



**Great Massingham**  
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## **Great Massingham and Harpley C of E Primary Schools Federation**

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### **GREAT MASSINGHAM & HARPLEY C of E SCHOOLS FEDERATION** **ATTENDANCE POLICY SEPTEMBER 2018**

The Great Massingham and Harpley C of E Primary Schools Federation 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 school environments 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 only consider an application for leave of absence in exceptional circumstances. Parents must apply in advance for permission for their child to have leave of absence. No term time holidays will be authorised.

### **School Procedures**

Any child who is absent from school at morning or afternoon registration 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**

Morning registration will take place at the start of school at 8.55am. The registers will remain open for 10 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.

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 from 9.00 AM.

Afternoon registration will be at 1.00 PM. The registers will close at 1.05 PM.

### **First Day Absence**

Parents should contact school personally, by phone, email, text or letter to report a pupil absent. If there is no parental contact the secretary will telephone home and mobile phone numbers to try and make contact. The information is then transferred to the register. Where no parental contact is forthcoming the process continues until the school knows the reason for the absence.

### **Ten Day's Absence**

Should a pupil be absent without an explanation for 10 consecutive days notification will be sent to the Local Authority, by submitting a referral to the Children's Services Attendance Team. This is a legal requirement. The school will include details of the action that they have taken.

### **Frequent Absence**

It is the responsibility of the headteacher 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. 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 Cluster P.S.A and the school's Attendance Improvement Officer (AIO) as appropriate.

### **Absence explanations**

Notes, emails and records of text messages received from parents explaining absence will 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 annual Home/School agreement supports this.
- Parents will be made aware of the school's attendance target and monthly progress against it in Newsletters.
- Parents will receive a half yearly attendance report on their child's individual attendance. This will include advice on the impact of attendance on progress and attainment.
- Weekly bulletins will be used to remind families about good attendance and lateness.
- Pupils with over 96% attendance in a term receive an attendance reward wristband.

### **Holidays in term time**

Holidays during term time will not be authorised. Parents are reminded of the effect that absence can have on a pupil's potential achievement.

### **Attendance Targets**

The school sets attendance targets each year. Targets will relate to national averages.

A system for analysing performance towards the targets is established. A governor with responsibility for attendance meets with the Headteacher twice a year. Headteacher reports to the Governing body contain termly attendance figures.

Our schools targets are:

**Absence rate of 4 % or below - 96% attendance**

**Our PA target is 0**

Any pupil with attendance below 90% 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.

### **Frequent Absence**

Within the schools it is the responsibility of the class teachers and secretaries to be aware of and bring to the attention of the headteacher 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.

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

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, Cluster PSA and AIO. 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. This will be done by the class teachers and Classroom support staff.

### **Attendance Awards**

The school will use reward wristbands termly for pupils with 96% or above attendance to reward pupils with good attendance.

### **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

#### **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.

This would include:

- 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.

<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)	Unauthorized absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Other reasons for absence including interviews or authorised absence by the issuing of a note.	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	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<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 9.10 am)	Unauthorised absence
<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
<b>!</b>	DfE X Non-compulsory school age absence	Not counted in possible attendances
-	All should attend no mark recorded.	

### **Record preservation**

The Great Massingham and Harpley C of E Primary Schools Federation ensures compliance with attendance regulations by keeping attendance records for at least 3 years.

### **Register Security**

Registers will be safely stored in the school office at the end of the school day and in the classroom during the day.

## **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.