



Achieving Success Together

**BROWICK ROAD PRIMARY AND NURSERY
SCHOOL
WYMONDHAM**

POLICY STATEMENT FOR ATTENDANCE

MARCH 2018

Approved by Governors: MARCH 2018

This policy is reviewed annually as part of the annual safeguarding review.



Norfolk County Council

Children's Services

BROWICK ROAD PRIMARY AND NURSERY SCHOOL WHOLE SCHOOL ATTENDANCE POLICY

Browick Road Primary and Nursery 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.

A Leave of Absence policy has been developed by the Wymondham Cluster of Primary schools. This is available on our website.

See appendices for our Leave of Absence form.

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

Registers are completed by the class teacher or, in his/her absence, the member of staff covering the class.

Lateness

Morning registration will take place at the start of school at 9am. The registers will remain open for 15 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence (Code U) 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 1pm.

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

On the first day of absence parents are expected to contact the school office to inform of the reason for absence. The secretary will then inform the class teacher who will record the reason in the register.

If there has been no contact from parents, then the secretary will telephone parents after processing that morning's registers.

Second – Fourth Day of Absence

If the secretary has been unable to contact home to ascertain the reason for absence, she will continue to attempt to contact parents on each subsequent day.

Continuing Absence

If no contact from parents continues the secretary will continue to contact the home to ascertain the reason. If there has been no contact between home and school by the fifth day of absence a letter will be sent.

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 Staff for the local area. [***This is a legal requirement***]. The 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 and secretary 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.

Every child's attendance is monitored each half term. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. This will include signposting to the Parent Support Adviser (PSA) should parent/s need support over attendance issues.

Where absence is a concern, parents may be asked to provide medical evidence eg. doctor's appointment card, copy of prescription.

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).

The school will liaise with the AIO where issues persist and further action will be considered eg. referral to AIO, Fast Track.

Persistent Absence [PA]

All pupils whose attendance level falls below 86% will 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. For example; PSA support, Fast Track, Attendance Panels, Family Support Plan.

Child Missing Education (CME)

When a child leaves the school, a CME1 is completed and sent to the Attendance and Exclusions Manager.

The pupil's records are sent to the pupil's new school using the School to School electronic system.

Medical Absences

We ask parents where possible to produce evidence of medical/dental appointments which would necessitate absence from school. These are photocopied for school records.

The school will discuss with the School Nurse those pupils who frequently miss days for medical reasons.

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. The teaching assistant will support this process.

Attendance Awards

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

- Weekly class attendance award using Growler the teddy.
- Bronze awards for pupils with 100% attendance for one term.
- Silver awards for pupils with 100% attendance for two terms.
- Gold awards for pupils with 100% attendance for the whole year.
- Attendance awards for overall improvement to any pupil who may be suffering complex medical problems. This is inclusive for those pupils who will never achieve 100% attendance due to their condition.

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.

Register Security

Registers or attendance marking sheets are safely stored in the office area following registration.

Absence Targets

The school will set an absence target each year. A system for analysing performance towards the targets will be established and the Headteacher is 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 school absence target is 3.6% or below.

Our PA target is 1% or below.

The named governor for attendance is our safeguarding governor, Katharine Trott.

Action Plan

Any issues, priorities etc. around attendance are included in the school's SIDP which is reviewed annually.

Policy Review

This policy will be reviewed every year as part of the annual safeguarding policy review.

Pauline McMullan
March 2018

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.

Pupil Leave of Absence Request Form

Taking your child out of school could be detrimental to your child's educational progress

Full name of child(ren):

Address:

.....
.....
.....

Leave requested from: to Total N^o of school days:

Reason for application:

.....
.....
.....

Names of siblings: school attending:

Names of siblings: school attending:

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown. A copy of this form will be returned to you signed by the Headteacher as either authorised or unauthorised.

Signature of parent(s)/carer(s):

Date:

In normal circumstances, all requested absences will be unauthorised. There may however be exceptional circumstances where the Headteacher may exercise discretion and authorise time off. (Please refer to the notes overleaf.)

Your request for leave of absence from school during term time has been considered and is: authorised / not authorised.

Signature:

Mrs Pauline McMullan ~ Headteacher

Please discuss any request for absence with us prior to making a booking. It is the parent/carers responsibility to ensure you receive confirmation from the school

before the leave is taken. Do not assume permission is granted if you have not received confirmation.

Pupil Absence

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in **exceptional circumstances but this does not include annual family holiday, day trips, celebration of birthdays or shopping trips.** If exceptional circumstance absence is considered this is not an entitlement and purely at the discretion of the Headteacher. The Headteacher will not authorise absences if she/he believes it is to the detriment of a student's education.

Before completing this application we would advise that you consider very seriously how this absence will affect your child's education. National statistics show just 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however some schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the pupil's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

If the Headteacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

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)