

## THE OXFORD ACADEMY - ATTENDANCE FLOWCHART – SPETEMBER 2020

AO produces **WEEKLY LOW ATTENDANCE REPORT** YELLOW 97 -95 %, AMBER 94.9 - 93%, PINK 92.9 -90.1%, RED - below 90% since Sept (will be below 90%). Headline attendance figures for the week to be put into a document and shared with all staff. *Concerns are around illness, un-authorised holiday, un-authorised absence, refusing school, medical etc. will be added and shared with key staff where appropriate.*

Heads of Year, Tutors look through weekly list and discuss concerns with individual students and contact home (call, e-mail) if needed to, raise and discuss concerns. The guideline would be YELLOW, AMBER = Tutor, PINK, RED = Head of Year / Learning Mentor. All calls to be logged on SIMS Communication Log

If the student has been ill for a period greater than one week, then Head of Year/Learning Mentor request a **GP letter** from parents or request permission that school can contact the GP directly. Letter is sent from AO (addressed from Head of Year) and AO logs that letter has been sent.

Parents provide GP permission. Once received school contacts GP for evidence. Information logged on SIMS by Junior Attendance Officer

Students that are a concern, Head of Year/ Learning Mentor requests a **WARNING LETTER** to be sent home from Junior Attendance Office (addressed from Head of Year). Attendance concerns to be raised on at a weekly meeting on going attendance to be discussed with HOYs individually before school. AATH.

Junior Attendance Officer to send **WARNING LETTER** to parents and logs that letter has been sent.

Attendance not improved over next 20 school days. Head of Year/Learning Mentor call parents and student in for a meeting.

Attendance has improved over next 20 days, for now just monitor. Head of Year/Learning Mentor

**PARENT CONTRACT** in place and reviewed by Head of Year/Learning Mentor and Parents will be contacted after 3 weeks and at the end of the 6 week period. Attendance Officer informed and logs Parent Contract implemented and logged on CPOMS. Attendance Officer to forward documentation to County Attendance team.

Attendance not improved over next 4 weeks and targets not met on contract. Head of Year requests that AO sends a **PENALTY WARNING LETTER** home (addressed from AHT). *Must ensure that attendance which is a concern is un-authorised.*

Attendance has improved over next 4 weeks. For now just monitor.

Attendance Officer to create and log **PENALTY WARNING LETTER** which is approved by AHT and sent to parents. Copy sent to OCC.

Attendance not improved over 20 school days : AO to create **PENALTY LETTER** which is approved by AHT and verified by Deputy Head/Headteacher and sent to parents and AO logs that letter has been sent (addressed from AHT), Copy sent to OCC.

Attendance has Improved by 20 days, for now just monitor

Penalty paid: £60 within 21 days or £120 paid if within 28 days.

Penalty not paid, intervention, all student with 'chronic' non-attendance discussed at termly attendance meeting, with the county attendance team/LCSS where appropriate. AO informed for logging purposes.

Attendance improves, for now just monitor.

Attendance still not improving, AO refer to OCC for their intervention. Chronic non-attendance to be discusses with County Attendance Team and LCSS for further support.