



**Newton Flotman  
Church of England  
Primary School**

## **WHOLE SCHOOL ATTENDANCE POLICY**

*Ethos statement:*

*Newton Flotman Church of England Primary School is an inclusive learning community, which is based on Christian values, such as love and forgiveness, acceptance and respect, nurture and enjoyment. Our children feel safe and valued within a creative and supportive environment.*

*Every child is encouraged to be independent and to reach their full potential in all areas of the curriculum.*

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 examine its attendance figures and set attendance/absence targets.

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

This policy contains 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. The school will use termly awards certificates for 100% attendance. Copies of register sheets containing attendance figures will be sent home regularly

### **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 must 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.

## **The registration system**

The School will use manual paper registers for keeping the school attendance records. These will be transferred daily to the information management system.

Registers are completed by class teachers, but may be completed by supply teachers, teaching assistants or teaching students under supervision.

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes.

Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid)

## **Register Security**

The registers must be safely stored. Registers are taken to classrooms by pupil volunteers, and then returned by pupils to the school office. This happens at the start of the school day and then again after lunch. They are kept in the school office and entered onto the school's information management system. In the event of a fire registers are taken outside by office staff.

## **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.

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

Leave of absence, eg for holidays, during term time is not normally permitted. Parents will be reminded of the effect that absence can have on a pupil's potential achievement.

The school is allowed to consider authorising leave, but may only authorise in exceptional circumstances, and parents must apply **in advance** for permission.

The school values family cohesion and children's time spent with parents, and we believe that holidays together can benefit family cohesion. The school also believes that this can be achieved during the 13 weeks of holidays set for the school year.

The decision to grant leave of absence will take into account:

- exceptional circumstances: funerals and weddings, family illness
- whether leave of absence has been taken in preceding years

We ask:

- that leave is not requested every year
- that efforts are made to overlap the absence with school breaks

*(See leave of absence request form in appendix)*

The decision to grant leave of absence does not take account of the price of holidays or when parents and carers are given leave by their employers.

## **Lateness**

Morning registration will take place at the start of school at 8.45 am. The registers will remain open for 35 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 1.00 pm. The registers will close at 1.15 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".

## **First Day Absence**

Parents are expected to contact school on a child's first day of absence. An answerphone is available. If parents have informed neither the office nor the class teacher, then they will be contacted by the school.

Registers are called in each class and are sent to the office, usually taken by a child. Attendance is then entered into the school information management system, and any gaps queried by the school secretary.

## **Third Day Absence**

Efforts to contact parents will continue, but if the parents have not contacted the school and the school has not been able to make contact with the parents by telephone a standard letter asking for a reason for the absence is also sent. A reply on receipt of letter is requested.

## **Continuing Absence**

A further letter is sent if no contact has been made by the parents after 5 days of absence.

## **Five Day's Consecutive 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 Team. The school will include details of the action that they have taken.

## **Frequent Absence**

It is the responsibility of the headteacher, teachers and 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 with the parent/s. The help of the Parent Support Advisor may be enlisted by either the school or the parents.

If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Improvement Officer (AIO).

## **Persistent absence**

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 headteacher.

For protracted absence, frequent absence and in cases of doubt, evidence of medical condition will be requested. The school nursing service can also secure permission for doctors to share information about appointments and recommended treatment and recovery periods with the school.

In the first instance the action plan will include engagement with parents and carers to increase awareness. If attendance does not improve, then all parties who can will support the pupil's attendance. The school will make full use of all procedures available, including Fast Track and FSP.

### **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. If necessary a meeting with the parents will take place to ensure a happy and successful return to school. Catch up work may take the form of work sent home, one-to-one time with the class teacher or a teaching assistant during the school day, small group teaching on areas of weakness, additional time to complete tasks.

This policy will be published on the school's website

Our school's target is an absence rate of 3% or below.

#### Attendance targets

	Target	Actual	National
2010/2011		95.3 %	94.9 %
2011/2012	96 %	96.5 %	95.6 %
2012/2013	96.5 %	96.7 %	95.2 %
2013/2014	97 %	96.6 %	96.1 %
2014/2015	97 %	96.8 %	96.0 %
2015-2016	<b>97 %</b>	<b>96.7 %</b>	<b>96.1 %</b>
2016-2017	<b>97 %</b>		

Our persistent absence targets will be 0 children with below 85% attendance, and

	Target	Actual	National
2011/2012		0 %	3.0 %
2012/2013		0 %	3.6 %
2013/2014	0 %	0.9 %	2.8 %
2014/2015	0 %	0.8 %	2.7 %
<b>New threshold of 90%</b>			
2015-2016	<b>0 %</b>	<b>2.3 %</b>	<b>8.8 %</b>
2016-2017	<b>0 %</b>		

Craig Champion is the nominated governor for attendance.

#### Actions from last year:

- Reduce lateness within registration window: ensure consistent recording, implement targets with families - success of this is unclear because of changes to MIS. It is now possible to record number of minutes late, and this can be used to formulate targets for persistent lateness.

#### Actions for this year:

- Reducing lateness: On time targets & weekly on time stickers
- Close gap for disadvantaged children's attendance: monitor and set targets. What is needed to improve the situation for this family?
- From Attendance Officer's report: update policy and publish on website
- Share school's attendance goals and averages with families

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

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	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)	<b>Unauthorised absence</b>
<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	<b>Unauthorised absence</b>
<b>O</b>	Unauthorised absence (not covered by any other code/description)	<b>Unauthorised absence</b>
<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)	<b>Unauthorised absence</b>
<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

## 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

## **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