

Parent Friendly Attendance Policy- 2024/25



Oasis Academy South Bank Primary

Short Version - Attendance Policy and Procedures

Policy Author: Paul David
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"Attendance is Everyone's Responsibility"

Summary

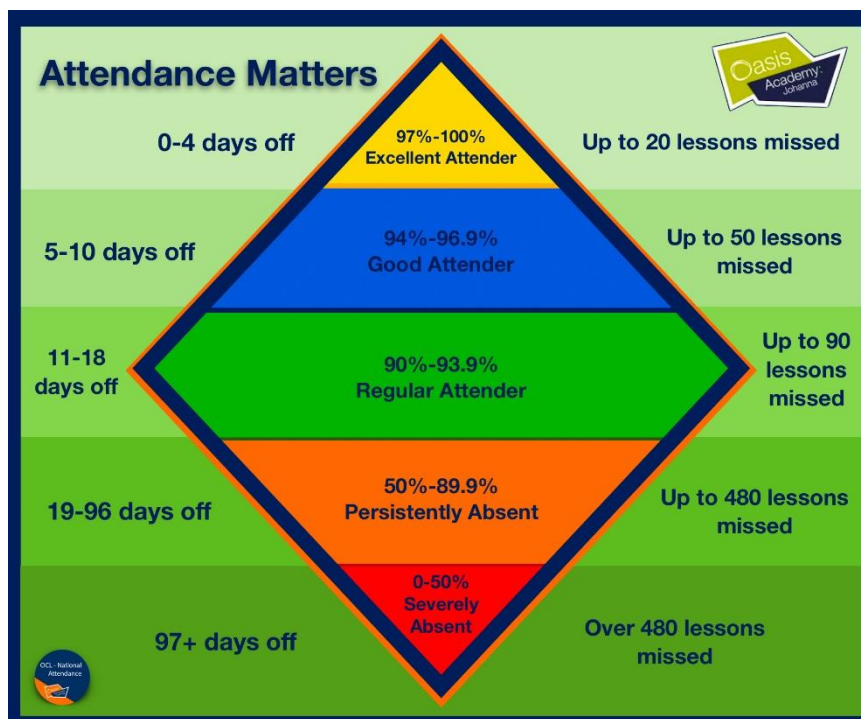
This shortened policy should be read in conjunction with the full policy [here](#).

At Oasis Academy South Bank Primary we encourage pupils to strive for excellence. For a pupil to achieve their full academic potential, a high level of attendance is essential. Pupils should aim for a minimum of 97% attendance (or no more than 5 days of absence during an academic year).

Some pupils find it harder than others to attend school and we will work together with parents/carers, pupils, and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by the academy.

Why is Attending School Regularly So Important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil's all-round development, mental health, and well-being.



Parental Responsibilities

Parents and carers should encourage good attendance and punctuality.

Parents and carers should communicate with the school whenever there is non-attendance.

Parents/carers must notify the academy on the first day of absence by 8:45am by calling the academy on 020 7928 5814. Notifications must be made on every day of absence.

Please see <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school> for useful illness advice.

If the academy does not have a reason for absence provided, as per our safeguarding procedure a home visit will be carried out.

Support for School Attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. As an academy, we need to understand the reasons why your child may not want to attend so we can support you and your child in the best way possible. We may use an attendance contract to try to improve and monitor attendance over a fixed period of time.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance, we will fully support each pupil to be able to attend as much as possible. Our academy will use an individual health plan and will work alongside other relevant parents as needed.

If the academy is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child, so this does not need to happen.

If we have any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being

Term Time Leave

The Academy does not authorise term time leave unless it is extenuating circumstances. Leave must be considered by the principal Paul Cornall

It may be tempting to book a family holiday in term time to save on costs during the cost-of-living crisis. However, family holidays in term time are not allowed in law and are very unlikely to be authorised.

Taking children on leave without applying for authorisation may mean the school has to report your child as 'missing' to the local authority and holidays cannot be authorised retrospectively in law. Adding even more absence to the time children have already missed only means that the children miss even more lessons that will not be repeated.

Family emergencies also need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Notifying the school of leave due to a family emergency does not mean it will be authorised.

Unauthorised Absence

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not. Unauthorised absences may include:

- Absences which have not been properly reported
- Pupils who arrive at school after 9:15am
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (as stated above)
- If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised
- Pupils who are absent due to parent, sibling illness

Fixed Penalty Notices

Please note that where parents fail to ensure their child attends school regularly, legal action, including penalty notices, may be considered. New regulations also mean that children on extended period of leave may lose their school place where there is no evidence of a timely return to school, or the date provided is too far away.

The penalties for this are applied by Lambeth Local Authority and are laid out below:

- *First offence- penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first-time absence.*
- *If a second period of unauthorised absence occurs within a 3-year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days. Failure to make payment of penalty notices issued may lead to court proceedings.*
- *The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued.*
- *If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.*