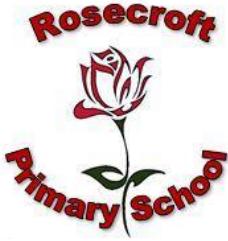


ROSECROFT PRIMARY AND NURSERY SCHOOL



Pupil Attendance Policy



Rosecroft 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 endeavour 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 and
- 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 authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

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

Teachers complete registers on a computerised recording system. The school uses the Scholar Pack system. Blank registration sheets are printed weekly. Should there be an issue logging onto the electronic system, teachers complete the printed sheets, twice a day and return them to the school office. The school secretary then inputs the information into Scholar Pack once the system is available. Late attendance is recorded in a specific file in the school office and added to Scholar Pack. An alternate is in place if the member of staff responsible is absent.

Lateness

Morning registration will take place at the start of school at 8.55am. 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.

The afternoon registration will be at 1PM for KS1 and 1:30pm for KS2.

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

A call will be made to parents on the first and each subsequent day of absence if school has not been contacted with a reason for the absence. An e-mail and text will also be made if no response is received by lunchtime.

Continuing Absence

On the second consecutive day of absence, if no response is received, a telephone call will be made. If necessary, a call will be made to each emergency contact. If a child is absent for a period of 3 days without reason, then a standard letter is sent stating that the school has been unable to contact the parents and asking them to contact the school immediately.

Ten Days 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. 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 teachers and office staff 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.

In cases where the child's attendance level is below 96% with no reasons given for the absences, we may send a 'Letter of Concern' asking the parents to come in and discuss any issues. The school will tell parents that if the absence persists, a referral will be made to the Attendance team.

Half-termly Red, Amber and Green letters with child's attendance print out are sent to all parents.

Red = attendance under 85%

Amber = attendance between 85% and 96%

Green = 96% and above

For children who receive Amber and Red letters, evidence such as an appointment letter card, note from the GP, prescription certificate or sight of prescribed medication will be requested for each absence; failure to produce these will result in the absence being unauthorised which may in turn lead to a referral to the Attendance Support and Enforcement Officer.

Persistent Absence [PA]

At the end of each half term we will review each pupil's attendance to identify those children with persistent absence and/or an attendance level below 90%. Referrals to the Attendance Team will be made following these meetings and Fast Track meetings will be arranged between the school, the attendance officer and the child's parents. All pupils whose attendance falls below 90% will be subject to an action plan to support their return to full attendance. The action plan will include engagement with all parties who can support the pupil's attendance. Failure to comply with the expectations set at the Fast Track meetings by the Attendance Officer may result in further action such as an application for an Education Supervision Order, or court prosecution.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days, if unpaid a further invoice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days.

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. Intervention will be put into place to ensure gaps in learning are addressed.

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.

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, if used, must be safely stored. Registers are brought to the school office after registration and kept in a secure central place.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the leadership team will be responsible for overseeing this work. The school will make use of the attendance data available when setting its target. Targets will relate to national averages.

Monitoring

A named governor will have the responsibility of monitoring attendance procedure as a part of their safeguarding role and the headteacher will report attendance figures to the Governing Body as part of their Headteacher's Report.

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 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-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

Appendices

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.

Agreed By Governors: 28/10/19

Review Date: July 2020