

MY OASIS

Therapeutic Alternative Provision

Attendance Policy 2026/2027

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CHARLOTTE LOWE
PSYCHOLOGICAL SERVICES LTD



MY OASIS
THERAPEUTIC ALTERNATIVE PROVISION

www.charlottelowepsychologicalservices.co.uk

www.my-oasis.uk

Contents

Contents	0
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Aims	1
Legislation and Guidance	2
Expectations Regarding Attendance	3
Procedures to Support Positive Attendance	3
Unplanned Absence	5
Medical or Dental Appointments	5
Lateness and Punctuality.....	5
Illness.....	6
Following up on Absence.....	7
Reporting Attendance to Schools	7
Reporting to Parents/ Carers.....	7
Authorised and Unauthorised Absence	7
Students falling ill during the School Day.....	8
Requests for Leave of Absence during Term-Time and Legal Sanctions	8
Roles and Responsibilities	10
Links with Other Policies	10

Aims

Our attendance policy aims to:

- Promote good attendance and reduce absence amongst students on both short and long-term placements.

- Ensure every student has access to full-time education to which they are entitled.
- Act early to address any patterns of absence, providing specialist EBSA support to those who may be becoming persistently absent.
- Support parents and carers to be able to fulfil their legal duty in ensuring their child(ren) of compulsory school age attends school regularly.
- Promote and support punctuality, rewarding students for arriving to both school and lessons on time.

Our School aims to:

- Support students in re-engaging in their learning after long periods of absence.
- Encourage good attendance by ensuring students are offered a broad and balanced curriculum, one which is needs-led for each individual student.
- Ensure all students feel valued within the school community and help them develop confidence and self-esteem.
- Emphasise to the students, parents and carers the strong link between attendance and academic progress made.
- Achieve our target of 100% attendance for all students.

Early intervention and EBSA support will be put in place for those students showing patterns of non-attendance, with therapeutic support being provided on an outreach basis where needed.

Our Attendance Officer closely monitors whole-school and individual patterns of attendance to ensure any necessary support is put into place as soon as possible. Students' attendance at My Oasis will vary depending on their placement length and the number of days they have been assigned, with this ranging from one to five days a week. Students attend with us at My Oasis due to various factors, primarily linked to their mental health, wellbeing, and/ or any diagnosis of SEND. Students' timetables and the amount of time they spend at My Oasis will therefore vary depending on the needs of the young person.

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 and parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996.
- The Education Act 2002.
- The Education and Inspections Act 2006.
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- Keeping Children Safe in Education.

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

Expectations Regarding Attendance

Regular attendance and good punctuality are crucial factors for students to achieve their full potential and flourish academically, socially and emotionally, which is highlighted to students, parents and carers during their time with us.

Most students who are referred to My Oasis have been disengaged in education for a long time, therefore when they start with us, their attendance is often very low. Improved attendance is an outcome we aim to improve for all students at My Oasis, aiming for them to achieve an attendance rate of 100%.

Parents/carers have a legal obligation to ensure that their child attends regularly, but also have a role in encouraging their child to see the value of education. My Oasis staff can offer support to families with this to help perhaps change any negative perception families hold towards education, which is usually the case if parents/carers themselves have had bad experiences at school. Family support can subsequently be offered on an outreach basis to aid in improving a student's attendance.

Procedures to Support Positive Attendance

At My Oasis, attendance is a primary focus and is regularly reviewed during all meetings arranged for each student. Positive attendance is rewarded regularly to recognise and encourage consistency, commitment, and engagement, helping to promote a culture where good attendance is valued and celebrated.

In line with DfE legislation, My Oasis keeps an electronic attendance register on HubMis for all students, which is taken both in the morning and afternoon. DfE Attendance codes are used in line with government guidance to try to ensure consistency, transparency and ease of use when sharing data. Parents and carers are provided with key information and attendance on referral, as well as receiving regular updates on attendance at various points throughout the year. The My Oasis information booklet provided to parents and carers, during the admission process, sets out clear expectations around students' attendance.

Fifteen minutes after the designated start of the day (9:15 am), the homes of learners who have not arrived will be contacted by phone, unless there has been prior contact. As most students get collected, should a student not turn up or answer their door, then an immediate telephone call will be made to their parents/carers to help determine what has happened and to find out the reason for the student's non-attendance. As most of our students are dropped off at school by taxis, parents and carers would be contacted should their child not arrive on a school day when they are expected.

To support effective communication and safeguarding, My Oasis requires two up-to-date contact details for each student's parents or carers, ensuring that timely contact can be made in the event of absence, lateness, or any attendance-related concern.

If we have a concern regarding a student's attendance, the parent/carer may be requested to attend a meeting at My Oasis to discuss this. The purpose of the meeting will be to identify any barriers and explore how best to support a young person to help improve their attendance should this have become a problem for them.

