



OAKLANDS CATHOLIC SCHOOL
AND
SIXTH FORM COLLEGE

With delegated responsibility from the
Edith Stein Catholic Academy Trust

ATTENDANCE AND REGISTRATION POLICY

APPROVED BY TEACHING & LEARNING COMMITTEE	January 2025
SCRUTINISED BY SENIOR LEADERSHIP TEAM	November 2024
DATE LAST REVIEWED	November 2024
MEMBER OF STAFF RESPONSIBLE	Deputy Head
STATUTORY / NON-STATUTORY	Non-Statutory



Community

Unity

Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
November 2024	Throughout	Register closing time now 9.30am
	3.0 / Page 2	Update to DfE Guidance
	4.2 / Page 3	Addition of ClassCharts as option for parents to notify school of absence
	5.6 / Page 4	Legal intervention Team replacing Attendance Legal Panel.
	15.1 / Page 7	Inclusion of ClassCharts and link to Attendance page on website.
	15.3 / Page 7	Updated steps to be carried out by Attendance Officer
	17.0 / Page 7	Change of title to Recording Attendance Updated procedures and guidance
	18.0 / Page 10	Removal of old Section 18 (Punctuality – Legal Context) and amalgamate with next section
	18.3 / Page 10	Change from 60 minutes to 30 minutes late
	18.4 / Page 10	Updated to reflect new SignIn App
	20.0 / Page 11	Updated guidance and links
	22.2 / Page 12	Addition of ClassCharts
	September 2022	2.2 / Page 2
4.2 / Page 3		Third bullet point – updated procedure
5.4 / Page 3		Replace 'reward' with 'encourage'
5.6 / Page 3		Replace 85% with 90%
8.1 / Page 4		Attendance Manager and Officer Responsibilities
10.1 / Page 5		Additional bullet point re 'late to school'
12.4 / Page 6		Addition of school website for LOA forms
14.1 / Page 6		Close family
14.2 / Page 6		Replace Headteacher with Attendance Manager
15.0 / Page 7		Addition of ClassCharts
17.0 / Page 8		Recording Absences
19.2 / Page 8		Change from 30 minutes late to 60 minutes
19.3 / Page 8		Procedures for students arriving between 9-9.20am
19.4 / Page 8		Addition of 'may'
20.3 / Page 8		Twenty sessions / Ten days' absence
20.4 / Page 9		Increase to four weeks/80 sessions Additional sentence regarding FPN and ALP
22.1 / Page 9		Change from SLT to Attendance Manager
22.2 / Page 9	Removal of Epraise Points	
22.3 / Page 9	Clarification of those parents receiving letters	
22.4 / Page 9	Change to procedure for students with less than 85%	
23.3 / Page 10	Change to close of register to 10.00am. Re-wording of early school day procedures	

Catholic Social Teaching

Our mission at Oaklands is to ensure that no student is left behind and that all have potential to go on and do great things. This is rooted in the Catholic Social Teaching principles of dignity, solidarity and commitment to help the most poor and vulnerable of society. We know that good attendance at school allows children the best possible opportunities to reach their full potential. This is why we are committed to supporting families and our students to access the full curriculum that we have to offer.

Apply your heart to instruction and your ears to words of knowledge. Proverbs 23:12

1.0 Principles

1.1 The mission of Oaklands Catholic School is to provide “Community, Unity and Opportunity” for all our students to help each person achieve their potential. As a school dedicated to inclusivity, we wish to ensure that every child receives his/her full entitlement and that no-one is disadvantaged. In order to accomplish this mission, we recognise that it is vital that children attend school at all times, unless there is a serious reason which prevents them. The principles and fundamentals of the school’s Attendance and Registration Policy are built on this fundamental vision. We recognise that for the majority of our students, good attendance is a well-established habit; however, it is crucial that parents understand clearly their responsibilities for their child’s attendance. Oaklands works in partnership with parents/carers and in promoting and encouraging 100% attendance and punctuality.

