



Norfolk County Council

Children's Services

QUEEN'S HILL PRIMARY AND NURSERY SCHOOL WHOLE SCHOOL ATTENDANCE POLICY

Queen's Hill Primary and Nursery 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 the school will set attendance/absence 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.

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 authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

A leave of absence form can be obtained online at www.queenshill.norfolk.sch.uk or from the school office.

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 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.

Registers

The School will use a computerised system for keeping the school attendance records. The following national codes will be used to record attendance records.

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)	Authorised absence

	provision made)	
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or 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

Lateness

Morning registration will take place at the start of school at 8.40am. 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.

The afternoon registration will be at 12.40pm.
The registers will close at 12.45pm.

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 requested to contact the school either by text, telephone, e-mail or in person on their child's first day of absence providing a brief outline on the nature of illness and expected amount of time absent.

The school secretary will make contact with parents/carers via text or telephone who have not made contact. All information supplied will be kept as a written list within the office and transferred to the attendance data on a daily basis.

Second Day Absence

The school secretary will make contact via text or telephone with parents/carers who have not made contact on the first day of absence. All information supplied will be kept as a written list within the office and transferred to the attendance data on a daily basis.

Third Day Absence

Children who remain absent after three days will be contacted by the school secretary, or sent a standard attendance letter asking parents to contact the school as soon as possible, to provide details on the nature of absence. Date and time of any phone call made and/or a copy of the letter sent will be kept on file. You may be requested to provide medical evidence if the absence is medically related.

Continuing Absence

Children who continue to be absent will receive a further telephone call or standard letter requesting contact with the school immediately to provide details. A copy of the letter sent will be kept on file.

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 Children's Services Attendance Staff for the local area. [*This is a legal requirement*]. The school will include details of the action that they have taken.

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.

Frequent Absence

Within the school it is the responsibility of the secretary/classroom teacher 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.

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 school's Attendance Support and Enforcement Officer (ASEO).

Persistent Absence [PA]

All pupils whose attendance level falls below 90% will be subject to an action plan to support their return to full attendance. These action plans will be set up by the Headteacher or Deputy Headteacher.

The action plan will include engagement with all parties who can support the pupil's attendance. Actions taken could include:

- Fast Track,
- Attendance Panels,
- FSP utilised by the school.

PA is currently 90% therefore intervention should be happening before attendance falls to this level.

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:

- Certificates will be awarded each term to children who achieve 100% attendance.
- A small prize may be awarded to a child who has achieved 100% attendance for the whole academic year.
- Small prizes may be awarded termly to the class with the highest level of attendance for the term.

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

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
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#	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.

Register Security

Registers are completed by the class teacher on the School Information Management system.

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.

Governing Body Monitoring

A member of the Governing Body will be appointed with responsibility for attendance.

Persistent Absentees

Any pupil with attendance below 85% over the school year is known as a persistent absentee, whatever the reason for the absences. The DfE has indicated that the level of absence that defines a child as being classed as PA may be reduced in future years.

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.

Reviewed : September 2016

Approved by Governors :

Review annually