

Ashleigh Primary School and Nursery, Wymondham

*“We are all stars: Ashleigh makes us shine”*



## ATTENDANCE POLICY

Persons Responsible – Headteacher

Date of Policy: January 2020

Next Review Due: January 2021

Adopted by Full Governing Body

Signed .....

Date .....

Chair of Governors

*Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.*

# ATTENDANCE POLICY

Ashleigh Primary School and Nursery 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

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 good attendance is a strong partnership between the school, parents and the child.

The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

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

## **Leave of absence in term time**

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

All requests will be considered in line with the Wymondham Cluster Absence Policy.

## **School Procedures**

Any child who is absent from school at 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 their 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 Department of Education.

## **Registers**

The Class Teacher, Teaching Assistant or supply cover completes the register and it is then sent directly to the office.

## **Lateness**

Morning registration will take place at the start of school at 8:55am. The registers will remain open for 20 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. 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 12:45pm for Reception children and 1pm for all others

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

## **First Day Absence**

Parents are expected to contact school during the first day of absence. **The school operates 'first day calling'**. If there has been no contact from parents / carers, the School Administrator will telephone to establish the cause of the absence. Information is then passed on to the class teachers who transfer information to their registers.

## **Third Day Absence**

If a pupil is still absent after three days, and there has been no contact, a letter asking parents to contact the school that day is sent home.

## **Continuing Absence**

If a pupil continues to be absent, with no contact from parents, a second letter will be sent stating that if there is no contact from the parents / carers, the school will pass their information across to the Local Authority and Attendance Team for them to investigate the absence. Any pupil who is absent without an explanation for 5 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Staff for the local area. The school will include details of the action that they have taken.

## **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.

## **Frequent Absence**

Within the school it is the responsibility of the class teacher and the school secretary to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible.

The school will try to resolve the problem with the parents. A letter will be sent to parents explaining the school concerns with regard low attendance – see below. If the problem appears to be a medical one, the school will refer appropriately. In other cases, the school will seek advice from the school's Attendance Improvement Officer (AIO). In cases unauthorised absence more than 15% over 6 weeks the school would contact the Attendance Improvement officer.

## **Persistent Absence [PA]**

All pupils whose attendance level falls below 90% will be contacted by the headteacher and where needed will be subject to an action plan to support their return to full attendance. These action plans will be set up by the Headteacher.

The action plan will include engagement with all parties who can support the pupil's attendance this could include Fast Track, Attendance Panels, FSP or our Parent Support Advisor utilized by the school.

## **A Welcome Back**

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped 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 will use the following system to reward pupils who have good or improving attendance.

- Termly Gold, Silver and bronze certificates (recognizing that some absence to sickness should not disqualify children from awards)
- Promoting the best class attendance via the school websites
- Promoting the House with the highest attendance on the school website
- Holding attendance assemblies each term.

## **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 Education Act 1996.

### **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 returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

If a pupil is receiving education off site or is attending at a school where 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.

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

## **Record preservation**

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups and original paper registers archived for 7 years.

## **Register Security**

Registers or attendance marking sheets if used must be safely stored. Registers are kept in a locked office and hand delivered to rooms.

## **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 school's targets are:**

**Attendance target 2019-2020 – 96.5%**

**Our PA targets will be 2.5%**

Named governor for attendance will be Jo Satterley

## **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.

**2 Register and Admission Roll keeping**

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

**3 Attendance Targets**

The legal requirements are found in:

The Education (School Attendance Targets)(England) Regulations 2007

**4 Guidance documents on attendance**

The following DfE documents are used to guide attendance recording.

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

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

These and other guidance documents are available on the DfE website.