For students who are dually registered, attendance information is monitored by the Attendance Officer, who ensures that accurate daily attendance data is shared with mainstream schools. Alternative providers working in partnership with My Oasis are required to submit attendance information twice daily to the Attendance Officer, enabling My Oasis to inform mainstream schools and other relevant agencies as required. Where necessary, a weekly composite attendance register is collated and shared with the Local Authority.

Official registers will be retained for a minimum of six years from the end of the academic year for which they are relevant.

Unplanned/unauthorised Absence

Parents/carers must notify the school on the first day of any unplanned absence. For example, if their child is unable to attend due to ill health, parents/carers must notify My Oasis as soon as practically possible. The school's telephone number, as well as email address, will be provided to parents and carers in the My Oasis information booklet to ensure they know who to contact to report their child's absence. Details of the My Oasis landline and work mobile number are also provided within this policy.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents/carers to provide 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 staff at My Oasis are 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.

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an unauthorised absence if staff at My Oasis have not been informed. Advanced notice is required for authorising these absences. However, we encourage parents/carers to make medical and dental appointments out of the school's hours wherever possible. If parents or carers are unable to do so, students should be out of the school for the minimum amount of time necessary.

Lateness and Punctuality

Our registration period is 9:00 am to 9:15 am, as the school day begins at 9:00 am. A student who arrives after the register has closed will be marked as late. Email confirmation of attendance will be sent out before 9:30 am. For any students arriving after 09:30 am, an attendance email will be sent out upon their arrival, and the time they arrive will be recorded.

Illness

Parents/carers are expected to notify the school as soon as possible, and preferably before the school day starts, that their child will be absent due to illness. Where a student does not register for a morning session, and there is no explanation for their absence, the Attendance Officer will contact the parents/carers to inform them of this and to check on their child's welfare. This might involve visiting the student at home if this is deemed necessary.

If an email or telephone message has been received, the parents/carers are not required to send a further acknowledgement in writing; however, the school reserves the right to ask for confirmation in writing at any time. Whilst the parent/carer may provide a reason for an absence, decisions as to whether the absence is authorised or unauthorised will be made by the school. Emails may be sent to the Attendance Officer directly, or the My Oasis landline or work mobile phones may also be contacted, if you are contacting from an email address or telephone number which has previously been registered with My Oasis on our database.

The Attendance Officer of My Oasis is: lily@charlottelowepsychologicalservices.co.uk

My Oasis Landline: 01257367095

When a child is unwell and absent over a short period (less than a week), the school will assume that they are not well enough to complete any work. In this event, teachers will not normally provide work for students to complete, however they will support them to catch up on their return. However, schoolwork can be provided upon request for individual students where required and if parents and carers feel this might become a barrier to them returning to school.

When a child is absent over a longer period due to an illness, which is supported by a medical note, the school will work with each individual child and their family to arrange work for them as appropriate. Staff will also support students on an outreach basis where staff availability makes this possible.

If a student is ill for 15 school days (cumulatively or consecutively) and marked with the illness code (I), My Oasis will notify the local authority of their absence. My Oasis will visit the student at home each week to check on their welfare when necessary and as part of our safeguarding procedures.

Following up on Absence

My Oasis will follow up on any absences to ascertain the reason and ensure proper safeguarding action is taken where necessary. Staff at My Oasis can then identify whether the absence is authorised or not, check on a student's welfare and identify the correct attendance code to use. Weekly well-being checks will be undertaken.

For students not attending regularly (excluding authorised codes) or absent for 10 consecutive school days, My Oasis will report the student's details to the local authority.

Reporting Attendance to Schools

Students' attendance rates will be discussed with parents and carers during any meetings or reviews, as well as on all reports sent home. However, should a student's attendance become a cause for concern or if My Oasis staff identify any patterns, parents and carers will be contacted immediately to allow for a discussion around these concerns and to identify any barriers which might be preventing attendance.

Reporting to Parents/Carers

A student's attendance will be highlighted in any reviews provided, with attendance being one of the main outcomes we aim to improve at My Oasis.

Authorised and Unauthorised Absence

The Headteacher of My Oasis is under no obligation to grant any leave of absence to students during the term unless they consider there to be 'exceptional circumstances'. These are typically absences that are completely unavoidable, such as the death of a close family member or attending a funeral. However, this will need to be authorised by the head of school.

Valid reasons for authorised absence include:

- Illness and Medical/dental appointments.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s parents/carers belong. If necessary, the school will seek advice from the 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's 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.

Students falling ill during the School Day

When a young person appears to be too physically or emotionally unwell to be in school, we will ask for them to be collected by a parent or carer to be either taken home or to seek medical attention.

