

# HOLLINS GRUNDY PRIMARY SCHOOL



Happiness, Health and Respect for Confident, Creative Learners

## **ATTENDANCE POLICY**

Reviewed September 2016

Hollins Grundy 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 and the school's ethos encourages children to feel that their presence in school is important and that they are missed when they are absent or late.

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. Section 444 of the Education Act 1996 places upon parents a responsibility for ensuring that their children attend school as follows: "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence."

The school will regularly examine its attendance figures and 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.

### **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 head teacher 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 9.00am. The registers will remain open for 20 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 who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with school staff will be arranged to discuss causes, consequences and what support can be offered.

The afternoon registration will be at 1.30 PM.

The registers will close at 1.45 PM.

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**

If a child is absent, parents/carers should call the school on the first day stating the reason for the absence. A note should then be sent into school on the day the child returns explaining the absence.

If no contact is made by parents/carers explaining the absence on the first day the school will try to phone to secure an explanation. Where the school is unable to make contact by phone a text will be sent followed by a letter if there is no parental response.

If, after the child returns to school no explanation of absence is given by the parents/carers, the school will text/write again. The absence will be recorded as unauthorised after 4 weeks if no explanation can be obtained.

### **Persistent Absence (Defined in legislation as 10% or more absences)**

Either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment.

Regular register checks are carried out by the SAO (School Attendance Officer) or a member of school staff allocated this task. If attendance falls below 90%, a letter will be sent home by the Head Teacher requesting an improvement and offering support. If attendance rate does not improve, the Head Teacher will liaise with the School Attendance Officer or designated member of school staff who may contact the parents/carers by letter, do a home visit or invite parents/carers to a formal meeting.

### **Onward referral to support services (School Attendance Team etc)**

Any pupil who is absent without an explanation for 5 days will be discussed with the school's Link SAO. The school's link SAO visits the school on a regular basis to address any attendance issues. The school will include details of the action that they have taken.

### **Frequent Absence**

It is the responsibility of /the Parental Support Advisor 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 may refer to the School Health Adviser /

School Nurse etc, if the problem appears to be a medical one. In other cases the school will seek advice from the school's link SAO.

## **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. For absences up to 2 weeks this will be done informally by the class teacher and may include including the child in additional work sessions with a teaching assistant. For absences of 2 weeks or longer there will be a formal welcome back meeting between parents and the child, headteacher and class teacher.

## **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.

## **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children are in school as often as possible. Data will be presented in the school website periodically and the Home/School agreement sets out school's expectations in this regard.

## **Requests for absences in term time**

The law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Head Teachers would not be expected to class any term time holiday as exceptional.

If the request is denied school will inform the parent/carer of the reason by letter. If the parents/carers choose to continue with the planned holiday it will be taken as an **unauthorised absence**.

## **Penalty Notices**

Section 23 of the Anti Social Behavior Act 2003 empowers designated LA Officers, Head Teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came in to force on 27<sup>th</sup> February 2004.

A Penalty Notice may be issued in the following circumstances:

- Overt Truancy
- Parentally-condoned absences
- Holidays in term-time
- Excessive delayed return from extended holidays without prior school agreement
- Persistent late arrival at school (after the Register has closed at )

Penalty Notices are issued by the Local Authority at £60 per parent per child if paid within 21 days of date of issue, rising to £120 per parent per child if paid within 28 days of date of issue. Failure to pay the Penalty Notice may lead to legal action being taken against parents.

## Attendance Awards

The school will use the following system to reward pupils who have good or improving attendance: Termly attendance certificates are given out for children who have a full term's attendance (1 term : Bronze, 2 terms: Silver, 3 terms Gold)

Punctuality competition.to reward the class with fewest lates each week.

## 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.

Our schools targets are:

Academic Year	Attendance Target	Attendance
2011/2012	96.0	95.6
2012/2013	95.5	96.0
2013/2014	96.0	96.5
2014/2015	96.5	96.8
2015/2016	97.0	97.2
2016/2017	97.5	

## The registration system

The School will use a computerised system for keeping the school attendance records. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
I	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

<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	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

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes.

Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

### ***Register Security***

The registers must be safely stored.

## **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