2.0 Aims and Rationale

2.1 The aim of this policy is to enable maximum student attendance, to encourage our students to take full advantage of their educational opportunity and to recognise the external factors which influence student attendance.

2.2 Good attendance is essential to success in school. Even having attendance of 90% can lead to significant gaps in learning.

90% attendance	=	½ day missed each week
1 year at 90%	=	4 whole weeks of missed lessons
90% attendance over 5 years	=	half a school year missed

3.0 Department for Education Guidance

3.1 This policy is written in conjunction with DfE Guidance: Working Together to Improve School Attendance (May 2022, updated August 2024)
[Working together to improve school attendance - GOV.UK](#)

3.2 Schools should:

- ❖ Promote good attendance and reduce absence, including persistent absence
- ❖ Ensure every child has access to full-time education
- ❖ Act early to address patterns of absence.

3.3 Parents must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly.

3.4 All pupils must be punctual to their lessons.

- 3.5 School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This attendance policy is also consistent with the following school policies:
- Admissions
 - Anti-Bullying
 - Child Protection
 - Behaviour
 - Safeguarding
 - Inclusion and SEN
 - Teaching and Learning
- 3.6 The level of attendance and punctuality expected from all our pupils is included in our school's Home School Agreement, which parents must sign following their child's admission to a school. It is very important, therefore, that children attend school regularly and this policy sets out how together this can be achieved.
- 3.7 **Good attendance is important because:**
- statistics show a direct link between under-achievement and absence below 95%
 - regular attenders make better progress, both socially and academically
 - regular attenders find school routines, school work and friendships easier to cope with
 - regular attenders find learning more satisfying
 - regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

4.0 Parents/Carers' Responsibilities

- 4.1 Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- 4.2 Parents will:
- inform the school on the first day of absence
 - make sure that any absence is clearly accounted for by ClassCharts, telephone, email or text on the first and subsequent days of absence, or by letter if a phone is unavailable
 - inform the attendance officer of any planned absences well in advance by submitting a Leave of Absence Form (LOAF), available on the school website
 - support the school with their child in aiming for 100% attendance each year
 - ensure that their children arrive at school in time for 9.00 am Registration, properly dressed and equipped ready to learn.
 - provide adequate reason/proof if their child has been absent (either via note/text/email)
 - avoid taking their child out of school for non-urgent medical or dental appointments
 - only request leave of absence if it is for an exceptional circumstance.

5.0 School's Responsibilities

- 5.1 To alert parents/carers if a child is not present at morning or period 1 registration
- 5.2 To inform parents/carers of their child's percentage attendance on all reports
- 5.3 To inform parents/carers if their child's attendance is a cause for concern and to provide support and intervention
- 5.4 To encourage good attendance

- 5.5 Only the school may decide whether an absence is authorised or unauthorised
- 5.6 Students who have persistently poor attendance (below 90%), or who are consistently late arriving to school or lessons throughout the school day, may be asked to sign an Attendance and Punctuality contract. They may be referred to the Local Governing Body's Discipline Committee if there is no pastoral or medical reason for their poor attendance/punctuality and they have not engaged with the school's Attendance strategies. The school may also refer cases to the Legal Intervention Team. This may in turn lead to a Fixed Notice Penalty if there is no significant improvement.

6.0 The Local Governing Body's Responsibilities

- 6.1 To have overall responsibility for attendance.
- 6.2 To be familiar with current legislation and Government policy.
- 6.3 To have a nominated Governor responsible for attendance.
- 6.4 To promote the importance of excellent attendance within the school community.
- 6.5 To ensure that the school has a nominated member of the Senior Leadership Team who leads on attendance and punctuality matters.
- 6.6 To be acquainted with the registration systems and practice in school
- 6.7 To monitor the effectiveness of this policy by receiving regular reports on attendance and punctuality.

