OCTOBER 2018

Attendance Policy

Swansfield Park Primary School

POLICY

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The Governors believe that achieving a high level of attendance at school is vitally important for the attainment, life chances and employment prospects of our pupils. It is also crucial to the five Every Child Matters outcomes:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- achieving economic wellbeing

In order to fulfil its responsibility to support families and pupils to achieve the highest levels of school attendance the School will:

- provide an environment where all pupils feel valued and welcome
- ensure contact with parents/guardians on first day of absence
- keep records of reasons for absence
- comply with legislation, DfE guidance and best practice guidelines to monitor pupil attendance and intervene where appropriate
- apply the Partnership policy on holidays in term time
- ensure that services e.g. Education Welfare Service, are involved where necessary
- examine its attendance figures and set attendance/ absence targets for the year ahead
- review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals

The school attendance target for 2018-19 is 96%

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1 Recording Attendance And Absence

Under the Education (Pupil Registration) (England) Regulations 2006, the governing body is responsible for making sure that two registers are kept, one for admissions and one for attendance. The admissions register is the school's roll and it is kept up to date by office staff.

Pupils must not be removed from the school register without parental notification or consulting the Education Welfare Officer or an Officer of the County Council.

Attendance registers will completed at the beginning of morning and afternoon sessions. Attendance registers must show whether each pupil is present, attending an approved education activity or absent. The attendance register must indicate whether the pupil's absence was authorised or unauthorised.

After registration, registers must be returned to the school office where updates to the online attendance are made.

1.1 Pupils arriving late.

Pupils arriving late should report to the school office. Pupils arriving within 10 minutes of the end of registration should be given their attendance mark but with L to indicate lateness. Pupils arriving more than 10 minutes after registration should be marked with an appropriate code if there is an acceptable reason e.g medical appointment but if there is no valid reason e.g. 'slept in' they should be marked with U to show that they are present in school.

1.2 Authorised Absence

Absence can only be authorised by the Head or another member of the teaching staff, who is acting with the Head's authority. Even when parents telephone or submit a note explaining absence, the school is not obliged to authorise the absence unless they are satisfied that the reason given is valid. When pupils return to school they should be welcomed back. Their class teacher should ensure that they bring a note from parent/guardian with the reason for the absence. Notes from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about a pupil that may require further investigation, notes may need to be retained for a longer period. The appropriate code should be entered in the register (See App. 1). Class teachers who are in any doubt about a reason for absence being genuine or justified should refer to the Head teacher.

1.3 Absence due to holidays.

No holidays will be authorised in term time unless there are exceptional circumstances. The Head will authorise up to 10 days absence for holidays in any academic year, providing application is made in writing at least 2 weeks before the planned absence and provided the pupil's attendance has been at least 90% or above. If these conditions are not satisfied the Head will contact the parent/guardian and may not authorise the absence.

Save in absolutely exceptional circumstances the Head will not authorise more than 10 days absence for holidays.

If the school does not authorise an absence and the pupil goes on holiday or a child returns later than agreed, the absence will be recorded as unauthorised, the Education Welfare Officer will be notified and the Head will write to the parents.

1.4 Unauthorised Absence

All unauthorised absences, for any reason will be referred to the Education Welfare Officer and parents will be contacted by the Head.

2 Monitoring Attendance

2.1 Vulnerable groups

Staff will monitor the attendance of the following groups of children and notify Children's Services if there is an unexplained absence of more than two days duration (or one day following a weekend)

- Looked after children
- Children with a child protection plan / core group plan
- Statemented children

2.2 Monitoring absences

Classteachers will monitor attendance of pupils in their class. They should liaise with the Headteacher if in the following circumstances:

- there is a regular pattern of absence e.g. often off on a Monday
- there has been a high level of absence

The classteacher will speak to the pupil and parents to try to resolve any underlying problems.

The Headteacher will notify the Education welfare Officer about any pupils still causing concern.

Each half-term the office will compile a list of pupils whose attendance has been below 90% for the half-term and pass this to the Head. The Head will liaise with classteachers and the Head will contact the parents of pupils who have not been followed up already.

Attendance figures will be included in school reports which are sent to parents.

2.3 First Day Absence

On the first day of a pupil's absence, parents have been encouraged to ring school. If a phone call is received, this information is recorded on an absence slip and the classteacher is notified. If a pupil is absent and no call has been received, the office will attempt to contact a parent/guardian to ascertain the reason for the absence. The aims of this are to:

- ensure that parents are alerted if a child who has been sent to school has not arrived safely
- raise awareness of the importance of full attendance
- address attendance difficulties at an early stage
- let parents and pupils know that they will be missed
- enhance home-school communication

2.4 Fifth Day Absence

If a pupil has been absent for 3 days and school has been unable to contact a parent or guardian a standard letter will be posted to parents, requesting that they contact school immediately. If no response is received and the pupil is still absent after 5 school days, the Educational Welfare Officer will be contacted.

2.5 Ten Days Absence

Any child 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 (this is a legal requirement). The school will include details of the action they have taken.

2.6 Promoting attendance

Attendance percentages for each pupil will be included in the annual report to parents. At the end of each year certificates are given to pupils with 100% attendance.

Monitoring and Evaluation

This policy has been formally adopted by the governing body.

VERSION HISTORY		
VERSION	DATE	DESCRIPTION
Initially adopted	May 2010	
Review	27 May 2016	Adapted into Swansfield Park Primary School
Target 2017-18 set	31 October 2017	Target on front page.
Amend March 2018	19 March 2018	Amend attendance criteria in Appendix 2
Amends (minor)	12 October 2018	figures and dates

APPROVAL AND AUTHORISATION				
	NAME	JOB TITLE	SIGNATURE	DATE
Approved by	**Jenny Smith**	Head Teacher		
Approved by	**Julie Henderson**	Chair of Governors		
DATE OF NEXT REVIEW			**Autumn 2019**	

APPENDIX 1

Attendance Codes

CODE	SCHOOL MEANING	STATISTICAL MEANING	PHYSICAL MEANING
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	DO NOT USE	Unauthorised Absence	Late for session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Educational Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	DCSF #: School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	DO NOT USE DCSF X: Non-compulsory school age	Authorised Absence	Out for whole session
!	abs	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DCSF Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No Mark	No mark for session

APPENDIX 2

Attendance	Key Person	Possible Action	Support
First day of absence	Office staff	• Checked for message, otherwise phone call home	• Ask parent if there is anything we can do to support attendance
Poor attendance or regular pattern of absence	Classteacher	• Encourage attendance • Ensure absence note is received • Accurate up-keep of register	• Praise • Attendance certificates • Pastoral support
Below 96%	Classteacher Office Staff	• Investigate reasons • Letter home • Encourage attendance • Referral to Head or EWO	• Continued support, involving parents • Letter home
Below 92%	Head / EWO	• Letter home – attendance below 92% • Letter home advising EWO may be involved • Interview pupil and parent • No further absences due to illness authorised without letter from doctor	• Home visit from EWO • Continued support from school/EWO for family/student.
Persistent Absence Below 90%	EWO/Head	• EWO involvement following policy	• Continued support from school/EWO for family/student.