

HALL ORCHARD



CE Primary School

Hall Orchard Barrow CE Primary School (Academy) Attendance Procedure

Attendance

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life.

The school aims to achieve good attendance by operating an attendance procedure within which students, staff, parents and the Education Welfare Service can work in partnership.

Children are expected to attend school for the full 190 days of the academic year, unless there is good reason for absence. There are two types of absence:

- Authorised (Where the school approves pupil absence)
- Unauthorised (Where the school will not approve absence)

If a child is absent, for any reason, parents are expected to notify the school either by telephone or in writing on the first day of absence. The school must find out the reason for the absence and record this appropriately on the school register as their absence may be a safeguarding issue. Phone messages will be recorded in the school office and a message passed on to the class teacher. Verbal messages from the child concerned on returning to school are not acceptable.

The school will then decide whether to authorise the absence. Where staff are unsure as to whether an absence should be authorised, they should discuss the matter with the head teacher.

If contact, explaining the child's absence, fails to be made by parents or carers, then the school will contact home by text. If no contact is made by parents or carers by 12:00pm a telephone call will be made to parents or carers. If no subsequent contact is made, a member of staff will conduct a home visit to establish contact and to find the reason for absence. If no contact can be made at this stage, the member of staff will report to the Designated Senior Lead, who will follow appropriate procedures.

The school will monitor attendance and ensure quick and early intervention if a problem is identified.

Where a pupil's authorised absence reaches the sixth day of absence, the Designated Senior Leads will be informed.

All staff will encourage good attendance.

Certificates for 100% attendance are given each term. Special certificates are awarded annually for full attendance throughout the year. Pupils with good attendance (over 96% in the year) receive a certificate of good attendance at the end of the academic year.

Every term, pupil attendance is reported to parents and carers via the pupil's termly report. Attendance and the number of unauthorised absences are recorded on the annual report to parents.

Completing the Register

Under the "Education (Pupil Registration) Regulations 1995", the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the starts of both the morning and afternoon sessions of the school day. It is essential that the register is completed accurately. Registers provide the daily record of the attendance of all pupils; they are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school.

They will also contribute to pupils' end of term reports and to records of achievement. Information from the registers will also be used to make attendance returns to the DfES and LA.

Registers should be completed, using SIMS in the Classroom, at the beginning of the morning and afternoon sessions. A child who is not present at the time of marking the register should be marked as absent. All children should have been given a mark prior to saving the register. The register should be completed within 10 minutes of the start of the session.

Reasons for Absence Codes

Where a reason for absence has been given, the appropriate absence code will have been entered by the teaching staff.

If a child is absent and is known to be on holiday, this should be coded as 'G' – family holidays are not authorised during term time.

Absence 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 (attending other estab.)	Approved Educational Activity	Out for whole session
E	Excluded (no alternative provision made)	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed or days in excess)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not med/dental appointments)	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 (not covered by other code)	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	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session

X	DfES #: 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	Authorised Absence	Out for whole session
!	DfES X: Non-compulsory school age absence	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DfES Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

Family Holidays During Term Time

Family holidays are not permitted during term time.

Long Term Absence

In the event of long term absence, the school will contact parents to discuss continuation of education.

Lateness

The doors open at 8.50am and school begins at 9am and all pupils are expected to be in school for registration at this time. Any child arriving later than 9am should enter school via the main entrance reporting to the School Office. If accompanied, a parent or carer should give a reason for lateness, which will be added to the register. The child will then be sent to their classroom.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern, further action will be taken.

What can parents do to help?

Let the school know as soon as possible why your child is absent.

Try to make appointments outside school time.

Do not allow your child to have time off school unless it is really necessary.

If you are worried about your child's attendance, what can you do?

Talk to your child, it may be something simple.

Talk to the Attendance Officer or Headteacher at school.

Some children need encouragement to attend regularly. Any problems are best sorted out between the school, the parents and the child. Parents are expected to contact the school at an early stage and to work with the staff in resolving problems together.

If it continues...

The school will send a series of letters to make parents / carers aware of attendance levels and the importance of having children in school.

In serious cases the Headteacher and Governing Body may pursue legal action against parents / carers.

Attendance Targets

The school sets attendance targets each year. These are agreed by governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance

figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

Monitoring and Evaluation

Monitoring of attendance takes place at various levels. Teachers record reasons for absence and monitor registers. Any unreasonable reasons for absence will be questioned. Irregular patterns of attendance similarly will be questioned. Often this “Light touch” is sufficient to prevent reoccurrence.

Any concerns are reported immediately to the Attendance Officer. The Attendance Officer carries out a weekly attendance audit. Patterns of attendance are scrutinised. Irregular attenders are discussed with the Attendance Officer and the headteacher. As a result, parents may be informed either informally or formally that the Attendance Officer is becoming concerned about patterns of attendance.

In extreme cases of irregular unauthorised attendance, the Attendance Officer will contact parents / carers requesting an interview.

Attendance is monitored regularly to check individual attendance against the 96% threshold. Regular punctuality screening, checking the scale of late arrivals and evaluating strategies to improve timekeeping take place.

Attendance statistics are evaluated on a termly and annual basis. These statistics are reported to governors in the Headteacher’s termly report. We benchmark our attendance statistics against national data as well as comparing trends within the school.

January 2020

Review Date: January 2023