Should students need to go to Accident and Emergency, staff at My Oasis will either ring for an ambulance or take them to the hospital themselves, if it’s safe to do so. Staff will stay with the student until their parents or carers arrive.

Requests for Leave of Absence during Term-Time and Legal Sanctions

From 1 September 2013, regulations governing term-time leave changed. Leave of absence can now only be granted in exceptional circumstances. Holidays or leisure trips during term time are not considered exceptional and will not be authorised unless there is an additional genuine reason (for example, visiting a terminally ill relative abroad). Other exceptional circumstances may include attendance at funerals or weddings of close family members (parents/carers, siblings, or grandparents with whom the student has regular contact), or other situations approved by the school on a case-by-case basis. Although the Headteacher retains discretion under specific conditions. DfE guidance updated in August 2024, which confirms that leave is permissible for:

- Regulated performances or employment abroad.

- Interviews.
- Study leave for exams.
- Temporary part-time timetables agreed in advance.

Parents/carers must submit requests for leave of absence to My Oasis at least 15 days before the first date of the proposed absence. The request must:

- Be in writing.
- Outline the reason for the absence in detail.
- Specify the number of days the student will be absent.
- Include any potential consequences should the leave not be granted.

Parents/carers should not assume the leave will be granted and should avoid making any travel or accommodation arrangements before receiving authorisation from the Headteacher. The school will not accept responsibility for any losses incurred if a request is refused and parents or carers have already booked their trip.

Absences cannot be authorised retrospectively; any such absence will be recorded as unauthorised.

If a request is refused and the student is subsequently absent, this could result in a Fixed Penalty Notice for each parent/carer for each day of absence. The school will also notify the student's mainstream school or local authority if the child is not on our roll, which could result in a Fixed Penalty Notice for each parent/carer for each day of absence from the mainstream school. The same applies if a student is absent for longer than the authorised period.

Where student attendance on entry or during the stay in our school falls below 95%, the student's mainstream school will also be made aware of this. This is a supportive strategy where parents/carers will also be offered access to support and possible parenting sessions if available locally. In addition, individual EBSA support will be offered to students and/or their families where needed on an outreach basis by My Oasis staff.

Details of the amount issued for fines can be found on the government websites.

Roles and Responsibilities

The Headteacher, the senior leadership team and the governing body are responsible for ensuring this policy is implemented consistently across the school for monitoring school-level absence data and reporting this to governors.

Links with Other Policies

- Safeguarding and Child Protection Policy.
- Data Protection Policy.
- Admission and Induction Policy.
- Missing in Education Policy
- Missing from Education Policy
- EBSA Policy

This policy is reviewed and updated on an annual basis.

My Oasis contact details:

My Oasis landline: 01257367095

Attendance email address: lily@charlottelowepsychologicalservices.co.uk

Address: 97 Heaton Street, Standish, WN60DA

Attendance Codes



Meaning:	Code:	Authorised/ unauthorised
Present (morning)	/	
Present (afternoon)	\	
Late arrival before register closes	L	
Attending education provision arranged by local authority	K	
Attending an educational trip/visit	V	
Participating in a sporting activity	P	
Attending work experience	W	
Attending any other approved educational activity	B	
Leave of absence for undertaking employment	C1	Authorised
Leave of absence for the purpose of attending a medical or dental appointment	M	Authorised
Leave of absence for attending an interview for employment or admission to another educational institution	J1	Authorised
Leave of absence for the purpose of studying for public examination	S	Authorised
Non-compulsory school age pupil not required to attend school	X	Authorised
Dual registered at another school	D	Authorised
Leave of absence for exceptional circumstances	C	Authorised
Religious observance	R	Authorised
Illness (not medical or dental appointment)	I	Authorised
Suspended or permanently excluded	E	Authorised

Attendance Codes

Unable to attend school due to lack of access arrangements	Q	Authorised
Unable to attend due to transport normally provided not being available	Y1	Authorised
Unable to attend due to widespread disruption to travel	Y2	Authorised
Unable to attend due to part of the school premises being closed	Y3	Authorised
Unable to attend due to the whole school being unexpectedly closed	Y4	Authorised
Unable to attend as pupil is in criminal justice detention	Y5	Authorised
Unable to attend in accordance with public health guidance or law	Y6	Authorised
Unable to attend because of any other unavoidable cause	Y7	Authorised

Meaning:	Code:	Authorised/ unauthorised
Holiday not granted by school	G	Unauthorised
Reason for absence not yet established	N	Unauthorised
Absent in other or unknown circumstances	O	Unauthorised
Arrived in school after registration closed	U	Unauthorised

Prospective pupil not on admission register	Z	Authorised
Planned whole school closure	#	Authorised