



ST NICHOLAS PRIORY CE VA PRIMARY SCHOOL

**WHOLE SCHOOL ATTENDANCE POLICY
2016-2017**

St Nicholas Priory CE VA Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

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 [DfE]. A definition of the terms 'authorised' and 'unauthorised' feature in the 'Categorisation of Absence' section of this policy. These will reflect both national and Norfolk attendance targets.

Each year the school will set attendance/absence targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

Promoting attendance

The foundation for outstanding attendance is a strong partnership between the school, parents/carers and the child.

The 'Home/School Agreement' will contain details of how we will work with parents/carers and our expectations of what parents/carers will need to do to ensure their child(ren) achieve good attendance.

We will ensure that our pupils are made aware of the importance of outstanding attendance and how this will benefit them.

Leave of absence in term time.

An amendment in the Education (Pupil registration) (England) Regulations 2006 have removed reference to family holidays and extended leave as well as the threshold of 10 school days. The amendment makes it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances such as a funeral. Headteachers should determine the number of days a pupil can be away from school if leave is granted. Parents MUST apply in advance using the school leave of absence form. If parents do not apply in advance the absence will be recorded as unauthorised.

School Procedures

Any child who is absent from school during the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the headteacher or a member of staff acting on his/her behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the DfE.

Within the school it is the responsibility of the school attendance officer and Miss Kirk, the Behaviour, Inclusion and Community Manager, to be aware of and bring attention to, any emerging attendance patterns or concerns and to take the necessary steps to improve attendance.

Lateness

The morning registration will be at 8.40 AM.

The registers will close at 8.50 AM.

Any pupil arriving between 8:50AM and 9:10AM will be marked as late (L), and any arrivals after 9:10AM will be marked as having an unauthorised absence (U) unless there is an acceptable

explanation. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 1:30 PM.

The registers will close at 1:40 PM.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as being present, but will be coded as late before registers close.

Once a pupil has had four lates during a four week period, a letter will be sent to his/her parents/carers advising them that if said pupil continues to be frequently late, they will be invited to attend a 'Late Panel' meeting during which advice and support will be offered regarding ways to resolve the issue

First Day Absence

Parents/carers are expected to contact the school office to provide an explanation for their child's absence. This should be done before the end of the registration period. If the child has a prearranged appointment e.g. hospital or dental appointment, the office staff need to be informed at the earliest opportunity. If, following the registration period the office staff have not received an explanation for a child's absence they will undertake first day calling. If they are unable to make telephone contact with the child's parents/carers they will contact all other contacts including emergency contacts as provided on the child's admission form. Any unexplained absences will be marked as unauthorised and may result in a member of the Behaviour, Inclusion and Community staff carrying out an unannounced visit at the child's home to ascertain a reason for absence which is then relayed back to the office staff to amend the register on SIMS (the School's Management Information System). *The headteacher and any appropriate staff will be alerted of any well being/safeguarding issues.*

Continuous Absence, school will consider the following criteria;

- If the school has been notified of a child's illness school staff may continue to contact home for an update of a child's condition and expected return. It is also for this reason that we expect parents to inform school of their child's condition if their absence will continue longer than previously expected.
 - Advice to be sought from the school's Attendance Improvement Officer (AIO).
 - If a pupil is absent without an explanation for 10 consecutive days the Local Authority will be notified, by submitting a referral to the Children's Services Attendance Team, which will include details of the action the school has taken.
This is a legal requirement.
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Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil that may require further investigation, then the notes may need to be retained for a longer period.

Persistent Absences, school will consider the following criteria;

- If the pupil's attendance is regularly below 90% either an 'Attendance Support Panel' meeting will be offered or a letter will be sent stating that no further absences will be authorised without medical confirmation.
- Parents/carers will be advised of the Local Authority's statutory duty to potentially prosecute parents who do not work cooperatively to meet their child's educational needs.
- Parental consent may be requested to contact the G.P. for confirmation of medical illness.
- If parents are non-cooperative, the Attendance Improvement Officer (AIO) would, as a matter of course, request information from the G.P. under s47 CA 1989.
- Parents/carers will be encouraged to send their child to school with minor ailments such as headache, colds and stomach ache where they will be monitored and looked after by staff.
- Advice may be sought from the School Health Advisor.
- Where there is a genuine medical issue, the school can offer a wide range of support.
- Advice may be sought from the school's Attendance Improvement Officer (AIO).
- Action may also include the use of the 'Fast-track' system and/ or fixed penalty notices.

Persistent Absence [PA]

All pupils whose attendance level falls below 90% will be subject to an action plan to support their return to full attendance. These action plans will be set up by the school Attendance Officer and Miss Kirk, the Behaviour, Inclusion and Community Manager.

The action plan will include engagement with all parties who can support the pupil's attendance such as School Health. Also at this point an initial FSP (Family Support Programme) may be considered.

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. The pupil may work one to one with a teaching assistant to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Attendance Awards

The school uses the following system to reward pupils who have outstanding or improving attendance.

Classes are rewarded weekly with £10 going to the highest attending class and £3 to any class achieving 95% attendance and above. This money can be spent on extra classroom equipment or saved up for class trips etc.

Individual pupils also receive an attendance certificate and a prize with a school logo on attainment of 100% attendance both termly and yearly.

The school will use as many opportunities as possible to promote outstanding attendance including making clear the links between attendance and attainment.

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the current legislation and guidance

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note: Pupils recorded in this category are deemed to be present for attendance return purposes.

This would include:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

If a pupil is receiving education off site or is attending at a school they are dual registered with, the school will liaise with the other education provider to check on attendance.

The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
H	Leave of absence (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorized absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Record Preservation and Security

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

The registers are recorded on SIMS (the School's Management Information System).

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work. The school will make use of the attendance data available on the "RAISEONLINE" system, when setting its target. Targets will relate to national averages.

Our attendance targets are:

2015-2016 - 96% overall

Adopted by governors on date : 20th June 2016

Signed

Name

(On behalf of the Governing Body)

Review date: May 2017

Appendices

1 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
- [b] To any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term 'parent' is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:
The Education [Pupil Registration] (England) Regulations 2006

Attendance Targets

The legal requirements are found in:
The Education (School Attendance Targets)(England) Regulations 2007

Guidance documents on attendance.

The following DfE documents are used to guide attendance recording.

<http://media.education.gov.uk/assets/files/pdf/a/advice%20on%20school%20attendance%202013.pdf>

Absence and Attendance codes (Guidance for Schools and Local Authorities)

Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)