7.0 Senior Leadership Team Responsibilities

- 7.1 The responsible member of SLT ensures that:
- Specific guidelines for dealing with attendance issues are adhered to by staff.
 - Accurate and detailed information is recorded by the necessary parties
 - Parents are contacted by letter/email or text regarding poor attendance, punctuality or LOA issues
 - Information is disseminated to all stakeholders
 - Persistent Absenteeism is monitored and actioned
 - Pupil Premium attendance is tracked and actioned and stakeholders informed
 - Punctuality to school and lessons is monitored and actioned
 - Reports to the SLT and The Local Governing Body on Attendance and Punctuality are given twice a year.
 - The policy is reviewed and updated in accordance with the cycle of renewal
 - Annual attendance targets are set

8.0 Attendance Manager and Officer Responsibilities

8.1 The Attendance Officers ensure that:

- First day absence calls/text messages are sent home when absence is unexplained
- Generates detailed reports, analysis and tracking of students' attendance and punctuality, including specific reports on Persistent Absenteeism
- Ensures registers are taken and facilitates dissemination of information to the relevant parties
- Meets with SLT to analyse and action the Pupil Premium attendance data
- Students are monitored signing in and out of school during the school day
- Students are monitored signing in due to late arrival

9.0 Heads of Year Responsibilities

9.1 Heads of Year ensure that:

- They promote high standards of attendance within their Year Group and follow up any attendance concerns with individual students.
- They monitor the 90% (or less) attendance figures and punctuality statistics on a fortnightly basis with SLT.
- They send letters, make phone calls or meet with parents, when necessary, to improve attendance and punctuality.
- They attend Attendance Planning Meetings when necessary.
- The subject of attendance has a high profile through recognition in assemblies and rewarding high attendance
- Students on fixed term exclusion are supported
- Students with long term medical problems are identified and the necessary strategies are implemented to support their learning and progress

10.0 Form Tutor Responsibilities

10.1 Form Tutors ensure that:

- Daily registers are accurately taken for their tutor group within the agreed time frame (between 9.00–9.20am)
- They are alert to patterns of attendance during the school day and follow up any unexplained absence during the school day
- They contact parents and intervene early on if they have concerns
- They meet with parents, should the need arise, to discuss attendance or punctuality concerns
- Set 'late to school' detentions where students arrive late to school without a satisfactory reason

11.0 Teacher Responsibilities

11.1 All teachers ensure that:

- They register the class accurately, within the first 15 minutes of a lesson
- They inform Student Services if a student on the vulnerable list is missing from their lesson.
- They liaise with the form tutor / Head of Year if a student has been missing from their lessons (truancy) on the suitable follow up

12.0 Extended Leave of Absence from School

- 12.1 Headteachers are no longer able to grant leave of absence for the purpose of a holiday in term time unless there are exceptional circumstances. The cultural advantages of a holiday are not a criteria for exceptional circumstances.
- 12.2 “Leave” in relation to a school means leave granted by any person authorised to do so by our governing body. A request by parents for extended Leave of Absence should be exceptional.
- 12.3 **Permission will not be granted after the absence has been taken.**
- 12.4 All requests should be made either in writing by using the designated school standard Leave of Absence Form (LOAF) obtained from the school website, the Attendance Officer or a Head of Year, or preferably via the online form available on the school website. All decisions are recorded and parents/carers informed immediately. The school is committed to a policy to minimise unavoidable absence from school during term time.

13.0 Fixed Penalty Notice

- 13.1 When a parent takes a child out of school and the absence is unauthorised, the school can issue a fixed penalty notice.
- 13.2 The current guidance is contained in the link below:
[Attendance guidance for parents/carers | Education and learning | Hampshire County Council](#)

