



Signed by Chair of Governors

Date approved by GovernorsFeb 2011.....

Review DateFeb 2014.....

ATTENDANCE POLICY

Trowse 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 (see Appendix 1) 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.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

School Procedures

Absence

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 see Appendix 2. Only the Headteacher or a member of staff acting on their behalf can authorise an 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 30 minutes. (DFE guidance suggests a maximum of 30 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 1.15 PM. The registers will close at 1.45 PM.

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 expected to contact the school as soon as possible on the morning of the first day of absence.

The school's Clerical Assistant or Secretary will make telephone contact with the parent/s of emergency contacts if no explanation for the child's absence is received.

The reason for the absence is recorded in the absence record which is kept in the office and the information is then transferred to the registers, both paper and electronic. The same procedure will take place on day two of the absence if no explanation for the child's absence has been received.

Third Day Absence

If a child is still absent and no explanation has been obtained, a standard letter is sent home asking the parent to contact the school.

Ten Day's Absence

Any pupil who is absent without an explanation for 10 consecutive school 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 that they have taken.

Frequent Absence

It is the responsibility of the Headteacher 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 parent/s through conversations, phone calls or letters. In some cases the school will seek advice from the school's Attendance Improvement Officer (AIO). The Local authority will access the schools attendance records and will get involved where they see that an individual's attendance is poor (below 80%). They will ask the Headteacher for information in the first instance, then may contact the family direct.

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome within the class. 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 in the register. If absence notes are in pupil planners, these should be sent to the office for office staff to transfer the reason to the folder. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be copied and kept in the pupil records file. All notes and records of absences are kept with the registers for seven years.

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 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. (See appendix 3)

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Headteacher will be responsible for overseeing this work.

Our schools targets are:

2009/10- 3.1% absence (actual 2.9%)

2010/11- 3.1% absence

For the purposes of comparison, the Norfolk absence record for the last two complete academic years for primary schools are:

2008/09- 5.2% absence

2009/10- 5.2% absence

Register Security

The registers must be safely stored in the office in the school day and will be locked away in Holiday time and weekends. The electronic version, on the school Management Information System (MIS) is secure and held off site.

The registration system

The teachers will use manual paper registers for keeping the school attendance records. This information is then saved on the Management Information System weekly. 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 or 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 of the school MIS will be held indefinitely.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

APPENDIX 1

Appendices

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

APPENDIX 2

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

Unauthorised Absence
Authorised Absence
Approved Educational Activity

Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

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.

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

Name of School: _____

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR FAMILY HOLIDAY DURING TERM TIME

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

Full name of child(ren) _____

Address _____

Leave requested from _____ to _____

Total number of school days _____

Reason for application: _____

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.

Signature of parent(s)/carer(s) _____

Date: _____

The Headteacher will consider your request for leave of absence following government guidelines and the following points

1. The child's previous attendance history
2. The child's stage of education.
3. The time of year (SATS or exams).
4. Whether the parents are restricted in terms of leave from their employer.

Your request for leave of absence from school for a family holiday during term time has been considered and has been agreed/ not agreed.

Signature of Headteacher _____

Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carer of the student to confirm authorisation.

Family Holidays & Extended Trips Abroad during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence for up to 10 days in any academic year*, for the purpose of *annual family holidays* in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the school's head teacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this.

The government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Discuss with the school any request for holiday prior to making a booking. Your child's school may have a designated person for this. It is the parent/carer's responsibility to ensure you receive confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.

If the head teacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £50 fine per parent/carer per child payable within 28 days, this increases to £100 payable between 29-42 days. Failure to pay usually results in prosecution in the Magistrates' Court.

* (Academic year = school year from September to July)