

WADDINGTON ALL SAINTS COMMUNITY PRIMARY SCHOOL



ATTENDANCE POLICY

This policy should be followed with due regard to the requirements of the School's Equality and Diversity Policy and the 'School Attendance Document - November 2013'.

All Saints Community Primary School is committed to achieving the Governments expectations set out in the Education Act 1996 - The Education (Pupil Registration) (England) Regulations 2006, amended 2010, 2011 and 2013 which are:-

- to promote good attendance and reduce absence, including persistent absences
- to ensure every pupil has access to full time education to which they are entitled
- act early to address patterns of absence
- for Parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attended regularly
- also to ensure that all pupils are punctual arriving at school to begin their lessons.

The Law – See Appendix 1

The school will endeavour to provide an environment where all pupils feel valued and welcome because 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.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. School gates are open from 8.45am until 9am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place from 8.45am and pupils who arrive after 9.00am will be recorded as late to school.
- Registers close at 9.15am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority. (See appendix 2)
- Afternoon registration is taken at 1.20pm.
- The attendance of each pupil will be monitored weekly by the Administrator responsible for entering the information on to Integris G2.

- Persistent lateness by a pupil will be dealt with through the Attendance Liaison Officer and may be referred to Education Welfare.
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

School Procedures

Any pupil arriving after 9am will be marked as late 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.

Parents are requested to complete the pupil on site book at reception with a reason for their child's lateness and all Key Stage 2 pupils sign the 'KS2 Late Arrival Record' to make them aware that they are late and perhaps they could be more proactive in promoting punctuality at home.

Any child who is absent from school at the morning or afternoon registration period is entered on the green 'Absence Tracking Sheet' for the office to contact parents to establish the reason they are not in school. If the Parents have notified school in advance then the class teacher will have been notified and must record their absence as being authorised, unauthorised or as an approved educational activity [attendance out of school]. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. A full list of codes is provided with each register by the office staff.

If the Parents cannot be contacted by phone, text or email then messages will be left and the 'Unexplained Absence' record will be completed.

First Day Absence

Messages from parents will be passed to relevant class teacher. Any unexplained absences will be notified to the school office and parents contacted as above.

Third Day Absence

Absences that have been notified will be presumed to continue for up to the third day when parents will be contacted again if the pupil has not returned to school. Continued unexplained absence will require a letter sent home.

Ten Day's Absence

Any pupil who is absent without an explanation for 10 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 office administrator to bring frequent absence to the attention of the Office Manager and Attendance Liaison Officer. These will be discussed with the Headteacher to draw attention to any emerging attendance patterns or concerns.

The Attendance Liaison Officer will be responsible for close monitoring of the attendance reasons and making contact with individual pupils and families to try to understand the issues

and find ways to resolve the attendance problem with the parent/s. The Headteacher will be kept fully informed. The Headteacher will in extreme cases seek advice from the school's Educational Welfare Officer.

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 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.

Pupil Leaving During the School Day

During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- pupils are not allowed to leave the premises without prior permission from the school.
- whenever possible, parents should try to arrange medical and other appointments outside of school time.
- parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- pupils must be signed out on leaving the school and be signed back in on their return.
- where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.

if a pupil leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.*

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 which is issued as part of the school's admission pack, can be used in this way.

Attendance awards

The school will use the County Council system to reward pupils who have had 100% attendance.

The registration system

The School will use manual paper registers and a computerised system (Integris G2) for keeping the school attendance records.

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 or 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
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 black ink with absence codes circled in red ink..
All corrections must be visible (no correcting fluid) and a record of amendments with reasons is maintained by the Administrator.

Register Security

The registers must be safely stored and retained for 3 years after completion. Registers will be collected from the main office by Y6 pupils in time for morning and afternoon registration and returned promptly to the office by each class register monitor.

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. This includes Children at Risk of Missing Education and new pupils who have not arrived in school on the agreed admission date. These pupils are pursued through the schools admission policy and leavers procedures. Children at Risk of Missing Education can be removed from school by parents who have elected home education, have a medical condition certified by the School Medical Officer or hospital consultant and are unfit to attend school or pupils who have moved away but not registered at a new school. (Children Missing Education November 2013)

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.

Absences are only allowed for specific reasons. These include situations where your child:	Children are not allowed to be absent because of, for example:
<ul style="list-style-type: none"> • is ill; • has an unavoidable medical or dental appointment; • is taking part in a religious event; • has an exceptional family circumstance, for example, a wedding or funeral. 	<ul style="list-style-type: none"> • holiday without exceptional reason • birthdays • visiting relatives • shopping • a hair appointment • looking after other members of the family.

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:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

Holidays in term time

- Parents are reminded that pupils have regular opportunities for holiday and that absence from school, for any reason, can have a negative impact on a child's educational progress and potential achievement.
- The Headteacher has the power to authorise pupil absence due to exceptional circumstances, but not to grant holiday entitlement (as of 1/9/13) during term time.
- A request in advance from a parent to take their child of compulsory school age out of school during term time can only be granted by the school in exceptional circumstances, which could evidentially not take place during the designated holiday periods within an academic year. (School's Administration Handbook - A04 July 2013).
- It is the responsibility of the requesting parent to evidence the exceptionality of the circumstances.
- Parents who find themselves unable to take time off during school holidays should discuss this with their employer, not the school. For work commitments to be considered exceptional, the parent would have to be able to evidence unavoidable circumstances, which have prevented them from being with their children, for consecutive school holidays during the year.
- The Headteacher may determine the number of school days that a child can be away from school, as justified by the exceptional circumstances, for non-attendance during term time.

For further information: www.education.gov.uk/schools/pupilsupport/behaviour/attendance

Child Protection

Where a child does not have a good level of attendance and punctuality or have suitable arrangements to assure safe handover at 3.20pm, the school must consider the possibility that this is an indication of neglect. Records are therefore kept and considered in relation to the child's well-being.

Appendix 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, amended 2010, 2011 and 2013.

Appendix 2 Where a Penalty Notice may be Issued

Fixed term penalties will only be issued in circumstance where the LA is satisfied that the criteria for prosecution would be met if the option of a fixed penalty notice is not taken up by the parent. <http://www.lincolnshire.gov.uk/parents/schools/welfare?tab=downloads>

The circumstances in which a notice may be issued are:

- Where a child is absent from school due to unauthorised absence of 15% or above over a six week period. This will include lateness after the close of registration when code U is used. Or have taken a holiday in term time without the permission of the head teacher
- Where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion.