



Date approved by Governors: 2/3/18

Date of review: 2019

Signed: 

ATTENDANCE POLICY

The Trust 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

The trust 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 trust 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 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 authorize the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

*(Academic year =school year from September to July)

Recording Absence

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 by the class teacher or supply teacher in their absence.



Lateness

Morning registration will take place at the start of school at 9.00 am. The registers will remain open for 10 minutes. Any pupil arriving between 9.00 am and 9.10 am will be recorded as slightly late (L) after this time they will be marked as late (U) 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 for Aslacton School and 1.15.pm for Manor Field School and Watton Westfield School. Registration will close 10 minutes later.

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 need to inform the office when a child is absent. The office will try to contact the parent/carer if they have not received a message throughout the day. The office will continue to phone parent/carers and contact emergency numbers on the child's records to try to ascertain the reason for absence.

Continuing Absence

If a child is absent for more than 5 days without a message being sent to inform us of the reason, a letter will be sent home informing them that details have been forwarded to the Attendance Officer at the local authority.

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 teachers and administration staff 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. Any child that meets the criteria will be fast tracked and this will involve the Attendance Officer.

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 and Senior Management Team in consultation with parent/carers.



The action plan will include engagement with all parties who can support the pupil's attendance and may involve fast tracking or and FSP (Family Support Plan)

Reporting % Absence

Each term the percentage of absence is reported to parents on the termly school report so that parents are aware if they are getting close to the persistent absentee threshold.

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. Catchup work will be organized by the teacher.

Attendance Award

The school will use the following system to reward pupils who have good or improving attendance:

Each year certificates for good attendance will be given to pupils in Celebration Collective Worship

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.

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	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
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Record preservation

Computer registers will be printed out at least once a month and bound into annual volumes or preserved as electronic back-ups or microfiche copies and will be available for each month

Register Security

Registers or attendance marking sheets if used must be safely stored. These are kept in locked cupboards by the administration staff.

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 schools targets are:

Attendance:

Manor Field- 96%

Aslacton – 97%

Watton Westfield 96%

Persistent Absence

Manor Field- 1.8%

Aslacton – 2% (1 pupil represents a higher percentage)

Watton Westfield-1.8%

Action Plan

The school will produce an action plan to show how the school will set about achieving its attendance targets.

Any pupil with attendance below 85% over the school year is known as a persistent absentee, whatever the reason for the absences. The DfE has indicated that the level of absence that defines a child as being classed as PA may be reduced in future years.



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.

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.