14.0 Exceptional Circumstances and Special Considerations

- 14.1 The Governing body provides within this policy a guide to parents/guardians by which the school may use its discretion:
- Close family bereavement. To be agreed by the Headteacher.
 - Wedding of father, mother or sibling.
 - Sudden loss of housing through eviction or domestic violence up to a maximum of 3 days.
 - If a parent or sibling is suffering from a terminal or critical illness.
 - Armed Forces personnel who are unable to take leave at another time
 - Out of school programmes such as music, arts or sports operating at a high standard of achievement.
 - Time off relating to Children Entertainment Performances, which is subject to a licence being issued by the school.
 - Other circumstances may include a child being involved in Licensed Child Entertainment Performances
 - Religious observations.
- 14.2 If a parent believes it is necessary to take leave for exceptional circumstances for a situation for other than bereavement they must book an appointment to see the Attendance Manager or designated member of SLT. In all circumstances, other than bereavement, failure to have an appropriate discussion with the school will result in the absence being unauthorised.
- 14.3 In cases where leave is taken without permission or when the school is informed after the event, the absence will be recorded as **unauthorised absence**.
- 14.4 The Headteacher will not authorise any leave of absence unless there are exceptional circumstances; in addition to this, factors such as previous attendance records (95% or higher), limited authorised absences and proximity to exams will be considered.

- 14.5 Leave of Absence is not permitted during Challenge Week.
- 14.6 Education (Pupil Registration) (England) Regulations 2006 Regulation 7

15.0 Absence Procedures

- 15.1 Parent/carer should inform the Attendance Officer every day of a student's absence from school, giving the reason for absence and estimated duration. This may be done through ClassCharts, text (07943 104536), email (attendance@oaklandscatholicschool.org) or voicemail (02392 248053).
Further details can be found on our website ([Attendance - Oaklands Catholic School and Sixth Form College](#))
- 15.2 A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.
- 15.3 In the event of a missing child, as soon as the registers are processed the following steps are carried out by the Attendance Officer:
- cross reference the register with holidays, exclusions, illness phone calls/emails, class chart absence notifications and Students signing in late on SignIn App.
 - send a text/email immediately to parents/carers.
 - check if there is a pattern in the register
 - if no reply, follow up with a telephone call to both (if necessary) parents
 - check with Head of Year/ Tutor if there are any relevant issues of which to be aware
 - if still no reply, we begin the process of calling the other contacts listed on the child's file.
Parents must provide the school with at least two named contacts, preferably the parent themselves and one other contact who is local to the family home.

16.0 Absence due to Ill Health

- 16.1 Any absence relating to illness must be evidenced by parents. Any absence of 5 days or more **must** be supported by medical evidence (eg: letter from GP or Consultant; prescription; named and dated medicine etc).

17.0 Recording Attendance

- 17.1 The register is a legal document and it is the responsibility of the Teacher to ensure that the students are registered within the first 5 minutes of the lesson. All students must be registered in every lesson on Class Charts. Students must not mark the register themselves.
- 17.2 A full list of the DFE attendance codes can be found at Appendix A
- 17.3 The attendance register will mark whether every student is:
- Present
 - Attending an approved off-site educational activity
 - Absent
 - Unable to attend due to exceptional circumstances
- 17.4 Any amendment to the attendance register will include:
- The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment

- 17.5 The following will also be recorded:
- Whether the absence is authorised or not
 - The nature of the activity if a student is attending an approved educational activity.
 - The nature of circumstances where a student is unable to attend due to exceptional circumstances.
- 17.6 Every entry on the attendance register will be kept for three years after the date on which the entry was made.
- 17.7 Students must arrive in school by 8.50am on each school day. The register for the first session will be taken at **9.00am** and will be kept open until 9.30am. The register for the second session will be taken at 14.30pm.
- 17.8 Students are expected to attend school every day for the entire duration of the academic year unless there is an exceptional reason for the absence. There are two main categories of absences:

17.9 **Authorised Absence**

When the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance of such an absence. If no explanation is received, absences cannot be authorised.

Absence may be authorised in the following circumstances:

- When a pupil is absent as a result of illness and an acceptable explanation has been received.
- Religious observation (as defined in the exemption list)
- Approved work experience (recorded as a 'B' mark)
- Absence following the death of a close family member
- Where a child has been temporarily excluded from school
- Medical/dental appointments (include cards) must be supported by a note from the parent/guardian (Appointments are to be made outside of school hours wherever possible and the minimum amount of time should be taken). As a school we only authorise one session (half a day) for a single medical appointment. There are exceptions to this if a student is having longer or specialist treatment, evidence will be requested in the form of an appointment confirmation message, letter booking slip or similar.
- Exceptional circumstances (unavoidable absence) such as bereavement etc.

