OASIS COMMUNITY LEARNING ATTENDANCE POLICY

CONTENTS

At a glance

In developing a policy for Attendance, it is vital that we hold tight to the Oasis vision - for community – a place where everyone is included, making a contribution and reaching their God-given potential. Our ethos is a statement of who we are and it is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include.
- A desire to treat people equally respecting differences.
- A commitment to healthy, open relationships.
- A deep sense of hope that things can change and be transformed.
- A sense of perseverance to keep going for the long haul.

It is these ethos values that we want to be known for and live by. It is these ethos values that also shape our policies. They are the organisational values we aspire to and must be the lens on all our work. We are committed to a model of inclusion, equality, healthy relationships, hope and perseverance throughout all the aspects of the life and culture of every Oasis Hub and community.

Therefore, right at the heart of Oasis is this deep-rooted commitment to inclusion and equality and a fundamental belief in community. This is inescapable and must be core to our delivery of this Attendance Policy.

We must utilise the full impact of the Oasis vision and approach, including our Hub strategy, so that our approach to attendance can be successful.

We recognise that one size does not fit all and that through our actions we can enable all of our community to participate and achieve.

Therefore:
- We believe all our students and families are precious; we prioritise social inclusion and integration in all we do.
- We model and set high aspirations and expectations for every student and member of staff.
- We provide opportunities and experiences for all of our students, as well as their wider families, giving advantage to those being systemically disadvantaged.

The Trust has a robust, clear strategy in place for:
- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.

- Acting early to address patterns of absence.

Oasis Community Learning (OCL) is committed to developing the character and competence of every student and believes that all students should receive an exceptional education. To attain this level of education, children and young people must have high levels of attendance. OCL aims to ensure that attendance of pupils, both in the primary and secondary phase, is at least in line with the national average. It is clear that for students and young people to reach their full potential they should rarely miss a day at school. Attendance is also a safeguarding matter. Poor attendance may be an indicator that a pupils' welfare is at risk. Weak attendance practice can risk pupils' well-being. Academies must ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and promote and support punctuality in attending lessons.

Checklist

❑ We will ensure that our approach to attendance is in line with the Oasis ethos and 9 Habits.
❑ Our approach to attendance is underpinned by the Oasis Ethos and 9 Habits. To create and maintain healthy, open relationships and to ensure we remain committed to treating people equally, we seek to intentionally focus on being patient, honest, humble and forgiving. We will need to act humbly and honestly. Equally, it is our intention that being forgiving will form a central part of the way in which we listen to, discuss and deal with attendance together.
❑ We will be open and supportive in the way we deal with attendance and act fairly and proportionately.
❑ We will treat all pupils with equity.
❑ We will ensure that parents and carers know the importance of effective attendance for their child/children.
❑ We will do all we can to remove the barriers that stop some pupils from attending their academy and work with parents to remove these barriers.
❑ We will use all attendance codes that are statutorily approved by the DFE and OCL.
❑ We will support and work with families and the community to promote a positive culture so that pupils/students want to attend the academy.
❑ We will ensure that rewards are used to promote good attendance at the academy.
❑ We will ensure that teachers know the current attendance rates of the class and individuals within that class.
❑ We will ensure that all staff are involved in improving attendance at their academy.

❑ We will ensure that parents understand that if their child does not attend the academy, we will work with external services to enforce good attendance at the academy.

In brief

Academy procedures

Attendance register

By law, all academies are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

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.

See Appendix A for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Unplanned absence

Parents and carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by a time set out by each academy or as soon as practically possible.

Local academy attendance policies will make reporting systems and procedures clear to parents. These will be available on academy websites.

Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness.

The academy may ask parents to provide medical evidence, such as a doctor's note or appointment card. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. We also encourage parents and carers to ensure that pupils are in the academy to be marked as attending before they leave for a medical or dental appointment.

Students are expected to catch-up with any work missed through absence. Teachers will help students achieve this.

Each academy will have its own processes and systems detailing how parents and carers can notify the academy in advance of a medical or dental appointment. These will be available on the academy website.

Applications for other types of absence in term time must also be made in advance.

Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Academies will have systems in place for improving student punctuality. Best practice is shared across each region and nationally through Regional Attendance Hubs, the Best Practice Directory and National Conferences.

