



WHOLE SCHOOL ATTENDANCE POLICY Forncett St. Peter CEVA Primary School

Forncett CEVA Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all as outlined in the 2010 Equalities Act. We 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.

The Legal Framework

The school is committed to following The Education Act 1996. In Part 1, Section 7 it 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.

Promoting attendance

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

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

We ensure that our pupils are made aware of the importance of good attendance and how this will benefit them. The school rewards classes and groups for their good attendance

with certificates in whole school assemblies which helps to keep good attendance firmly in everyone's mind.

Leave of absence in term time

Leave of absence during term time will be discouraged. Parents and carers 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 authorize the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

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

Registers are completed on our online MIS program by staff in classes at 8.55am and at 1.15pm registration periods. If the member of staff is absent than another member will be asked by the Head or secretary to complete the register. Supply teachers are given support if necessary. Registers are then taken to the school office for processing and following up any unexplained absences.

Lateness

Morning registration will take place at the start of school at 8.55am. The registers will remain open for 30 minutes until 9.25am. 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 1.15 pm and the register also stays open for 30 minutes.

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 (1st & 2nd sessions)

Parents are expected to contact the school before the start of registration. The absence message is then relayed to the class teacher to enable him/her to complete the marking of the register. No message means an unauthorised absence.

The secretary will endeavour to contact parents/carers by 9.30am if a child has not arrived within the registration period.



Third Day Absence (5th and 6th sessions)

A standard letter will be sent to parents on the third day of absence. This will be followed by a phone call as required.

Fifth Day Unexplained Absence (9th and 10th sessions)

Any pupil who is absent without an explanation for 10 consecutive sessions 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 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 by meeting with parents/carers and trying to get to the root cause of the issue. The school will do all possible to offer support and advice, including seeking support from the attendance services.

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 unless there is a fully diagnosed medical issue which the school is aware of and is already subject to planned support from agencies such as G.P/hospital/nursing team. PA 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.

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.

Categorisation of Absence

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

For the purposes of this policy, *absence is defined as:*

- Arrival at school after the register has closed.
- Not attending school for any reason.



Unauthorised absence

This includes:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

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.

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

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.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual	Approved Education Activity



	registration)	
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	Family holiday (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

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

Computer registers are electronically backed-up and will be available for each month. The school MIS attendance data is safely stored. A paper copy of absent children is printed out



daily and kept with the emergency evacuation grab box in the office so emergency evacuation staff know who should be present that day.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the headteacher will be responsible for overseeing this work. The school will make use of the attendance data available on the "RaiseOnline" system and Norfolk's Key Data, when setting its target. Targets will relate to national averages.

Our schools absence data:

2014-15 - 3 term absence – school = 96%, national average = 95.4%

2015-16 - 2 term absence - school = 95.9% national average = 95.6%

Our current target is to have a rate of 97% or more pupil absence

Our level of persistent absence (PA) data:

2014-15 3 terms school PA = 30.3%* national average = 3.7%

2015-16 - 2 term absence school = 14% national = 10.3% (Threshold changed to 10%)

*2x medical

Policy reviewed April 2017.

Next Review March 2018

Signed: _____ Date: _____

Appendix

Statutory and Guidance documents on attendance.

This policy has due regard to the following DfE statutory and non-statutory documents and includes them but is not limited to them.

Please see the DfE website.

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (as amended)
- Behaviour and discipline in schools: A guide for governing bodies - 24 September 2015 - Statutory guidance
- Alternative Provision - 27 June 2016 - Statutory guidance
- Children Missing Education - 5 September 2016 - Statutory guidance
- School Behaviour and Attendance: Parental Responsibility Measures - 5 January 2017 - Statutory guidance
- School exclusion - 10 February 2015 - Statutory guidance
- School attendance Guidance for maintained schools, academies, independent schools and local authorities November 2016