



Yes we can

Henry Fawcett Primary School ATTENDANCE POLICY

Spring 2017

Henry Fawcett Primary School 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

Each year Henry Fawcett Primary school will set attendance/absence targets. The targets for the academic year 2016/17 are as follows:

All Pupils should achieve an attendance level of 98% to 100%. We will closely monitor the attendance of pupils who receive special educational needs support to reduce persistent absence within this group of pupils to ensure we are meeting our targets.

We will review our systems for improving attendance at regular intervals to ensure that we are achieving our set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

Promoting attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them.

Leave of absence in term time

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorize the absence in exceptional circumstances; the **Head Teacher** will determine the number of school days a child can be away from school if the leave is granted. Parents must apply in writing in advance, stating the circumstance for the request leave. If leave is granted, evidence such as flight tickets which state the departure and return date.

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 will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education (please see below).

Registers

Registers will be taken electronically, by the class teacher, at 08:55am promptly (In the event that access to the electronic register system is not available, a manual register will be provided by the office)

Lateness

Morning registration will take place at the start of school at 08:55am. The registers will remain open for 30 minutes. [DfE guidance suggests a maximum of 30 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 taken between 12:20 and 13:40 dependent on class designated lunch times.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

First Day Absence

Parents are expected to contact the school if their child will be absent with the reason why and how long the child is expected to be away.

After the morning registers have closed, and all the late children have been recorded on the system, the first day of absence report is printed from the school Management Information System.

Parents who have not contacted the school with an explanation for the child's absence will then be contacted by phone, by the Attendance Officer, and asked why their child is not in school.

Parents are reminded that they are expected to call the school on each morning of absence to inform the office of the reason why their child will not be attending school on that day.

The reason for the child's absence is then noted on the report and added to the school Management Information System.

Third Day Absence

If a child is still away and there has been no contact from the parent/s the school will send out a first warning letter asking the parent to contact the school with the reason for the absence.

Continuing Absence

If there has still been no contact from the parent/s after 5 days of absence a second warning letter and a School Attendance Panel letter is sent out. The School Attendance Panel letter invites the parent into school to discuss the reasons for the child's absence and if there is any assistance the school can offer to help the parent in getting their child to school and on time every day.

Ten Day's 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 Educational Welfare Officer for the local area. [*This is a legal requirement*]. The school will include details of the action that they have taken. Please see referral form below.

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.

Medical Evidence

Where a Pupil's attendance is below 92%, medical evidence is required to support absences. Medical evidence can be a medical certificate, a note from GP, a photocopy of a prescription or a copy of the label of any prescription medicine.

Frequent Absence

Excellent Attendance	98% - 100%
Average Attendance	95.5%- 97%
Unsatisfactory Attendance	95% and below (referral to LA for FPN or Court Escalation can be made if there is high amounts of unauthorized absences)

Within the school it is the responsibility of /the Attendance Officer 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 as soon as possible.

Persistent Absence [PA]

Any pupil whose attendance level falls below 95%, without authorisation, will be subject to a SAP meeting to support their return to full attendance. These meetings will be set up by the Attendance Officer.

The SAP meetings will include engagement with all parties who can support the pupil's attendance. There are several measures here at Henry Fawcett that we use to try and resolve an attendance issue before it escalates such as:

- First day of absence phone calls
- Informal conversations with parents
- Warning letters
- School Attendance Panel Meetings/ Agreements
- Free Breakfast Club
- Free Henrys Club
- Referral to Outreach worker in the Children's Centre
- Referral to Parenting Classes
- Referral to school nurse

Fast Track

Pupils will be Fast Tracked to the local authority to consider legal escalation in cases whereby;

- Attendance is below 85% with the majority of absences unauthorized,
- Where a pupil has unsatisfactory attendance and the school deem there is poor engagement from parent/ carer
- Where a pupil has been referred to the local authority on 2 occasions for missing 10 consecutive days of schools
- Pupil has been identified as being a "persistent absence" pupil in the previous academic year

Before initiation the Fast track process, schools should issue the Court Warning letter along with a cover letter listing what intervention has been or is taking place (parental contract, SAP meetings, referral to supporting agencies, breakfast club, mentor support) along with an attendance print out of the current and previous academic year.

A Welcome Back

It is important that on return from an absence 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.

Attendance Awards

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

Attendance Cup – given to the class with the best attendance weekly.

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.

DFE guidelines state that the following activities would be classified as **unauthorised**:

- minding the house;
- awaiting repair people;
- shopping;
- A birthday or family celebration.

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.**

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This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

If a pupil is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.

The registration system

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)	Unauthorized 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	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized 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)	Unauthorized 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

Record preservation

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Computer registers will be preserved as electronic back-ups or microfiche copies and will be available for each month.

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. The school will make use of the attendance data available on the "RAISEONLINE" system, when setting its target. Targets will relate to national averages.

Our school's targets are:

Absence rate of 4 % or below 2016/17

Our PA targets will be 4% 2016/17

Will the school have a named governor for attendance?

Action Plan

The school will produce an action plan to show how the school will set about achieving its attendance targets.

Any pupil with attendance below 90% over the school year is known as a persistent absentee, whatever the reason for the absences.

Date agreed by governing body on 28 th February 2017	Signature of Chair or Vice Chair
Date agreed for review Spring 2019	Frequency of Review Bi-Annual
Responsibility for Review Committee /Headteacher	

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

Attendance Targets

The legal requirements are found in:
The Education (School Attendance Targets)(England) Regulations 2007

Guidance documents on attendance.

The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (Guidance for Schools and Local Authorities)

Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)

These and other guidance documents are available on the DfE website.

EDUCATION WELFARE SERVICE REFERRAL FORM



Please attach attendance printouts and punctuality records. This referral will be actioned in 7 working days and fed back to you within working days 10

School:	Referrers Name:	Referrers Signature:
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EWO's Name: Patrick Ackason	Date of Referral:	Date Received by EWO:
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Pupil Details:

Name of Pupil:	DOB:	Yr Group:	Gender: M/F
Name of Pupil:	DOB:	Yr Group:	Gender: M/F
Name of Pupil:	DOB:	Yr Group:	Gender: M/F

Parents/Carers Detail:

Mothers Full Name: PR:	Fathers Full Name: PR:
Other (State Relationship):None	
Full Postal Address (inc postcode):	
Contact Telephone Numbers: (Home) (Mobile)	
Family's First Language: Interpreter required: Y/N	

Has a risk assessment been carried out on the family		Are any family members known to be verbally or physical abusive	
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Does the pupil have a Medical condition:	If yes please briefly state medical condition:	Does the pupil have a Careplan	
Does the pupil have Special Educational Needs:	If yes please state stage of code of practice:	Additional Needs/ Education health care plan	
Is the pupil (s) Known to Social Care:	If yes please give brief details:		

Reason for referral:	Action taken by school

Education Welfare Officer USE

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