Following up absence

Academies will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. The Attendance Policy is available on the academy website.

Children unexpectedly absent

If a child is unexpectedly absent, all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit. Where a child is vulnerable we should always make a first day home visit and follow the safeguarding policy that confirms the child's whereabouts. Principals must not accept anything short of a definitive confirmation of the child's whereabouts. The DfE guidance, 'Keeping children safe in education' has been updated from September 2023 as follows: Where reasonably possible, academies should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

Reporting to parents and carers

Academies will report student attendance to parents and carers at least once each academic year. This is typically included with the students' annual report.

Authorised and unauthorised absence

Granting approval for term-time absence

Principals (or Executive and Lead Principals) may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

Each academy will have their own list of exceptional circumstances due to the needs of the community. However, the exceptional circumstances are likely to include the following:

- Acute family trauma.
- Terminal illness or death of a family member.
- If a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Following advice from a health professional.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement.

The Principal considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. **A leave of absence is granted entirely at the Principal's discretion.**

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments – as explained in Medical or dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision.
- Part timetables agreed between the academy and parents or carers.
- Study leave for Year 11 students.

Legal sanctions

There are two options:
1. A Penalty Notice.
2. Prosecution Penalty Notice.

Academies will fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Prosecution

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on School attendance parental responsibility measures for more information.)

Strategies for promoting attendance

Each academy will have a clear strategy to promote attendance (also see standard operating procedure best practice guide) which will include the use of the Oasis Community Partnership Hubs, Oasis Youth and Community teams, rewards, sanctions, assemblies, an engaging and enjoyable curriculum which should be on offer at every academy and meetings with parents and carers. These will be in line with those recommended by Regional Attendance Hubs and OCL Best Practice.

The table below is a useful tool to share with staff and students because it clarifies the impact on learning of absence:

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

Attendance monitoring

Academies will monitor student absence on a **daily basis**, scrutinising patterns on a **weekly** basis using the Regional Attendance Hubs Risk Register and key documents attached in the appendices / OCL Best Practice approaches to promoting attendance. However, where attendance is not yet in line with the national average then academy leaders will scrutinise attendance **each day**.

Analysis of attendance data will include data for each group (e.g. boy, girl, SEND, Disadvantaged, Others, EAL, ethnic groups), year group, sub groups within each year group (where this is statistically useful).

Particular weeks of the academic year should be analysed as well, to identify sources of poor attendance (e.g. days close to periods of holidays or days of religious celebrations). Leaders must implement systems to reduce the impact of

regular low points of attendance during the academic year. These could include rewards, alterations to term dates and targeted use of staff training days.

Academies will have clear systems in place for following up student absences.

Student-level absence data is regularly shared with the Regional Director, CEO and National Directors through the Monitoring and Evaluation Team. Each term the principal and Regional Director will complete:

- The overview analysis tool - academy attendance SEF.
- Attendance check list.

Each half term, the Deputy Principal or Assistant Principal with responsibility for pastoral/attendance will complete:

- The risk register (this replaces the SOL tracker).

Academies whose attendance is below the previous year's national average for the phase must report their attendance to the Regional Director weekly and will have support from Regional Attendance Hubs. The Trust has the ability to monitor academy attendance nationally through its data management systems.

The CEO, NDs and RDs will regularly discuss academy attendance data through the OCL line management structure.

Children at Risk of Missing Education

All academies must inform the local authority (LA) of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. As this could be a safeguarding issue, leaders should ensure that regular follow up contact is made with the LA if the whereabouts of the student is not known or communicated to the academy. If a vulnerable child cannot be contacted on the first day of absence, a home visit should be completed. A non-vulnerable child by the third day of absence. This should continue until the information has been secured. Leaders should follow the guidance issued by the Department for Education: https://www.gov.uk/government/publications/children-missing-education.

If the academy has not had any communication back from the LA after the legal 20 days, you must report this on day 21 to the Regional Director who will then take advice from the national attendance lead. The Regional Director must email the EA to the national attendance lead, copying in the national attendance lead, so swift action can be taken.

