



Policy for ATTENDANCE for PUPILS

Policy proposed March 2019

Policy reviewed March 2020

ATTENDANCE

Acts of Parliament clearly define parents' and pupils' responsibilities regarding attendance at school. The law (Education Act 1996) places a duty on parents to ensure that their children are 'properly educated either at school or otherwise'. This law states that parents commit an offence if a child of compulsory school age does not attend regularly or is frequently late for school. All parents have received the DfEE information leaflet on school attendance.

Pupils are required to attend school unless there is a good reason for absence. Pupils are required to be punctual for the start of the school sessions and for lessons and assemblies. Attendance is monitored regularly and individual targets set through IEPs. Whole school targets for attendance are set and reviewed termly.

At The Jane Lane School, we use a number of strategies to encourage regular attendance:

- All staff promote good attendance and punctuality through assemblies, P.S.M.E. sessions and day to day dealings with pupils in and out of lessons.
- Attendance Board - weekly attendance
- Excellent attendance for half term is rewarded with a certificate/class attendance certificate
- Excellent attendance for a full term is rewarded with a certificate
- Excellent attendance for whole year awarded special presentation by EWO and acknowledged by LA
- End of term attendance trip.
- Children with 100% for the whole year awarded a small prize.
- School will attempt to contact parents on the first day of their child's absence by 10.00am
- Education Welfare Officer (EWO) available on a daily basis to assist where no family contact is possible by telephone.
- Education Welfare Officer in school weekly to discuss attendance and offer support and guidance to pupils and parents as appropriate.

- If absent child is open to social services and no contact can be made to parent/carer a safe and well check must take place.

PROCEDURE FOR REGISTRATION OF PUPILS AND MONITORING OF ABSENCE

- Teachers mark register electronically.
- Any absences investigated by office staff
- Authorisation of absence sought through letters/phone calls to home
- Where there is still no response, or persistent absenteeism is a concern, the Education Welfare Officer will make a home visit.

CONTENTS OF ATTENDANCE REGISTER

School will take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present
- Attending an approved educational activity
- Absent: or,
- Unable to attend due to exceptional circumstances.

The school will follow up any absences to:

- Ascertain the reason.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is approved or not, and,
- Identify the correct code to use before entering it on the system which is used to download data to the school census.

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absences in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain greater understanding of the level of, and the reason for, absence. The codes are:

Present at school

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: present in school / =am \ =pm
Present in school during registration.

Code L: Late arrival before the register has closed

Code B: Off site educational activity
This code is used when

Code D: Dual registered - at another educational establishment.

Code J: At an interview with prospective employers, or another educational establishment.

Code P: Participating in a supervised sporting activity.

Code V: Educational visit or trip.

Code W: Work experience

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorized by the school.

Code E: Excluded but no alternative provision made.

Code H: Holiday authorized by the school.

Code I: Illness (not medical or dental appointments).

Code M: Medical or dental appointments.

Code R: Religious observance.

Code S: Study Leave.

Code T: Gypsy, Roma and Traveller absence.

Unauthorised Absence from School

Unauthorized absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the Head Teacher.

If a school does not authorize a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave in advance, the absence must be as unauthorised.

Code N: Reason for absence not yet provided.

School will follow up all unexplained and unexpected absences. Every effort is made to establish the reason for a pupil's absence. When the reason has been established the register is then amended. If no reason for the absence is provided after reasonable amount of time it is then replaced with code O (absent from school without authorisation), school then asks the Education Welfare Officer (EWO) to visit the pupils home to ask the parent/Guardian for the reason of absence.

Code O: Absent from school without authorisation.

If the school is **not** satisfied with the reason given for absence they should record it as unauthorized.

Code U: Arrived in school after registration closed.

School will actively discourage late arrival, and will follow up any patterns that occur.

Administrative Codes

The following codes are not counted as possible attendance in the school census.

Code Y: Unable to attend due to exceptional circumstances.

This code is used where a pupil is unable to attend because:

- The school site or part of it, is closed due to an unavoidable cause, or
- The transport provided by the local authority is not available and where the pupil's home is not within walking distance of the school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period less than four months.

Code Z: This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

School will put pupils on the admission register from the first day that school has agreed, or been notified, that the pupil attend school.

Code #: planned whole or partial school closure.

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; occasional days (for example, bank holidays); up to 5 non-educational days to be used for curriculum planning/training.

Attendance Policy School Attendance Matters

Jane Lane School is striving to achieve our goal of 95% attendance, it's our policy that no child's attendance should fall below 90% in order for this to happen Jane Lane School recognises that good attendance is central to raising standards and pupil attainment.

Promoting excellent attendance is the responsibility of the whole school community.

Principles

We believe high levels of attendance and a punctual start to the school day are important to all children. Our aim is to ensure that every pupil has access to the full time education to which they are entitled and as a result 'succeed and thrive'.

Legal Requirements

It is a government legal requirements that all children attend school for 190 days. It is a government requirement that we monitor attendance and apply the legal requirement.