17.10 **Unauthorised Absence**

This is deemed to be an absence from school for any period as a result of premeditated or spontaneous act by the students or parents or both. This includes parentally condoned absence, when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request.

Any absence not listed in 17.9 will be treated as unauthorised. Particularly, but not limited to:

- The student's mother, father, sibling or guardian being ill
- Family work patterns (shift work or occasional holidays)
- Indulging a child who wants to stay at home or inability to control a child
- A student or family member's birthday
- Closure of sibling's school for INSET (or other) purposes
- Illness where the child is considered well enough to attend school and there is no supporting evidence to counter this belief
- Non-medical appointments
- Holidays taken
- Child in paid work before the age of 16
- Truancy before or during the school day
- Absences that have not been explained
- If your child contacts you themselves to pick them up, instead of following the correct procedure of going to Student Services
- We do not authorise absences either side of school holidays

The school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents / carers. An example would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday

17.11 **Unplanned absence**

The student's parent / carer must notify the school of the reason for the absence on each day of an unplanned absence, as soon as practically possible:

- Contact Attendance team every day of absence either on Class Charts, text, email or leave a message on the absence line giving the reason and approximate anticipation of length of absence
- They may be contacted to provide further explanation or evidence of the reason for absence (if the Head of Year / Attendance team are not satisfied with the explanation offered, parents could be asked to provide medical evidence to support the reasons given, but are under no obligation to do so)
- Make every effort to ensure that medical and dental appointments are made out of school hours. If this is unavoidable, the school should be informed in advance and evidence of appointment provided.
- In exceptional circumstance seek approval for absence with completion and return of the Application for Leave due to Exceptional Circumstances Form well in advance of the absence. This allows time for the request to be properly considered. Parents need to be aware that holidays in term time will not be authorised. Requests for absence may be authorised if there are exceptional circumstances but the length of time authorised is likely to be limited.
- Holiday requests will never be authorised retrospectively

Please note: If a child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school should consider any safeguarding issues and refer to Children Missing in Education guidance ([Children missing education - GOV.UK](https://www.gov.uk/guidance/children-missing-in-education)). The school will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family.

The school has a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of Missing in Education. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have up-to-date contact numbers for you.

The school will mark absence due to physical or mental illness as authorised unless the school has genuine concerns about the authenticity of the illness.

When the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

17.4 Home visits

When a student's attendance is low, no reason is given for the absence, or we are repeatedly told they are unwell without details or medical evidence, we will complete home visits to seek further clarification of these reasons. It can be conducted at any stage of an absence to help support a student coming back to school. These may be arranged in advance or unannounced.

18.0 School Lateness Policy

18.1 Persistent lateness does not constitute as full school attendance at school (Education Act, 1996)

18.2 Poor punctuality is not acceptable as it forms bad habits for working life and disadvantages students. If a student is late for Registration, tutors will record the number of minutes late in Lesson Monitor.

18.3 Pupils arriving up to 30 minutes late will receive a 'L' (late) code. Pupils arriving an hour or more after the school day begins, once the AM register closes at 9.30am, will receive an unauthorised absence 'U' coding.

18.4 Students arriving to school after 9.00am should report to the Attendance window in the White House to sign in using SignIn App. Students need to give a reason for their late arrival to school. Any genuine reason for lateness must be supported by a parental note, text or email. Students who are late to school / for lessons will receive a same day lunchtime detention. If lateness is persistent they will be set an after-school detention and their punctuality will be closely monitored by the Tutor, HOY and SLT.

18.5 The same also applies to arrival at lessons throughout the school day. Students who are persistently late for school and lessons are deemed to be in breach of school rules and may therefore be required to appear before the Governors' Disciplinary Panel.