Students leaving the academy and off-rolling

The OCL vision is driven through a passion and commitment to include everyone. We believe all our children and young people are precious and as such, we are keen to ensure that we track the destinations of pupils who leave each academy. Academy leaders must ensure that detailed records are kept for students who stop attending the academy and are removed from the roll/admissions register.

Details must include (but not exclusive to):

- The student's reason for leaving.
- Their destination and the destination's educational provision (e.g. name of school, home- schooling arrangements).
- Group (disadvantaged, SEND, EAL, gender).
- Ethnicity.

Where a student moves abroad, leaders must take all reasonable steps to assure themselves that the student is moving to another school. This may include support from the Hub. This is to ensure that all students are safe and in full time education as necessary.

The Principal must meet with the student and their family, if off rolling is likely to take place. This is in order to ensure that an effective level of support has been offered to the student and family as well as ensuring that the destination of the student is known.

Leaders must ensure that students are only removed from the academy's roll/admissions register if one or more of the criteria (defined by The Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as described in the Department for Education's guidance: https://www.gov.uk/government/publications/working-together-to-improve-school-attendance.

Leaders should inform their Regional Director and follow their local authority's procedures for off- rolling a student, which will always involve officially notifying the local authority of the reasoning and intention to do so.

On receipt of written notification to home educate, academies must inform the Regional Director and the student's Local Authority that the pupil is to be deleted from the admission register.

Parents and carers have a duty to ensure their child of compulsory school age receives suitable full-time education, but this does not have to be at a school.

See Appendix B for the OCL Off Rolling form to be used to record and monitor off rolling.

Responsibilities

OCL will:
- Devise and review the OCL Attendance Policy.
- Set and review the OCL level targets for Attendance and Punctuality as part of the LOP and target setting process.
- Devise and review whole trust attendance strategies.

The RD (Governance) will:
- Ensure that strategies are in place to promote and implement the Attendance Policy throughout the School and are known by parents and all academy staff.
- Review the effectiveness of the implementation of the policy in light of the academy's termly and annual reports.
- The Regional Director is responsible for monitoring attendance figures for the whole academy on a regular basis but no less than each half term. This will be weekly if attendance falls below the national average.
- The Regional Director also holds the Principal to account for the implementation of this policy.

The Principal will:
- Ensure the academy ethos promotes and celebrates good attendance and punctuality.
- Ensuring OCL strategies are in place to promote and implement the Attendance Policy throughout the academy.
- Monitor the academy offer to ensure a delivery of a curriculum which is engaging and personalised to the needs of the pupils.
- Monitor data on attendance and punctuality via Power Bi and Bromcom from the Senior Leader responsible for attendance.
- Determine, in collaboration with the Senior Leader responsible for attendance, whether to authorise any proposed absences requested on the academy's official request form, or absences which have taken place for which no request was made/approved.
- Provide the OCL national Team with half-termly update data on attendance and punctuality, including data about pupils who are persistent absentees and review practice in relation to attendance and punctuality via RD visits.
- Provide an Annual Report on attendance and punctuality to the RD.
- Principals must ensure that all attendance codes being used in registers are legal and follow OCL policies.

- Principals and senior leaders in academies will need to ensure that attendance remains a priority and that varying needs of the children in each community are met through clear support programmes.

The Senior Leader responsible for attendance will:
- Lead initiatives to promote the profile of attendance throughout the academy.
- With the support of the Pastoral Team, interrogate and analyse data on attendance and punctuality on a weekly, half-termly, termly and annual basis and prepare reports, as required, for the Pastoral Team, Senior Leadership Team and RD.
- Oversee the arrangements for 'Pastoral Review Meetings' and quality assure the action plans devised.
- Comply with the Department for Education Statutory Guidance on Children Missing Education by informing the Local Authority of the details of children who are regularly absent, missing from academy following a leave of absence and prior to removing a child from the roll of the academy.
- Comply with the requirement set out in the Local Authority's Code of Conduct when requesting issuance of penalty notices.
- Ensure that pupils are given the support that they need including support networks to attend the academy.

