

Huntspill Community Federation



ATTENDANCE POLICY



Lead Person: Derek Nevell
Committee: Welfare
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INTRODUCTION:

The Huntspill Federation is committed to help every child reach their full educational achievement & a high level of school attendance is essential for this. 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 & this school attendance policy is written to reflect these laws & the guidance produced by the Department for Education. Each year the schools will examine their attendance figures & review their systems for improving attendance.

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 his/her behalf can authorise absence.

LATENESS:

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 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.

UNEXPLAINED ABSENCE:

1 st Day of Unexplained Absence	3 rd Day of Unexplained Absence	Continuing Unexplained Absence
<ul style="list-style-type: none">• Parent should contact school with reason by phone &/or letter explaining reason for absence.• If no explanation is given the school will contact the home by phone asking for an explanation for absence.	<ul style="list-style-type: none">• The School sends a letter requesting an explanation for absence.	<ul style="list-style-type: none">• The school will seek advice from the EAO.• Any pupil who is absent without an explanation for 10 consecutive days will be notified to the LA, by submitting a formal referral to the Children's Services Attendance Team.

FREQUENT ABSENCE:

It is the responsibility of the classteacher to be aware of & 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 seek advice from the school's Education Attendance Officer (EAO).

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.

HOLIDAYS IN TERM TIME:

Holidays 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 authorising up to 10 days absence (or more in very exceptional circumstances) but parents must apply in advance for permission.

THE REGISTRATION SYSTEM:

The Schools use an electronic register 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 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
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

CHILD MISSING FROM EDUCATION

If a child is missing from school for 5 consecutive days without response to school enquiries follow CME guidance starting follow ups before day 5 of consecutive absence.