



The Sandringham Federation

Attendance Policy

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Person Responsible:	Headteacher

Attendance Policy

Introduction

This Policy has been agreed by the Governors, Staff and Pupils of The Sandringham Federation. It represents our commitment to striving for 100% attendance, which is achievable, and achieved by many children. It sets out the principles, procedures and practice the school will undertake. Strategies, sanctions and possible legal consequences of poor Attendance and Punctuality are also detailed, as well as rewards for, and benefits of good attendance. This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

Principles

- Receiving a full-time, suitable education is a child's legal entitlement.
- It is parents'/carers' legal responsibility to ensure this happens.
- Attending school regularly aids intellectual, social and emotional development
- Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents.
- All children whose attendance is poor will be treated as vulnerable.

These principles are enshrined in British law, within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation.

Aims of the Policy

- To ensure that all children attend as near full-time as possible, in order to maximise their educational achievement and social development.
- To discharge the school's duty to safeguard its pupils to be best of its ability
- To ensure that all those responsible for children's education, including parents, carers, staff and governors understand and accept their responsibilities in relation to attendance.
- To minimise absence from school, thereby reducing levels of persistent absence.
- To improve the life chances of children and young people and prepare them to be fully contributing citizens when they reach adulthood.

Policy objectives:

- **To safeguard the welfare, health, social and emotional development of children**
- **To reduce persistent absence**
- **To reduce or eliminate term time holidays/leave of absence**
- **To promote commitment to education and high achievement**
- **To maximise the potential of every individual pupil**

Promoting Attendance:

The Governors, Headteacher and staff will use all possible opportunities to promote the importance of good attendance and punctuality. These will include the home/school agreement, regular communication, newsletters, rewards and incentives for good or significantly improving attendance.

RESPONSIBILITIES OF PARENTS/CARERS

Understanding types of absence coding

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, GP note, etc. Types of absence that are likely to be authorised are illness, medical or dental appointments which unavoidably fall in school time, emergencies.

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping with parents
- Birthdays
- Minding other younger children in the family
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time
- Arriving at school after 9.10am and 1.30pm (after register is closed up until 9.10 is a Late mark)
- Truancy
- Death of a pet

Reluctant attenders/school refusal

You should do everything possible to encourage your child to attend. However if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the school at the earliest opportunity and the school will do everything possible to sort the problem out. Colluding with your child's reluctance to attend is likely to make the matter worse.

School refusal/school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia.

SCHOOL PROCEDURES

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality

- To refer to the Attendance Officer any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to Norfolk LA, DNEAT and the DfE where requested.

Roles and Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Responsibilities of our SLT (Senior Leadership Team):

- Oversee, direct and co-ordinate the school's work in promoting regular and improved attendance ensuring the attendance policy is consistently applied throughout the school.
- Ensure that attendance is both recorded accurately and analysed.
- Ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- Check weekly any children whose attendance is below 90%
- Contact families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Make referrals to the Attendance Officer
- Provide reports and background information to inform discussion with the school's Attendance Officer
- Liaise with other professionals to determine potential sources of difficulties and reasons for absence.
- Instigate Fixed Penalties or the Fast Track to prosecution process as required
- Sending out standard letters regarding attendance
- In liaison with the administration staff, keep an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers

Responsibilities of classroom staff:

- Ensure that all students are registered accurately.
- Promote and reward good attendance with students at all appropriate opportunities.
- Liaise with the SLT/Head teacher on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.
- Discussing attendance issues at consultation evenings where necessary

Responsibilities of the Head teacher:

- Overall monitoring of school attendance – compare to national data
- Trends in authorised and unauthorised absence
- Work in close liaison with the SLT

Responsibilities of Administration staff:

- Collate and record registration and attendance information.

- Take and record messages from parents regarding absence
- Contact parents of absent children where no contact has been made.
- Record details of children who arrive late or go home
- Keep an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers and reporting concerns to the Executive Head/SLT.

Responsibilities of Parents/Carers:

- Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- Discuss with the class teacher any planned absences well in advance and make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- Support the school with their child in aiming for 100% attendance each year
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Inform the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence the school will require evidence from the doctor or dentist. (Appointment card/letter/prescription)
- Only request leave of absence if it is for an exceptional circumstance.
- Ensure that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Talk to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Registration procedures

Registers are taken twice a day, once at the start of the school day between 8:45am and 9am, and once during the afternoon session. The registers will remain open for 15 minutes. Pupils arriving before the end of the Registration period will be coded L (Late before registers close) which is a present mark. Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence. If a child is late the time that they arrive should be written in the register.