The Attendance Officer/Pastoral staff/Head of Year will:
- Monitor attendance on daily, weekly, half-termly, termly and annual basis, contacting parents of pupils who have been identified as at-risk, to challenge absences and encourage early return to school.
- Ensure data on attendance and punctuality is displayed in prominent places visible to pupils.
- Where appropriate, visit the home and/or make a referral to the Local Authority's Education Welfare Service.
- Issue appropriate sanctions to pupils for whom attendance and punctuality is a cause for concern.
- Manage the arrangements for pupils who need to attend appointments during school time.
- Work with the Senior Leader responsible for attendance to maintain an up-to-date Attendance Risk Register and Punctuality Risk Register of high-risk pupils in designated year groups.
- Lead 'Pastoral Review Meetings' and develop an action plan involving the child, parent and, where appropriate, other agencies for pupils whose attendance and/or punctuality falls below the expected level.
- Co-ordinate the support plan for pupils returning to school after a prolonged absence.

- Co-ordinate the collation of all the documentary evidence required by the Local Authority for issuing a penalty notice or prosecution by the Local Authority for unauthorised absence.

Registration Tutor/Mentors/Form Tutors/Class Teachers responsible for registering morning and afternoon sessions will:
- Provide regular advice, encouragement, challenge and support to the class as a whole and individually to pupils about the importance of regular attendance and punctuality using the data provided by the Administrative Team.
- Ensure that the attendance register using Bromcom is taken at the start of the first 10 minutes of the session of the school day and once during the second session.
- Ensure pupils' absence notes or verbal messages related to attendance and punctuality are provided to the Administration Team/Pastoral Team.

Administrative Staff will:
- Monitor/update registration and lesson registers on lesson-by-lesson approach and escalate to ALT where appropriate.
- Be the first point of contact for parents and relevant academy staff regarding pupil absence and appointments.
- Collate and issue all attendance and punctuality data on a daily, weekly, half-termly, termly and annual basis to the Attendance Officer/Head of Year and Senior Leader Responsible for attendance.
- Maintain a record of all applications for leave of absence during term time and requests for issuing a penalty notice.
- Maintaining CME/EHE and off rolling administration.

Parents will:
- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the academy can determine if an absence from school is 'authorised'.
- Ensure their child arrives at the academy on time (before the attendance register is closed for the session), dressed in full uniform and ready and equipped to learn.
- Inform the academy if their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form', where possible at least 1 month in advance.

- Be aware that for unauthorised absences, the trust board reserves the right to apply to the Local Authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- Ensure their child attends all intervention programmes agreed by the academy.
- Attends meetings about their child when necessary.

Pupils will:
- Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Be proud of achieving excellent attendance and punctuality.
- Be punctual to all lessons.
- Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.
- Ensure all notes/appointment cards are passed to the relevant member of staff.
- Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning.

Monitoring of this policy

This policy will be reviewed regularly by the National Education Team (NET). RDs should check and monitor the Attendance Policy.

Training requirements

This policy is linked to our Child Protection and Safeguarding policy. We have drop-in sessions and CPD through the Oasis Learning Development Zone to support colleagues in academies.

Statutory requirements

Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance Working together to improve school attendance - GOV.UK (www.gov.uk).

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

This policy complies with the Trust's funding agreement and articles of association.

RACI Matrix

[Please write "R" for anyone who is "Responsible" for a task listed in the policy, an "A" for anyone who is "Accountable", a "C" for anyone who must be "Consulted" under the policy and "I" for anyone who must be "Informed" about aspects of the policy. Delete any columns that are not needed.]

Policy Element		Leadership			
	Board	OCL CEO	OCL COO	Regional Director	Academy Principal
We will ensure that our approach to attendance is in line with the Oasis ethos and values of inclusion, equality, healthy relationships, hope and perseverance	I	R	R	R	R
We will treat all pupils equally	I	R	R	R	R
We will use all attendance codes that are statutorily approved by the DFE and OCL	I	A	A	A	A
We will seek to remove the barriers that stop some pupils from attending their academy and work with parents to remove these barriers	I	R	R	R	R
We will support and work with families and the community to promote a positive culture so that pupils/students want to attend the academy	I	R	R	R	R
We will ensure that rewards are used to promote good attendance at the academy	I	R	R	R	R

