

Attendance Policy

January 2012

Reviewed annually by the Governing Body



Introduction

The Priory Primary Academy 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. 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 Head Teacher 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 8.40am. The registers will remain open for 10 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 authorised absence code will be entered.

The afternoon registration will be at 1.15 pm.

The registers will close at 1.25 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 of absence

When a child is absent, the parent should inform the School as soon as possible. The child's class teacher will be informed and the register will be marked accordingly. If the School office has not been notified by 10.30am, the parent will be contacted by the secretary.

Frequent absence

It is the responsibility of the Head Teacher 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. If this is unsuccessful, the School will refer to the School Nurse if the problem appears to be a medical one. In other cases the School will seek advice from the School's Educational Welfare Officer.

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 that it is their responsibility to ensure that their children receive their education.

Holidays in term time

Holidays during term time are to 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. The permission form is available from the office or may be downloaded from the website, www.theprioryprimaryschool.org. Absence that is requested is granted at the discretion of the Head Teacher. Approval of absence will be given for:

- family bereavement/bereavement
- family celebration
- external examination eg piano, ballet, sports competition
- medical/dental appointment/illness
- educational taster days
- religious reasons
- educational day visit.

Attendance targets

The School is required to set an attendance target each year. Our school target for 2010/11 is to achieve 96.5% attendance.

The registration system

The School will use a manual paper register for keeping the School attendance records. By law, registers must be kept for at least 3 years.

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

Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid).

Register security

The registers must be safely stored in the office and be returned promptly by the register monitors.

Signed:

Date:

Signed:

Date:

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'.

Categorisation of absence

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

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

Note. Pupils recorded in this category are deemed to be present for attendance returns purposes.