Only the Headteacher or designated member(s) 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 as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absentee). Absence notes received from parents/carers will be added to the register. If a pupil is persistently late the Headteacher will arrange to meet with the family as soon as the pattern is identified.

First Day Absence Contact

Parents are expected to notify the school if their child is unable to attend for any unavoidable reason, such as illness by 9am. If the school does not receive notification it will telephone, text or message on the first day of absence, to try to ascertain the reason. Calls will be recorded on the register notes. First day contact will be carried out as early as possible in the school day, in order to notify parents whose children may have set off for school, but not arrived, as quickly as possible. If the parent cannot be contacted and/or the whereabouts of the child established the school will carry out a child welfare check and if there are further concerns or the school does not have the capacity to complete the check police and/or children services will be contacted.

Where the school has not received reasons for a child's absence, the absence will be recorded as an unauthorised absence (Attendance Code O).

Third Day Absence

Please note: If a child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Norfolk County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family. Members of staff (usually the head teacher and PSA) will visit the family home to establish contact.

Ten days' absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing*. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have up-to-date contact details.

Frequent/Persistent Absence Procedures

Regular trawls of the registers will be made by admin staff to identify pupils with a pattern of absences that may lead to Persistent Absence (PA), that is to say absence of 10% or more in a half term. The Headteacher and Administrative Officer will be responsible for putting in place actions for each pupil of concern. Initially the school will try to resolve the problem with parents/carers, but if the pattern continues the school will refer to the Educational Welfare Officer. All PA pupils and their parents will be subject to an Action Plan or Parenting Contract. Such a plan or contract may include allocation of additional in-school or external support.

Consequences of Poor Attendance /Punctuality

For pupils whose attendance and/or punctuality fails to improve, after a range of interventions and support measures have been tried by the school, the ultimate consequences may be one of the following:

- 1) The school may ask the Council to issue a Penalty Notice on its behalf. A Penalty Notice carries a fine. If not paid at all, court action may be initiated.

- 2) The school may ask the Council initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment.
- 3) In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

Children who Cease to Attend without Prior Notification (CME) procedures

Procedures for trying to trace children who cease to attend without prior notification result in a referral of the child's details to the Local Authority for it to perform further checks that are not available to school.

Non starters

Pupils who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the pupils to the local authority CME team for further checks.

Vulnerable Children

Children who are Looked After (LAC), subject to a Child Protection Plan (CP), Children in Need (CIN) will be treated with highest priority and will be known to the Attendance Officer. Any unexplained absence will be followed up immediately by a telephone call to the home, a home visit or by a call to the MASH TEAM 0344 800 8020 in order that a same-day visit can be made. Children with Special Educational Needs (SEN) will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

Attendance Procedures Flowchart

Day to Day Attendance Procedures

Day 1: Call/Text/message sent if no communication has been received SLT/DSL informed



Day 2: Call/Text/message again if still no communication has been received SLT/DSL informed



Day 3: School will start 'Child missing in education' procedures – SLT may visit family home for child welfare check or contact police/ social services if they have safety concerns.

Persistent Absentee Attendance Procedures

%	What could happen?	Who?
90-95%	Letter to parents/carers alerting them of attendance under 95%	SLT and Admin
<90%	Referred to Attendance officer	SLT
<85%	Fast track procedures started	SLT

Covid-19 Attendance/Registration Procedures

Attendance expectations

From the start of the Autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, changes have made to the regulations governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'.

This category is only to be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³

- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Attendance codes

From the beginning of the new academic year, we will return to using the attendance and absence codes in use before the outbreak, in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X⁴
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

- Pupils who have symptoms should self-isolate and get a test.
- If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case. Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.
- If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.
- If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.
- If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X should only be used up until the time of the negative test result when the pupil can return to school.
- If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.
- In all cases of self-isolation, we will ask parents to inform us immediately about the outcome of a test. We should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19). The NHS test and trace guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X should be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine⁵. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

We will contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to our school. Code X should not be used for sessions after the pupil has been advised to return to school.

