

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 no one 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 in the child's individual enrollment file. If there are attendance concerns about the pupil, which may require further investigation, the notes will 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.

To make sure attendance incentives are kept fresh to encourage the pupils to attend well, these will vary from term to term. These include incentives such as treats for classes who beat the school target, classes who are regularly on time, or achieve 100% attendance in a week.

Attendance Targets

The school sets attendance targets of 97.5% each year and the headteacher reports attendance data to governors through the termly head's report to governors.

Our schools targets are: 2018/19: 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 or 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-	Not counted in possible

	compulsory school-age pupils	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

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) (Amendment) Regulations 2016

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

Relevant legislation on www.legislation.gov.uk

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

- Parental responsibility measures for school attendance and behaviour
- Children missing education