18.6 Parents of children who are persistently late for school could receive a fixed penalty notice.

19.0 Persistent Absenteeism (PA)

- 19.1 A student becomes a 'persistent absentee' when they fall below 90% attendance at any time in the school year for whatever reason. Absence at this level does considerable damage to any child's educational prospects and we need parents' fullest support and cooperation to tackle this. We monitor all absences thoroughly. Any case that is seen to have reached or is at risk of moving towards the PA mark is given priority. PA students are tracked and monitored carefully through our 'tracking procedure'. All PA cases are also automatically dealt with by SLT. Parents are expected to contact the school at an early stage if their child is experiencing difficulty in attending school and to work with the staff in resolving the problems together.
- 19.2 If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family and if required, one of our pastoral staff undertaking a home visit
- 19.3 **Twenty Sessions / Ten Days' Absence**
We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing*. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number.
- 19.4 **Continued or ongoing absence**
If your child misses 10% (four weeks/80 sessions) or more schooling across the school year, for whatever reason, they are defined as *persistent absentees*. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you.
- 19.5 Persistent absentee pupils and their parents can be made subject to an Attendance Contract with the school and may, in time, become liable for the issuing of a Fixed Penalty Notice or referral to the Attendance Legal Panel.

20.0 Children Missing in Education

- 20.1 Oaklands complies with the procedures outlined by Hampshire Attendance Guidance [Behaviour and attendance resources for schools | Education and learning | Hampshire County Council](#)
- 20.2 Oaklands complies with School Attendance (Pupil Registration) (England) Regulations 2024 [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

21.0 Tracking Procedure

21.1 The HOY, in discussion with the Attendance Manager, monitors students' progress in attendance and the tracking procedure can be classified as follows:

Stage 1	Green:	96% and above
Stage 2	Amber:	91%-95%
Stage 3:	Red:	less than 90%

21.2 Students who have achieved 100% attendance will receive a celebration letter at the end of the academic year from SLT.

21.3 A letter will be mailed home to all parents of students whose attendance is below 90% for the preceding half term. Parents will be advised on ways to help improve attendance and, if necessary, invited into school to discuss.

21.4 Every two weeks the attendance manager will email all parents of students who have had less than 85% attendance in the previous two-week period.

21.5 Parents should be aware that failure to facilitate the regular attendance of their child could result in a Penalty Notice from the Local Authority.

21.6 SLT and Heads of Year meet regularly to review the pupil premium and persistent absentee tracker to ensure disadvantaged student attendance improves and action contact with parents. HOYs receive a copy of the tracker.

22.0 Registration

22.1 Adherence is kept to requirements set out in the documents Education Regulations 1993 (Pupils' Attendance Records) and School Attendance 5/94 (Policy and Practice on categorisation of Absence), the Education Act 2006 (School Attendance Orders), The Education (Pupil Registration) (England) Regulations 2008, the DfES Guidance /0432/(2002) Ensuring Regular School Attendance and Hampshire CC guidelines to schools 2003 (Achieving High Attendance).

22.2 The school uses the SIMS data system and ClassCharts which requires staff to register each lesson electronically so that there is a central point of reference.

22.3 Statutory Registration is taken electronically at the beginning of each morning session by the Form Tutor and at the end of the day by the subject teacher in Lesson 5. **The register closes at 09.30 after this time absence is unauthorised.** The early part of the school day offers the opportunity for important messages to be communicated, for the school community to come together both in worship and for secular reasons, and is considered a vital part of life at Oaklands, one that underpins the school ethos.

22.4 Notes of guidance relating to registration procedures are published in both the staff handbook and a similar document designed to give guidance to temporary supply teachers.

