



THE ASHBY FEDERATION

ATTENDANCE POLICY

Approved by: Executive Head Teacher

Last reviewed on: April 2019

Next review due by: April 2021

ATTENDANCE POLICY

Background

Denton and Yardley Hastings Primary Schools are committed to providing a full and efficient education to all pupils and embrace the concept of equal opportunities for all.

We expect all school staff to support and promote excellent school attendance by acting as role models. We will work hard to provide an environment where all pupils feel valued, welcome and enjoy coming to school.

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.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child. Also, at times, we give allowances for religious beliefs and individual family circumstances.

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.

Aims

1. To create a culture in which good attendance is accepted as the norm
2. To demonstrate that good attendance and punctuality is valued by the school
3. To maintain and develop effective communication regarding attendance between home and school

Role of the Governing Body

The Governing Body will:

- delegate powers and responsibilities to the Executive Head Teacher to ensure all school staff are aware of and comply with this policy;
- ensure that the Attendance Policy is carried out;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress;
- take responsibility for ensuring this policy is maintained and updated regularly and made available to parents;
- set targets for whole school attendance.

Role of the Executive Head Teacher

The Executive Head Teacher will:

- ensure all school staff, pupils and parents are aware of and comply with this policy;
- undertake monitoring of school attendance by using an appropriate and effective registration system;
- monitor attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals and special educational needs;
- target intervention and support to those children that have been highlighted as poor attenders;
- have in place a system for parents to report a child's absence;
- report the attendance figures and progress to the Governing Body;
- remind parents of their commitment to this policy;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the School Office Staff

The office staff are responsible for:

- implementing the policy with the Executive Head Teacher;
- monitoring individual and class attendance on a daily basis;
- keeping the Executive Head Teacher informed of attendance figures and trends;
- contacting parents who have not notified us of their child's absence;
- compiling attendance data for the Executive Head Teacher
- ensuring registers are distributed to the teaching staff and are kept up to date
- continuing to contact the parents throughout the day until contact is made;

Role of School Staff

School staff will:

- comply with and implement this policy
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;
- inform the School Office of any concerns about attendance;
- emphasise the importance of punctuality and good attendance;
- discuss individual pupil attendance at parent-teacher consultations

Role of Parents

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time

Role of Pupils

Pupils are responsible for:

- arriving at school on time;
- knowing the value of good attendance;

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 Executive Head Teacher 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 must be recorded in the first instance as unauthorised.

Punctuality

The school day begins at 8:55am when the school bell is rung or whistle is blown. Morning registration will take place at the start of school at 9.00am. Any pupils arriving after 9.05am should report directly to the school office. Any pupil arriving after this time will be marked with a relevant code entered against them. Pupils would be marked as 'late' if arriving after the register has been taken and before 9.15am. Pupils who arrive after 9.15am without an authorised reason will receive a mark of 'unauthorised absence'.

The afternoon registration will be at 1.15 PM.

The registers will close at 1.30 PM.

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

If parents know their child is going to be late for any reason, they should let the school know. If a regular pattern of lateness is observed, a note will be sent home asking for the parent to explain the lateness and to ensure that punctuality is maintained. Repeated, unexplained lateness or persistent lateness without an acceptable reason will be referred to the Education and Inclusion Partnership (EIP) team.

First Day Absence

The parents/carers are expected to contact the school before the morning session begins but at the latest by 9.15am on the morning of the first day of absence. If when taking the register, a child has not arrived at school and no message has been received, the School Office must be immediately notified by the Class Teacher (by 9.15am at the latest), they will then contact the parents/carers. Depending upon the nature of absence, parents/carers are asked to keep the school informed of the expected return date. Information received by parents/carers is passed on verbally or by note in the register to the teacher.

Continuing Absence

If in the unlikely event of no communication having been received regarding a pupil's absence and the parents/carers cannot be contacted, for safeguarding purposes, the school will take necessary measures to notify the Local Authority and Education Entitlement Team.