The law requires all schools to record attendance of each pupil at the start of both the morning and afternoon sessions. Schools should follow up on absences to;

- Ascertain the reason
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is authorized or unauthorized.

The Government expects

Parents/carers to perform their legal duty by ensuring their children attend school regularly and arrive to school on time.

Schools and local authorities will:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Promoting Good Attendance

The school acknowledges that good attendance should be recognized and rewarded.

- Termly Individual Attendance - at the end of each school term children with 100% attendance will receive a certificate.
- Half Termly Class Attendance - at the end of each school term classes with the highest attendance are presented with either bronze, silver or Gold certificate.
- Yearly Individual Attendance - at the end of the school year children with 95% and higher
- End of year trip.
- Pupils with 100% attendance at the end of the academic year will receive a small gift and certificate.

School Attendance Procedures/Administration staff

The school applies the following procedures in deciding how to deal with individual absences:

- Parents are required to telephone and inform school on the morning of the first day of absence and on each day thereafter.

- The school operates a first day contact system which means that should we not have been informed of a child's absence before 9.00am, we will aim to telephone parents by 10.00am to identify why their child is not in school. This is part of the school's commitment to safeguarding the safety and welfare of children.
- When pupils arrive late, they are required to report to the main office and parents are asked to sign them in to record their arrival.
- Leave of absence forms are available in the main office for requests such as holidays during term-time.

Notifying Absence

Every half day absence from school has to be classified by the school (not by the parents), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required.

Parents/carers should notify the school before 9.00am on the first school day of his/her child's absence from school. If the reason for absence is sickness and it continues - or is likely to continue - for more than a week, medical evidence should be obtained and submitted to the school. If any child is absent and the school has not been notified, the school office will telephone the parent/carer. In the event that contact could not be made the school office will record this on the register. If there are any child welfare/safety concerns then the matter may be referred to the local authority Access to Education service and or social services.

Authorised Absence

Examples of authorised absences are:

- Illness
- Religious observance by the religious body to which the child's family belongs.

- Absences allowed by the school. These would usually include:
Medical appointments
Exclusions
Extreme family emergencies

Unauthorised Absences

Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily.
- Truancy
- Unexplained absences
- Children who arrive at school too late to get a mark.
- Shopping, looking after other children or Birthdays.
- Day trips or holidays in term time not authorized by the school

Holidays during term time

In April 2013 the government issued amendments to 'The Education (Pupil Registration) (England) Regulations 2006. These amendments came into force on 1st September 2013. The amendments make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Therefore our school will only authorise holidays in line with these regulations. Exceptional circumstances will only be agreed **very rarely**.

Parents should apply by letter if they are considering a holiday in term time at least 2 weeks before the holiday is planned. The school will consider the request and let parents know in writing whether it has been authorised.

Persistent Absenteeism

The school will continuously monitor each child's attendance record. The school follows a three step process for any children who are persistently absent for any reason.

- 1) School will review all absences and the reasons given for children whose attendance falls below 90% in any half term. In most cases, the school will send a letter to the parents/carers informing them of their child's attendance and the school's concerns.
- 2) If the child's attendance level has not improved, or has fallen further, at the end of the next half term, the school will contact the parent/carer to arrange a meeting. School staff will liaise with the class teacher when necessary other professionals if the need for support is identified.
- 3) In the event the child's attendance levels still do not improve then the school will refer the matter to the local authority Education Welfare Service. Action which may then be taken can include court proceedings to prosecute parents/carers. The maximum penalty on conviction is a fine of £2,500 and/or 3 month imprisonment.

Attendance Percentage are worked out as follows:

- 99% - 100% Excellent
- 96% - 98% Very Good
- 93% - 95% Good
- 90% - 92% Developing
- 90% or below unacceptable

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons; this can be embarrassing for the child and can encourage absence.

The school day starts at 8.50 and we expect all children to be in class at this time. Registers are marked at 9.00. Any children arriving after this time must **report to the school office** to be marked in, your child will then receive an L code.

At 9.10 the registers will be closed. If your child arrives after this time - for reasons not considered acceptable by the school - they will be recorded as 'Late after registers closed U code'. They are marked as being on site but this does not count as a present mark and will show as an unauthorised absence and affect their attendance record.

Persistent Lateness

The school follows a three step system for children who are persistently late:

- 1) When a child is considered to be persistently late then the school will send a letter to the parents/Guardian informing them of their child's persistent lateness and the schools concerns.
- 2) If a child continues to be persistently late the school will send a second letter to the parents/Guardian requesting a meeting to discuss the matter and see if there are any ways in which the school can help.
- 3) In the event that the child's punctuality still does not improve then the school will refer the matter to Education Welfare Service for action.

Punctuality percentages are worked out as follows:

- 0 Late Marks - Excellent
- 1 Late Marks - Very Good
- 2 Late marks - Good up to and including
- 10 Late Marks - Developing
- More than 10 Late Marks - Poor

Celebrating Achievements

All children achieving 100% attendance at the end of each academic year will be rewarded for their valuable efforts. They will each receive a certificate signed by the Head Teacher during a special assembly.