

St Augustine's Catholic Primary School

WHOLE SCHOOL ATTENDANCE POLICY

St Augustine's Catholic Primary 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 examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk 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 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 8:55am. The registers will remain open for 35 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 authorized absence code will be entered.

The afternoon registration will be at 1:00pm in KS1 and 1:15pm in KS2
The registers will close at 1:15pm in KS1 and 1:30pm in KS2

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 are asked to contact the school either by phone, email or text to explain an absence or via a note to the class teacher. If the child is absent for more than a week parents should call again to give a reason.

If no reason for absence is received on the first day then parents will be contacted to ask why their child is away.

Third Day Absence

If there has been no communication as to why a child is absent by the third day then a call will be made to find out the reason for the absence

Continuing Absence

Continuing absence beyond the third day will trigger further calls on a daily basis

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. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of the Headteacher or Deputy Headteacher acting on information provided by the School Administrator/ Secretary 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 parents/ carers. 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 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.

The Home/School agreement is used in this way.

Planned Absences in Term Time

Absences from school are only authorised in very exceptional circumstances. In this case Parents/ Carers are asked to complete an Application for a Planned Leave of Absence during Term Time form and return it to the Headteacher at least two weeks before the absence. (See Appendices)

Attendance Awards

The school will use the following system to reward pupils who have good or improving attendance. Any child who has 100% attendance in a term is presented with a certificate for that term. Similarly any child who has 100% attendance in the year is given a further certificate.

The weekly attendance of the top 3 classes is noted in Friday's Praise Assembly. At the end of each month the two classes with the best attendance receive a trophy acknowledging their success.

Attendance Targets

The school will set attendance targets each year. The SIMs system for analysing performance towards the targets is used by the school office and this is monitored by the Head teacher.

The registration system

The School will use SIMs 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

Registers by law must be kept for at least 3 years. Electronic back ups are also kept for 3 years.

Register Security

All registration details are kept online using the SIMS management information system which can only be accessed by an authorised with a user name and password issued by the school/ local authority.

This policy will be reviewed on an annual basis.
Last Review December 2011 June 2013

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

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.

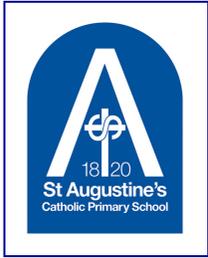
3. Approved Educational Activity

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



St. Augustine's Catholic Primary School
 West End, Old Costessey, Norwich.
 Headteacher: Mr. A. S. La Chapelle M.Sc.

Application for a Planned Leave of Absence during Term Time

Parents can be fined for taking their child on out of school during term time without consent from the school.

The Headteacher will consider your request for leave of absence following government guidelines and considering these points:

- The child's previous attendance history
- The child's stage of education.
- The time of year (SATS, exams or the beginning of the school year).

Current Government guidance states:

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.

All parents/ carers must complete this form at least two weeks before any planned absence.

Please return this form to the School Office/ Headteacher

Child/ Children's Names			
Dates of Leave (Inclusive)	From	To	
Total number of School Days Lost	This Absence	All Academic Year	
Reason for Application:			
<p>I/we understand the implications of taking a child out of school for the time stated above and would like formally to request an exceptional leave of absence as shown.</p> <p>Signed _____ parent/ carer</p> <p>Date _____</p>			
For Headteacher's Reply			
	Your request for exceptional leave has been agreed.		
	Please make an appointment to discuss this further with the Headteacher.		
Signed _____ Date _____			
No. of Authorised days		No. of Unauthorised days	

A copy of this form is to be returned to the parents, the original to be filed with the child's/children's records.