



ATTENDANCE POLICY

Market Weighton Infant 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 (see Appendix 1).

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and local authority attendance 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 authorized, unauthorized or as an approved educational activity (see Appendix 2). Only the headteacher or a member of staff acting on their behalf can authorize absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorized.

Lateness

Morning registration will take place at the start of school. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorized 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. The afternoon registration will be at 1pm for Foundation Stage, 1.15pm for Y1 & 1.30pm for Y2 and the register will remain open for 30 minutes.

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.

Absence Notification

Parents are requested to ring the school on their child's first day of absence. If we have not heard from a parent, office staff make telephone contact after the registers close to establish the reason for absence. If we have had no parental contact after 3 days, a letter is sent home asking parents to contact the school. If there is still no contact, then a further letter is sent out. 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 Attendance Team. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of staff to be aware of and bring attention to, any emerging attendance concerns. Attendance will be monitored half-termly by office staff. In cases where a pupil begins to develop a pattern of absences, is absent for more than 7 days without explanation or is below our attendance target, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the School Nurse if the problem appears to be a medical one. In other cases the school will seek advice from the school's Parent Support Advisor and Education Welfare Officer and follow the protocol recommended by the local authority:

- a. Letter to parent
- b. Letter inviting parent to an action plan meeting
- c. Action Plan meeting with 4 week target set
- d. Letter to parent with action plan
- e. Review meeting
- f. Referral to Senior Education Officer

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.

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 receive their education. This includes:

- Promoting the awareness of this policy to parents through newsletters and the school website
 - Information for parents in the school prospectus and at the induction meeting for parents
 - Reference to the importance of attendance in the Home/School agreement
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- Reminders about the Term Time Holiday Policy in newsletters
- Meetings with parents to discuss reasons for absence
- The inclusion of the attendance figure on their child's Annual Report
- Providing support for parents through our Parent Support Advisor if necessary.

Holidays in term time

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances. However, amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The school's policy entitled “Absence from School for Exceptional Circumstances” can be obtained from the school office or from the school website on the “Information” tab (click on “Policies”). If parents wish to apply for a leave of absence due to exceptional circumstances, they should ask at the office for a form. If the reason for absence is not exceptional, but a family holiday, parents should write a letter to the headteacher in advance of the holiday setting out the dates and reason for absence. ***Please be aware that family holidays during term time will not be authorized which could lead to a penalty notice being issued from the local authority following 10 sessions absence ie. 5 days (1 session = a half day).***

Attendance Awards

The school will issue termly pupil certificates for full attendance in special assemblies to reward pupils who have good or improving attendance.

Health & Well-Being

Children have regular reminders to wash their hands to avoid the spread of disease. Health professionals advice is followed (eg. reminder to parents of children with asthma to use their medication over the summer holidays). Children who are ill are encouraged to stay at home to prevent the illness spreading to others.

Behaviour and Anti-Bullying Policy

This policy is in place to promote positive behaviour in school. If a pupil's absence is due to a behavioural or bullying issue, the strategies in the policy will be put in place to support the child and family in an attempt to improve attendance.

Attendance Targets

The school will set attendance targets each year. Office staff have a system in place for analysing performance towards the targets and the headteacher will be responsible for overseeing this work.

Punctuality

The school prospectus states clearly the time at which each school session begins and finishes. Pupils who have patterns of regular lateness are monitored by office staff and this is recorded in the Health and Safety Log Book, overseen by the headteacher. Where lateness becomes an issue the matter will be discussed with the parents and this will be monitored and a chronology record kept. Support will be put in place with parental agreement if necessary eg. stickers for good punctuality. If a pupil continues to arrive late for school on a regular basis after the register has closed there may be grounds for a prosecution of the parents. Such circumstances will be referred to the school's Education Welfare Officer.

If a pupil arrives late and the register is still open they should be marked as 'late' but counted as present for that session. If a pupil arrives after the register has closed and provides a satisfactory explanation, they should be marked as 'authorized absence' for that session. If a pupil arrives after the register has closed and fails to provide a satisfactory explanation, they should be marked @ with the meaning of unauthorized absence.

If a pupil arrives late having missed registration, parents should sign their child into school in the book at the office. This is for the purpose of emergency evacuation.

Our schools targets are:

2014/15 96% (2012/13 actual figure was 95.9%)

Attendance figures are reported termly to the governors in the Head's Report.

The registration system

The school uses both manual paper registers and a computerised system for keeping the school attendance records.

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	Approved Education Activity

	attending other establishment)	
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
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 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. (Phoenix report AO2). 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. They are stored next to the office and accessed daily by office staff.

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

2 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. Pupils recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Work experience placements
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- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration