mid review after 3 weeks into the agreement.

- Final review meeting at the end of 6 weeks;
  - If positive, student achieves 100% no more action, but continue to monitor students attendance.
  - If negative, student does not achieve 100% paperwork sent to Suffolk County Council for prosecution.

### **Facts about attendance**

Attendance is 100%

This an **outstanding** level of attendance

Attendance is between 98% - 99.9%

This is an **excellent** level of attendance

Attendance is between 96% - 97.9%

This is a **good** level of attendance and meets the academy target for attendance

Attendance is between 92% - 95.99%

This is below the academy target for attendance and **requires improvement**

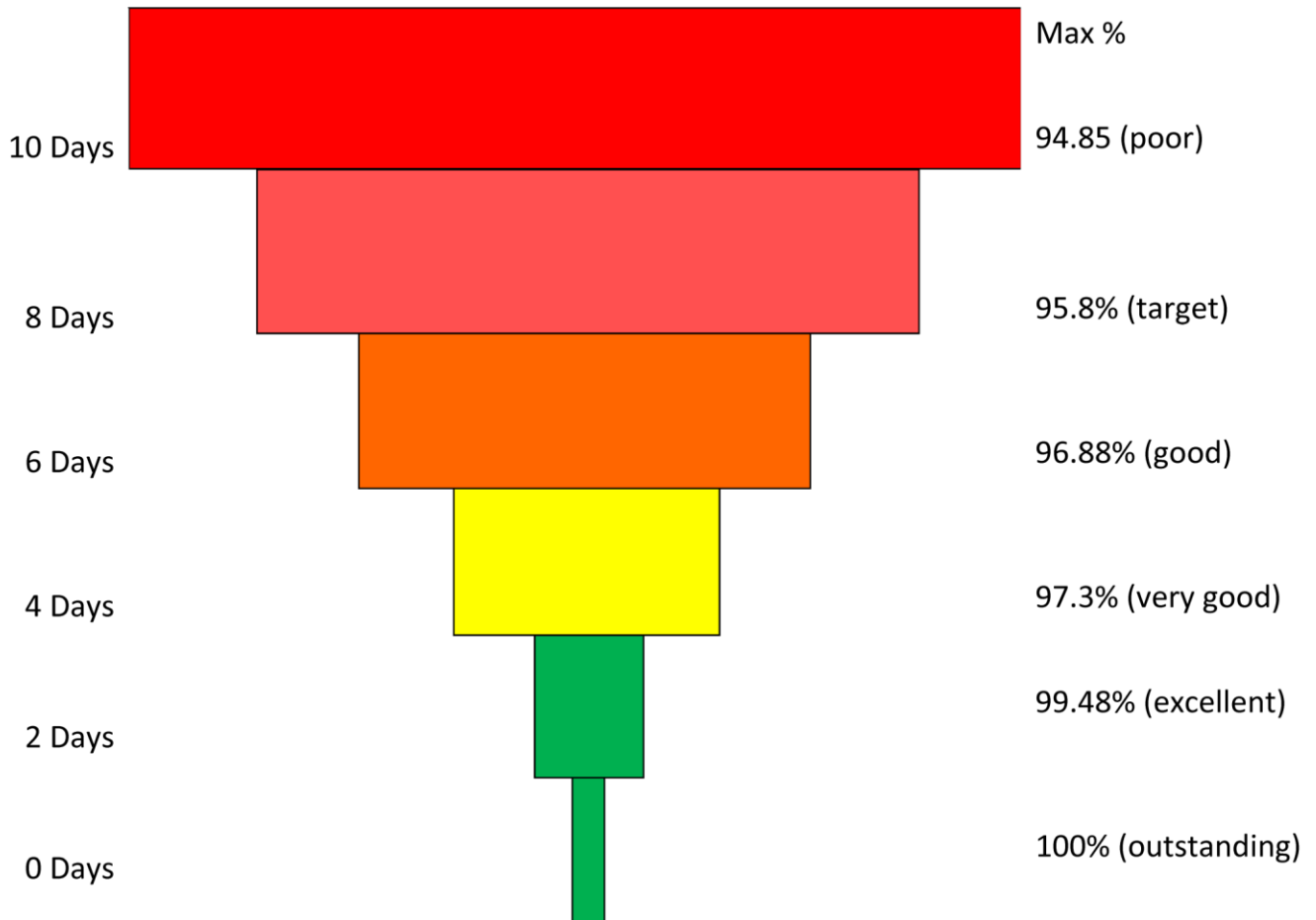
Attendance is less than 92%

This is an unacceptable level of attendance and a **cause for concern.**

**Attendance needs to be improved**

# ATTENDANCE

## WHAT'S IT WORTH



Each day is worth 0.52%

Each lesson is worth 0.104%

To achieve excellent attendance at Ormiston Denes

means only **20 days** absence in 5 years

That's only **4 days** a year

**What can you achieve?**

## Structure of the academy day

# The School Day

5 x 60 minute lessons

7.45am	Breakfast Club
8.35am	Warning Bell
8.40am - 9.00am	Morning Registration/ Form Time
9.00am - 10.00am	Period 1
10.00am - 11.00am	Period 2
11.00am - 11.20am	Break
11.20am - 12.20pm	Period 3
12.20pm - 1.20pm	Period 4
1.20pm - 1.55pm	Lunch
1.55pm - 2.10pm	Afternoon Registration
2.10pm - 3.10pm	Period 5
3.10pm	End of Day/ After school Enrichment clubs/Period 6

## Rewards

Students with excellent attendance will be rewarded in a number of ways, throughout the academic year.




ORMISTON  
**DENES ACADEMY**  
ASPIRATION • INTEGRITY • RESPECT

Yarmouth Road, Lowestoft,  
Suffolk NR32 4AH

**Tel: 01502 574474**

**Email: [info@ormistonden.es.co.uk](mailto:info@ormistonden.es.co.uk) [www.ormistonden.es.co.uk](http://www.ormistonden.es.co.uk)**

 /OrmistonDenes



@OrmistonDenes

**[OAT]**  
Ormiston Academies Trust  
AN OAT ACADEMY