



## **WHOLE SCHOOL ATTENDANCE POLICY**

Parkside 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 and Skills.

Each year the school will examine its attendance figures and set attendance 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 must have their absence recorded as being authorised or unauthorised. Only the Head of School or a member of staff acting on their behalf can authorise absence.

#### **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 unauthorised absence unless an explanation given is accepted as grounds for authorising the late arrival. The afternoon registration will be at 1.25pm. The registers will close at 1.30pm.

#### **First Day Absence**

Parents/Carers are expected to contact the school by telephone or note (via the school transport) to explain an absence. This is transferred to the register by the form teacher/ Teaching Assistant or the Attendance Administration Assistant. If there is no communication

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from parents/carers the Attendance Administration Assistant will telephone them before 11.00am.

### **Third Day Absence**

Parents/carers are telephoned again and a standard letter is sent asking them to contact the school as soon as possible.

### **Fifth Day Absence**

If there is still no contact the school may telephone emergency contacts to ascertain the reasons for absence.

### **Ten Day's Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be referred to the Norfolk Pupil Attendance Service. The school will include details of action that they have taken.

### **Frequent Absence**

It is the responsibility of the Attendance Administration Assistant to be aware of and bring attention to any emerging attendance concerns. The Attendance Administration Assistant produces a monthly report highlighting pupils' attendance below 90%. This report monitors any frequent patterns of absence by a particular pupil and therefore any problems can be quickly addressed. The report is then signed by the Head of School.

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 refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will discuss the problem with the schools Attendance Improvement Officer.

### **Frequent Medical Absences**

The school will discuss with the relevant Health Team those pupils who frequently miss days for medical reasons.

### **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.

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### **Absence Notes**

Notes received from parents explaining absence should be kept for a short period (4 weeks). 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 can be used in this way.

### **Holidays in Term Time**

Holidays during term time are not allowed under the new Government guidelines.. The Head of School may authorise time off during term time under highly exceptional circumstances. Further guidance is available from the Local Authority.

### **Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance.

Each term a certificate will be given to each pupil with full attendance. In each Department the Head of Department will reward pupils with good attendance by using special events or privileges. A special certificate is awarded to all pupils with full attendance for the year.

The schools attendance last year was 94%

The schools attendance targets are:2018/2019 - 95 %

### **Evaluation of Policy**

This policy will be reviewed by the Head of School and considered by the Senior Leadership Team. It will ensure that maximum attendance is paramount in the practices of the school.

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**The Registration System**

The school uses a computerised system for keeping the school attendance records.

The following codes / marks will be used to record attendance information.

Present / am \ pm.

CODE	DESCRIPTION	CATEGORY
<b>B</b>	Educated off Site (Not dual registered).	Attendance out of School
<b>C</b>	Other Authorised Circumstances	Authorised Absence
<b>D</b>	Dual Registration	Authorised Absence
<b>E</b>	Excluded	Authorised Absence
<b>F</b>	Agreed extended family holiday	Authorised Absence
<b>G</b>	Family Holiday not Agreed or days in excess	Unauthorised Absence
<b>H</b>	Approved Family Holiday	Authorised Absence
<b>I</b>	Illness (Not medical appointment)	Authorised Absence
<b>J</b>	Interview	Authorised Absence
<b>L</b>	Late (before registers closed)	Authorised Absence
<b>M</b>	Medical, Dental or confirmed illness	Authorised Absence
<b>N</b>	No reason yet provided for absence	Unauthorised Absence
<b>O</b>	Unauthorised Absence	Unauthorised Absence
<b>P</b>	Approved Sporting Activity	Attendance out of School
<b>R</b>	Religious Observance	Authorised Absence
<b>S</b>	Study Leave	Authorised Absence
<b>T</b>	Traveller Absence	Authorised Absence
<b>U</b>	Late (after registers closed)	Unauthorised Absence
<b>V</b>	Educational Visit or Trip	Attendance out of School
<b>W</b>	Work Experience	Attendance out of School
<b>X</b>	Non compulsory school age absence	Attendance out of School
<b>Y</b>	Enforced Closure	Authorised absence
<b>Z</b>	Pupil not yet on roll	

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Registers by law must be kept for at least three years. Computer registers must be printed out at least once a month and bound into annual volumes.

## APPENDICES

### **The Law**

The education Act 2011 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.

The Act also 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) Regulations 1995
- The Education (Pupil Registration) (Amendment) Regulations 1997
- The Education (Pupil Registration) (Amendment) Regulations 2001
- The Education (Pupil Registration) (Amendment) Regulations 2013

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### 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 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 2011.

#### 3. Approved Educational Activity

This is a new category introduced by the Education (Pupil Registration) (Amendment) Regulations 1997 and added to by Education (Pupil Registration) (Amendment) Regulations 2001. It 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

Signed..........Date 27/11/18.....

Date to be reviewed Autumn 2019

Reviewed Autumn 2018