APPENDIX A

Attendance codes

Mark	Mark Name	Mark Description	Active Subcodes
	Cancelled (C)	Cancelled	0
#	SchoolClosure (C)	Planned whole or partial school closure - not counted in possible attendances	0
/	Present (P)	Present	0
?	Precreated (?)	Precreation Mark	0
B	Ed. Off Site (E)	Educated off site (NOT dual registration)	0
C	Other Auth (A)	Other authorised circumstance	0
D	Dual Reg (C)	Dual registration	0
E	Excluded (A)	Excluded	0
F	Ext. Family Hol (A)	Extended family holiday	0
G	Fam Hol NA (U)	Family holiday (not agreed)	0
H	Fam Hol Agreed (A)	Family holiday (agreed)	0
I	Illness (A)	Illness	0
J	Interview (E)	Interview	0
L	Late (P)	Late before reg. closed	0
M	Med/Dental (A)	Medical/dental	0
N	No Reason (U)	No reason yet provided	0
O	Unauth Abs (U)	Unauthorised absence	0
P	Sporting Act (E)	Approved sporting activity	0
R	Religious Obs (A)	Religious observance	0
S	Study Leave (A)	Study leave	0
T	Trav Absence (A)	Traveller absence	0
U	Late Reg Closed (U)	Late after reg. closed	0
V	Ed Visit (E)	Educational visit	0
W	Work Exp (E)	Work experience	0
X	NCSA Absence (C)	Non-comp school age absence	0
Y	ExceptionalCirc (C)	Unable to attend due to exceptional circumstances	0
Z	Not Yet On Roll (C)	Pupil not yet on roll	0

APPENDIX B

OFF ROLLING A PUPIL PROCEDURE

The unlawful off rolling of a pupil from an academy is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place.

The Principal must authorise any off rolling.

If the pupil is missing, please complete an LA CME form.

From September 2017, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the LA.
Detailed DFE guidance:

https://www.gov.uk/government/publications/children-missing-education

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now is registered at an alternative school.
- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation.
- When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil ceases to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.
- When a nursery pupil is not transferring to reception or a higher class.

SEE FORM ON NEXT PAGE

REQUEST TO REMOVE A PUPIL FROM ROLL

NAME:	YEAR GROUP:
DATE OF BIRTH:	
ADDRESS:	

This pupil has been removed from the roll because:

The pupil has moved to another school. New school details:	
Other reason for roll removal: Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)	
The pupil has been permanently excluded. Date of the PEX hearing: Date of the end of the appeal period (15 days from the PEX hearing)	
The pupil's whereabouts are unknown. Date home visit completed: Date CME completed: Date pupil details uploaded to S2S:	

(If there are safeguarding concerns, date matter referred to the DSL)	

Member of staff requesting removal from the roll:

Confirmation there are no safeguarding concerns:

Permission granted to remove the pupil from the roll   YES / NO

Signature: **Date:**

(This must be the Principal)

**DATE ROLL REMOVAL WAS NOTIFIED
TO THE LOCAL AUTHORITY:**

Document Control

Changes History

Version	Date	Owned and amended by	Recipients	Purpose
1.0	18th July 2018	Chris Chamberlain	All OCL Principals	Updated legislation
1.1	23rd September 2019	Chris Chamberlain	All OCL Principals	Updated legislation
1.2	September 2023	Emma Merva	All OCL Principals	Updated legislation and practice

Policy Tier

☒ Tier 1

☐ Tier 2

☐ Tier 3

☐ Tier 4

Owner

Emma Merva – Regional Director for the NE Primary academies

Contact in case of query

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Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
Directors' group			

Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

☐ Yes

☒ No

If yes, the policy status is:

☐ Consulted with Unions and Approved

☐ Fully consulted (completed) but not agreed with Unions but Approved by OCL

☐ Currently under Consultation with Unions

☐ Awaiting Consultation with Unions

Date & Record of Next Union Review
Not applicable

Location

Tick all that apply:

☒ OCL website

☒ Academy website

☒ Policy portal

☐ Other: state

Customisation

☒ OCL policy

☐ OCL with an attachment for each academy to complete regarding local arrangements

☐ Academy policy

☐ Policy is included in principals' annual compliance declaration

Distribution

This document has been distributed to:

Name	Position	Date	Version
All principals	Principal	September 2023	1.2