Local lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

Remote education

If a pupil is not attending our school due to circumstances related to coronavirus (COVID-19), we offer them access to remote education. We will keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

Registration

Lateness/Punctuality

To avoid large crowds, we have given each class a different drop off and pick up time/point. These times are different from our normal school start/finish times. It is important to be on time at the start of the morning and afternoon school sessions and to lessons. Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. A late child can miss vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- **All pupils are expected to be in school at the times listed in guidance sent to parents.**
- Morning registration is from **8.40 am. – 9am** depending on their start time. Any child arriving after 9.15am (school gates will be closed at this time) will be recorded as U (Unauthorised) in line with Department of Education guidance. These marks show them to be on site, but is legally recorded as an absence. All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded *M*. (Evidence of the appointment will be required)

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school may issue parents with a Penalty Notice.

All children should be collected promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies. If one is available, the school will place a child into the after-school club and provide the parent/carer with the bill.

ATTENDANCE

USEFUL INFORMATION FOR PARENTS AND CARERS

Introduction

This is a successful school, and you and your child play a part in making it so. We aim to encourage all members of the school community to reach out for excellence. For children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school in good time for the start of the school day, every day the school is open, unless they are genuinely ill or there is some other unavoidable reason.

Some children are reluctant to go to school and say they do not feel well. It is for you as the adult, to judge whether they are genuinely unwell, or just unwilling. It will be better for them in the long run to go to school, rather than avoid it, as days off mean they will fall further behind and make them even more reluctant. Your job as the parent is to encourage them to attend.

Ensuring your child's regular attendance at school is YOUR legal responsibility and permitting absence without good reason is an offence in law and may result in legal action being taken, or a Penalty Notice being issued (see below).

Learning

Any absence affects the child's learning, and the more they miss the harder it will be for them to catch up. Research has shown that for every percentage point of absence, attainment is significantly lower.

Safeguarding

There is extensive research linking poor school attendance and exclusion with crime and anti-social behaviour, and risk of exploitation by unsuitable adults. For this reason, failure to attend regularly will be regarded as a safeguarding issue.

Understanding absence percentages

You may wonder why a school would be concerned if your child's attendance is 95%. This may make it easier to understand:

95% equates to half a day off every two weeks

90% equates to a day off every two weeks

85% equates to one and a half days off every two weeks

80% equates to one whole day off every week

A secondary age child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school

Even the brightest and most enthusiastic learner will find it hard to keep up with their work with these levels of absence. That is why we encourage the highest attendance possible.

Understanding types of absence coding

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, GP note, etc. Types of absence that are likely to be authorised are illness, medical or dental appointments which unavoidably fall in school time, emergencies.

Examples of types of absence that are not considered reasonable and which will be UNAUTHORISED under any circumstances are:

- Going shopping with parents, Birthdays, Weddings, celebrations
- Minding other younger children in the family
- Staying at home because other members in the family are unwell
- Staying at home because of a family members work
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark
- Truancy

Reluctant attenders

You should do everything possible to encourage your child to attend. However if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the school at the earliest opportunity and the school will do everything possible to sort the problem out. Colluding with your child's reluctance to attend is likely to make the matter worse.

Persistent Absence

A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year, **for whatever reason, whether it be authorised or unauthorised, or a mixture of both**. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it. PA pupils are tracked and monitored carefully through our pastoral system, and we combine this with tracking academic progress to assess the effect on the pupil's attainment. All our PA pupils and their parents may be subject to an Action Plan.

Parenting Contracts

You may be asked to participate in a Parenting Contract to support your child's attendance.

These are initiated where school feels you may need help in influencing your child to attend properly. They have no force in law, and are entered into voluntarily. A meeting will be held to which you and your child will be invited. The problems will be discussed and agreement reached as to what the school will do, the child will do and what you as parents/carers will do to try to improve the situation.

Reporting your child's absence

If your child is absent you must:

- Contact the school as early as possible on the first day of absence, either by telephone, email or in person, and on each day they are absent following that unless the child has an illness whereby the length of absence is extended and known eg chicken pox.
- If a child is absent and we are unable to establish their whereabouts through the contacts given or by any other means we will carry out a child welfare check and if there are further concerns police and/or children services will be contacted.

