

**Meole Brace C of E Primary School  
and Nursery  
WHOLE SCHOOL ATTENDANCE POLICY**

Meole Brace C of E Primary School and Nursery is committed to providing a full and enriched 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 excellent attendance for all children. Every opportunity will be used to convey to pupils and their parents and 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 the most recent guidance (September 2013) sent to schools from the Local Authority.

The Headteacher will continually review attendance and each year the school will examine attendance figures and set attendance/absence targets. These will reflect both national and Shropshire attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving 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 of the headteacher 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 the school day between 8.50 am, when the doors open, and 9.00am. 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 start at 1.00pm and the registers will close at 1.10pm. 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**

On the first day of absence parents and carers are asked to contact the school with information about their child's proposed absence. If the school does not have an explanation for the absence, then a school administrator, or the headteacher, will contact the parents or carer directly to find the reason for absence. This information is recorded by the administrator in the Absence Log and the child's classteacher is informed.

## **Continuing Absence**

If absence continues and no contact with parents or carers and school can be made, then the headteacher or administrator will contact the Education Welfare Officer.

## **Frequent Absence**

The administrator and Education Welfare Officer will bring to the attention of the headteacher, 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 or carers. If this is unsuccessful the school will refer to the Education 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 with any information that has been passed to the other pupils.

## **Absence notes**

Notes received from parents and carers 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/carers, that it is their responsibility to ensure that pupils receive the education they are entitled to. The Home/School agreement can be used in this way.

## **Holidays in term time**

Holidays during term time will not be authorised by the school and Local Authority. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider authorising absence only if the circumstances are exceptional. When parents/carers request leave of absence for exceptional circumstances a "Request for Leave of Absence Form" (Ht1) should be completed and returned to the school for authorisation as soon as possible. Parents/carers are informed of the school's decision usually within five working days. If the absence is not authorised the EWO must receive a copy of the

communication with parents/carers at the same time. In such cases a HITT warning notice will be served. If a warning has been served and the holiday is taken and the conditions are in line with the Code of Conduct a Truancy Penalty Notice will be served. If the Truancy Penalty Notice is not paid the Local Authority will prosecute for the absence under the Code of Conduct Regulations.

### ***Attendance Targets***

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work alongside the Education Welfare Officer.

Our school's attendance target for 2013-2014 is 95.5% .  
Attendance at the time of the January 2014 Census was 96%

This policy was reviewed in January 2014

## The registration system

The School will use manual paper registers and a computerised system for keeping the school attendance records.

The following national codes will be used to record attendance information:

Key to Codes	
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
F	Extended family holiday (agreed)
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	School closed to pupils
Y	Enforced closure
X	Non-compulsory school age abs
Z	Pupil not on roll
-	All should attend / No mark recorded

Registers by law must be kept for at least 3 years.

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 front office (KS2) or Shell Room (KS1)

## **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

#### **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:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration