

Attendance Policy

October 2018



**Saint Augustine Webster
Catholic Primary School**



Mission Statement

The school will aim to:

- develop an awareness of God's love and presence in individual's lives and to elicit a response to that;
 - help pupils to develop a reasoned set of attitudes, values and beliefs allowing the individual to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ;
 - make prayer, worship and liturgy valued experiences;
 - develop real links with home and parish;
 - create caring relationships with all those children and adults who are involved in the school.
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Saint Augustine Webster Catholic Voluntary Academy

Attendance Policy

Saint Augustine Webster Catholic Voluntary Academy is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavor 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/absence targets. These will reflect both national and North Lincs 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 from the 'soft start' to school at 8.50am. The registers will remain open for 20 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.

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. If no contact is made the school will contact parents. Administrative staff are responsible for following up absences. Information is written on a duplicated message slip. The slip is then put into the class register and the duplicate is kept in office file.

Third Day Absence

If it has not been possible to make contact then another call is made on the third day if the child has not returned. If parents cannot be contacted a letter is sent.

Continuing Absence

If the absence continues another letter will be sent.

Ten Days' 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.

Persistent Absence Below 80% Attendance

It is the responsibility of the administrative staff 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 Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the EWO.

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This includes 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 are 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 uses 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.

Holidays in term time

Holidays during term time are discouraged. Parents are regularly reminded of the effect that absence can have on a pupil's potential achievement. The school will only authorise up to 10 days absence **in exceptional circumstances** but parents must follow guidelines and apply in advance for permission and provide evidence in support of circumstances (see Appendices 3,4,5 ,6 and 7 for details).

Attendance Awards

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

Certificates for 100% attendance at the end of each term.

A gift voucher for 100% attendance at the end of the school year.

Attendance Targets

The school sets attendance targets each year. Attendance statistics are provided for Governors termly.

The registration system

The School will use manual registers 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.
Computer registers are printed out at least once a month and bound into annual volumes.
(Phoenix report AO2). These are preserved for at least three year.

Register Security

The registers are safely stored in the school office.

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

2. **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
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