

# **ALPINGTON & BERGH APTON CHURCH OF ENGLAND V.A. SCHOOL**

## **ATTENDANCE POLICY**

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# **Norfolk** County Council

## **Children's Services**

### **WHOLE SCHOOL ATTENDANCE POLICY**

Alpington & Bergh Apton CE VA Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavor 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.

## **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 in term time**

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.

## **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**

It is the responsibility of the class teacher to complete both a paper copy of the register (blue register) as well as online at the beginning of each session. In the absence of the class teacher the paper register will be taken by the supply teacher or teaching assistant attached to that class. If they are unable to log in then the school office should be informed. The register must be marked in blue or black ink only. It is the responsibility of the class teacher to insert the correct absence code. A copy of the agreed symbols is kept at the front of the paper registers. Registers are given out to classes at the beginning of each session and they should be returned to the office as soon as they are completed.

## **Lateness**

**Morning registration will take place at the start of school at 8.45 am. The registers will remain open for 30 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 1.00pm, remaining open until 1.30 pm.**

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 are expected to phone the school if a child is absent from school. This should take place before 10 a.m. on the first day of absence. Information from phone calls will be recorded on an absence note and passed to the child's class teacher. Notes will be kept in the class register. If no explanation for absence is given by 10 a.m. on the first day of absence, the school secretary will attempt to make contact with the absent child's parents.

### **Third Day Absence**

If the school has not been able to contact the child's parents, on the third day of absence a standard letter requesting an immediate explanation will be sent to parents.

### **Continuing Absence – Ten Days Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be referred to the Norfolk Attendance Support and Enforcement Officer.

After the third day enquiries will continue to be raised and if no contact received then the matter will be referred to the Norfolk Attendance Support and Enforcement Officer. A conversation with the Officer may be held before the 10 days elapse to agree plan of action. 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 class teacher to be aware of and bring attention to the Headteacher a pupil who begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible.

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 Nurse if the problem appears to be a medical one. In other cases the school will seek advice from the school's Parent Support Adviser (Sally Hitchcock) or the Norfolk Attendance Improvement Officer.

### **Persistent Absence [PA]**

Pupils whose attendance level falls **below 88%** may be subject to an action plan to support their return to full attendance. These 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. Catch up work will be set by the class teacher and the child may be asked to take it home or work with the class teacher at times during, before or after the school day.

## **Educated Off-site**

Where a pupil is educated off site, ie at another provider such as an SRB on a part time basis but is still on the school's NOR, the provider will contact Alpington Primary on the day if the pupil is absent, stating the reason if known. On a Friday the provider will email a copy of the pupil's attendance for the week.

## **Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance. 100% attendance will be acknowledged each term and at the end of the school year.

## **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

### **Record preservation**

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

Computer registers will be printed out at least once a month and filed.

### **Register Security**

Registers or attendance marking sheets if used must be safely stored. Pupil Registration Monitors collect and return registers to the school office where they are kept during the school day and overnight.

### **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:**

#### **Absence rate of 3.5% or below**

**2014/2015 3.0%**

**2015/16 3.0%**

#### **Our PA targets will be**

**2016/2017 1%**

## 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.