Leave of Absence/Holiday

From September 2013 the Department for Education amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school. The Head Teacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

Exceptional Circumstances - Family holidays, for whatever reason, cannot be approved, even if the parent is unable to take time off work at any other time. An "exceptional circumstance" would have to be defined as an unavoidable cause eg, a one-off emergency situation which prevents the child from attending school.

Your contact details

Please make sure that the contact details you have given to the school are kept up to date, so that in the event of an accident, emergency or any other need to contact you we have the correct details.

Useful school contacts

Email - office@flitcham.norfolk.sch.uk
head@flitcham.norfolk.sch.uk

Telephone – 01485 600383 – Flitcham

office@sandringhamwestnewton.norfolk.sch.uk
head@sandringhamwestnewton.norfolk.sch.uk

01485 540506 – Sandringham and West Newton

Legal References

Section 7 of the Education Act 1996 states that *the 'parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable to his/her age, ability and aptitude, and to any special educational needs he/she may have, either by regular attendance at school, or otherwise.'*

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare, on the premise that the welfare of the child is paramount.

Appendix 1

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 <u>or</u> days in excess of agreement)	Unauthorized 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	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized 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)	Unauthorized 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

IMPORTANT INFORMATION FOR PARENTS ABOUT ATTENDANCE

Attendance Facts for all Parents and Carers

All pupils are expected to reach attendance levels of 95% and above to be able to access and achieve their potential at school. Data shows a direct link between attendance and academic achievement.

Pupils only attend school for 190 days per academic year (this means that for the other 175 days they are at home with you!)

Holidays in term time are no longer authorised except in exceptional circumstances.

What does your child's percentage attendance mean?

Parents/carers often become confused about what good attendance is. As a school our target attendance percentage is 96%.

Attendance Percentage	Days missed over a school year
100%	0 Days missed
95%	10 Days missed
90%	20 Days missed or 1 day off every 2 weeks
85%	30 Days missed or 1 ½ days off every 2 weeks
80%	40 Days missed or 1 day off a week!

Persistent absence (including lateness) from school will be investigated by the Attendance Improvement Service. **The Government have set this as below 90%.**

Please see the flowchart for the action you can expect the school to take in regard to Attendance.

The percentages below will help you understand our expected attendance levels:

97% and above: Excellent Attendance

96% - 97%: Good Attendance

90% - 95%: Be Aware

Less than 90%: Serious Concerns- Less chance of success academically - Possible referral to Attendance Improvement Service

Helpful Hints

- If your child complains of 'tummy ache' or a headache and you are unsure, please speak to the class teacher and we will keep a close eye on them during the day. Sometimes feeling unwell can simply be due to getting up early!
- Ring the school to discuss your child's illness if you are unsure.
- If your child is poorly we will ring you and ask you to take them home. We may also be able to give advice to help with how long they should be absent (for chickenpox and sickness this can be helpful)
- Always let us know what is wrong with your child when you ring so that we can be watchful for symptoms in others.
- If in doubt bring your child to school! We will look after them and ring you if there is a problem.

Childs name:

Year Group:

Current Attendance for the Academic Year 15/16-

Attendance Process

Letter or report to all Parents at least 2 x per year informing them of their child's attendance.



Separate letters may be sent to highlight attendance that is between 90% and 95% or to highlight lateness.



If attendance falls below 90% this is classed as persistent absence.



For those below 90% a letter will be sent requesting a meeting to be arranged within 5 working days. During that meeting the reasons for poor attendance can be discussed and an action plan drawn up.



A review will be held 6 weeks after this letter is sent. If attendance has not improved a referral will be made to Children's Services.



If attendance improves to the target level of at least 95% then it will be reviewed every 6 weeks until there is a long term improvement.

Learning

Any absence affects the child's learning, and the more they miss the harder it will be for them to catch up. Research has shown that for every percentage point of absence, attainment is significantly lower.

Safeguarding

There is extensive research linking poor school attendance and exclusion with crime and anti-social behaviour, and risk of exploitation by unsuitable adults.

For this reason, failure to attend will be regarded as a safeguarding issue.

Absence

If a child is absent and the parent cannot be contacted and/or the whereabouts of the child established the school will carry out a child welfare check and if there are further concerns Police and/or Children Services will be contacted.