The school recognises that it is a legal requirement to notify NCC if a pupil is absent without explanation for 10 consecutive days by submitting a referral to the Education Entitlement Team ('Children Missing in Education' DfE 2016)

Frequent Absence

It is the responsibility of the Class Teacher to be aware of and bring to the attention of the Executive Head Teacher any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the School Nursing Team if the problem appears to be a medical one. In other cases, the school will seek advice from the Education Entitlement Team.

Trends in attendance

The Executive Head Teacher will write to parents if child's attendance falls below the school's target of 96%. A meeting will be arranged if attendance falls below the DfE's persistent absence threshold of 90%. The Executive Head Teacher will contact the Education and Inclusion Partnership (EIP) team if concerns about a child's attendance have not been resolved.

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Executive Head Teacher to explain their child's repeated absence.
- Support will be offered if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement, then appropriate action will be taken.

A print out of each child's record of attendance will be presented at each parents' meeting.

A Welcome Back

It is important that on return from an absence that 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.

Absence notes

Notes received from parents/carers 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.

Promoting attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

The Home/School agreement can be used in this way.

Holidays in term time

Parents/carers are not entitled to take their child on holiday during term time and therefore holidays will only be authorised in exceptional circumstances.

School work will not be set by teachers for children to access during term time holidays.

Parents of children in Years 2 and 6 are particularly requested to avoid taking any holiday in the first half of the Summer Term when the end of KS1 and 2 statutory tests take place.

All other requests for absences due to other circumstances must be made in writing to the Executive Head Teacher in advance.

Any application for leave must only be in exceptional circumstances and the Executive Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Executive Head Teachers would not be expected to class any term time holiday as exceptional.

Parents/carers can be fined by the local authority for taking their child on holiday during term time without the consent of the school.

Authorised and unauthorised

Absences can be authorised if they are for certain reasons e.g. sickness, religious observance, approved holiday, absence following the death of a close member of the family and other exceptional family circumstances.

The ultimate responsibility to authorise absence rests with the Executive Head Teacher. If the Executive Head Teacher is not satisfied with the reasons provided, the absence may be categorised as unauthorised.

An absence will be classified as unauthorised when:

- A child is kept off school because a parent is ill
- A child is absent because a sibling is ill
- The parent cannot get the child to school
- The child is taken on a shopping trip
- The child is absent due to a birthday treat/family treat
- A child is absent due to family work patterns
- The child refuses to come to school or wants to stay at home

- A child arrives at school after the register has closed

Each child's unauthorised absences (including unauthorised holiday absences) will be communicated via attendance reports at parents' evenings.

On advice from NCC's Education and Inclusion Partnership (EIP) team, the school will report to them any incidences where a child has accumulated 10 sessions of unauthorised absence in any 6-week period. The EIP may then apply their Fixed Penalty Code of Conduct which is available on the school website.

Medical appointments

Parents must report directly to the School Office when collecting a child for, and returning them from, a medical appointment during the school day. If a child is in hospital for a long period of time, arrangements will be made with the hospital, teaching staff and the parents to provide planned work for the children to complete.

Off-site activities

Occasionally children are taught off site (e.g. swimming lessons). These activities are part of the Curriculum and attendance is required. If a child is unable to take part in these activities alternative teaching arrangements will be made for them in school.

Attendance Targets

The Executive Head Teacher and Governors set school attendance targets each year. Our school strives to attain a 96% plus target year on year.

Appendix One

The registration system

The School will use manual paper registers in the first instance for keeping the school attendance records. This attendance data will then be recorded on a computerised system which is updated each week.

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
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised 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	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised 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)	Unauthorised 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

Registers by law must be kept for at least 3 years.
Entries in paper registers must be in ink.
All corrections must be visible (no correcting fluid)

Register Security

Registers are stored safely in the school office after morning and afternoon registration.

Appendix Two

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
- Most types of dual registration