

# **TERRINGTON ST CLEMENT COMMUNITY SCHOOL**

## **ATTENDANCE POLICY**

For a child to reach their full educational achievement a high level of school attendance is essential. We consistently work towards a goal of 100% attendance for all children. Every opportunity is used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect national targets

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

### **School Procedures**

Any child who is absent from school at the morning or afternoon registration period will 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.

### **Lateness**

Morning registration will take place at the start of school at 8:50am. The registers remain open for 30 minutes as recommended by the DfE. 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 authorized 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 before registers close.

### **First Day Absence**

Parents and carers are asked to report absences on the first day of absence. Where a child is absent and noone has contacted the school to explain why, a member of the office staff calls to ask for a reason for absence.

### **Third Day / Continuing Absence**

If a child is still away and no further reason has been given by the parent/carer, a follow up call is made by the school.

### **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 [As is the legal requirement]. The school will include details of the action that they have taken.

## **Frequent Absence**

It is the responsibility of /the school's admin assistant 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 school's Attendance Improvement Officer (AIO).

## **A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This includes ensuring 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 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 be retained for a longer period.

## **Promoting attendance**

The school uses a range of opportunities as they arise to remind parents/carers, it is their responsibility to ensure their children receive their education. Regular information is sent out in newsletters and designated 'updates' about attendance.

## **Holidays in term time**

No holidays are authorised in term time.

## **Attendance Awards**

The school rewards pupils who achieve attendance levels over and above the agreed annual target. At the end of each year, these pupils are put into a draw for a family voucher to a local restaurant. All pupils with 100% attendance also receive a 'gold' certificate and are mentioned in the newsletter.

Each term there is a roll of honour in the newsletter which names children achieving over the annual target.

Each month, all classes are named in the newsletter and their attendance figures displayed for parents to see.

Classes which beat the school target are awarded Attendance Ted in Monday morning assembly.

## **Attendance Targets**

The school sets attendance targets each year and the headteacher reports attendance data to governors through the termly head's report to governors.

**Our schools targets are: 2017/18: 97.5%**

## Persistent Absentees:

The government sets the criteria for persistent absenteeism. Currently any pupil whose attendance falls below 90% is considered to be a PA (Persistent Absentee)

We always inform our parents and governors as soon as the criteria changes.

## The registration system

The School currently uses a computerised 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)                    | 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         |
| W    | Work experience  | Approved Education Activity         |
| X    | 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 |

Registers are kept, by law, for at least 3 years.

(Computer registers must be printed out at least once a month and bound into annual volumes. (Phoenix report AO2). Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three year.)

### **Register Security**

All printed registers from the computerized system are used in the event of a fire for roll calling.

## **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