22.5 The school uses the system of universal codes for the recording of student attendance and absence. (See *Appendix A*)

24.0 Sixth Form

24.1 The Sixth Form College has high standards for attendance.

- Year 12 students must register at 9.00am in tutor rooms.
- Year 13 students are required to attend a minimum of three of the five registrations during each week. This arrangement is made with their Form Tutor in September of their Year 13.
- Students are required to attend all timetabled lessons including PRE course and enrichment activities.
- If a student is not going to be in school, they or their parent/guardian must contact the college before 9.00am.
- There is no afternoon registration.
- Students must be authorised by the Director of Sixth Form Learning to go home after 12.00 if they have no lessons in the afternoon and they are asked to sign out using SignIn in Sixth Form reception area.
- If a student is absent from lessons they are challenged by their Form Tutor after weekly attendance monitoring (Thurs am).
- If a student is repeatedly absent from registration or lessons without authorisation the college will contact their parents
- Attendance in lessons is monitored by staff using the Lesson Monitor information system
- 16-19 Bursary, where applicable, is dependent on students' full attendance in all courses.

APPENDIX A Attendance Codes

Code	Meaning
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
H	****WITHDRAWN NO LONGER IN USE**** prior to 01/09/24 denotes an agreed (authorised) holiday in term time.
I	Unable to attend because of sickness
J	Approved education activity as pupil is attending interview
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014). Where schools use code K, they must also record the nature of the educational activity
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent and the child is considered a 'mobile child' and deemed to be of no fixed abode - waiting on further clarity from DfE as to what is a 'mobile child'.
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend

Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause
Z	Pupil's name entered in advance of start date **
#	Planned whole school closure – no session to take place **

A1.0 A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

APPENDIX B Fixed Penalty Notices

B1.0 **Penalty Notices for non-attendance and other legal measures**

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

B2.0 **Legal measures for tackling persistent absence or lateness**

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- 1 the child or family do not require the support from any agency to improve the attendance
- 2 the child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

B3.0 The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- parenting contracts set at Education Planning Meetings
- parenting orders
- Penalty Notices
- Education Supervision Orders
- Prosecution.

For guidance refer to:

[Attendance guidance for parents/carers | Education and learning | Hampshire County Council](#)

B4.0 Further advice for parents and carers can be found on the school website in the Parents / Attendance section, [Attendance - Oaklands Catholic School and Sixth Form College](#)

B5.0 Penalty Notices are issued in line with the Hampshire County Council 2019 Code of Conduct for issuing penalty notices for unauthorised absence from school. The Code of Conduct is a requirement of The Education (Penalty Notices) (England) Regulations 2007 and it applies to statutory school age children from age 5 to age 16 in all maintained schools and academies within the county of Hampshire.

B6.0 Having received notification that your intended absence will not be authorised, if your child is absent from school on the dates given, you will receive a Penalty Notice. Arrangements for payment will be detailed on the Penalty Notice and penalties are to be paid to Hampshire County Council. If paid within 21 days of deemed service the penalty is £60 per parent, per child. If not paid within 21 days, the penalty is automatically increased to £120 to be paid within 28 days. Any revenue resulting from payment of penalties will be retained by Hampshire County Council and is used to cover the enforcement costs. It is likely that non-payment will lead to a prosecution under Section 444 of the Education Act 1996.

B7.0 If a Penalty Notice is paid and a child has further unauthorised absences additional legal action may be taken. For example, in the event that a Penalty Notice has previously been served due to unauthorised holiday, should a child have any future unauthorised leave this may result in further legal action, such as prosecution or an Education Supervision Order.

APPENDIX C Study Leave

- C1.0 We believe that pupils/students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and pupils/students will be expected to attend school in the usual way.
- C2.0 Study leave will only be granted to Year 11 pupils / students during the time of the GCSE examination period. Should any pupils/students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so.
- C3.0 The school will work within the legal requirements, ie:
- study leave should only be granted to Year 11 pupils and never to those in other year groups
 - it should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, ie not before the beginning of that period
 - it should always be granted sparingly, taking account of an individual pupil/student's ability to manage and benefit from unsupervised study
 - any pupil has the right to attend school during study leave and a parent has the right to insist he/she does so
 - any session given to pupils as study leave has a statistical meaning of authorised absence (it is not an *approved educational activity* as it is unsupervised) and should be recorded and reported on by the school as such.