

The Windmill Primary Federation

Executive Headteacher: Ms J. Davis
Deputies: Mr S. Horsley & Mrs R. Ward



The Windmill Primary Federation WHOLE SCHOOL ATTENDANCE POLICY

The Windmill Primary Federation 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 children 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 and Skills .

Each year the school will examine its attendance figures and 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 federation will use to meet the 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 is not permitted. Parents must apply in advance for permission for their child to have leave of absence: the school will consider any application but will only agree to authorize the absence in exceptional circumstances; Parents will be reminded of the effect that absence can have on a pupil's potential achievement.

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 Executive 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 must be recorded in the first instance as unauthorised.

Appendix 1

The coding for any absences will be in accordance with the guidance provided by the Department of Education.

Registers

Class registers are completed by the Class teacher using Pupil Asset at morning and afternoon registration, if the Class teacher is absent this is completed by the school offices. A report on pupils absent is printed out each time and held in the Pupil signing in/out folder which is taken out during evacuation drills by a member of staff.

Lateness

Morning registration will take place at the start of school at 9.00am.

The registers will close at 9.20am

The afternoon registration will be at 1.00pm.

The registers will close at 1.20pm.

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. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered.

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

If your child is unable to attend school for what ever reason we need to know as soon as possible before 10.00 am, on the first day of absence.

If we do not hear from you a member of school staff must ring up the family by first break to try and ascertain the reason for the pupil not being in school.

On both the second and third days of absence with no reason given, you will be rung again.

Third Day Absence

If after this we still get no response a letter will be sent to the home.

Continuing Absence

If there has still been no contact, a further letter will be sent.

Ten Days Absence

Any pupil who is absent without 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.

Medical/Dental appointments

Parents are encouraged to make appointments in the holidays or outside school hours. If the child is well he/she would be expected to be in school before the appointment if it is in the afternoon or after the appointment if in the morning.

Frequent Absence and Persistent Absence (PA)

Within the school it is the responsibility of all staff 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 schools will try to resolve the problem with the parent/s. The schools may also refer the family for other support services, e.g. the Family Worker or Parent Support Advisor. If this is unsuccessful the schools 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 Improvement Officer (AIO).

Monthly assessment reports are prepared by the school offices and details showing pupil attendance below 90% are reported to the Executive Headteacher or Deputy Heads. Action is taken as required according to circumstances, e.g. no action if absence has been unavoidable (e.g. hospitalisation), otherwise a warning letter is sent. If pupil attendance is below 85% (known as persistent absenteeism – PA) the School Attendance Officer is informed and a Fast Track procedure is begun. This leads to meetings with parents/carers, Attendance Officer and school office staff and/or Senior Leadership Team, and could result in a court case and fine.

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 on any information that has been passed to the other pupils.

Holidays in term time

Holidays during term time are unauthorised unless there is an exceptional reason e.g. close family relatives living abroad. This is Marshland Cluster Policy and will affect all pupils in the cluster schools. A request form must be filled in, then an appointment made with the Headteacher to explain why the absence is needed during term time. A letter will be sent confirming whether or not the request has been authorised. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. An up to date copy of the child's attendance record and a leaflet explaining the impact of lost days' learning, will be enclosed with all letters to parents relating to their child's absence.

Attendance Awards

The school will use a number of incentives to encourage excellent attendance:

- end of term certificates for 100% attendance: bronze for 1 term, silver for 2 terms and gold for 3 terms
- end of year book token awards to reward pupils who have 100% attendance all year
- weekly certificate for the class with the highest attendance for the previous week
- half termly non-uniform day for the class with the highest attendance for the previous half 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 School will use a computerised system for keeping the school attendance records. 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)	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
#	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 and will be available each month.

Register Security

Registers are completed on a web based system (Pupil Asset) and stored indefinitely.

Attendance Targets

The federation will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior federation manager will be responsible for overseeing this work. The federation will make use of the attendance data available on the "RAISEONLINE" system, when setting its target. Targets will relate to national averages.

Our schools targets are:

West Walton

2014-15 = 96% Actual 96.5%
2015-16 = 96% Actual 96.57%

Walpole Highway

2014-15 = 96% Actual 95.7%
2015-16 = 96% Actual 94.71%

Tilney St Lawrence

2014-15 = 96% Actual 95.9%
2015-16 = 96% Actual 95.29%

Terrington St John

2014-15 = 96% Actual 95.7%
2015-16 = 96% Actual 95.43%

Federation target for 2016-17 = 96%

National figures:
2014-2015 = 96%

Named governor for attendance: Gloria Joiner

Action Plan

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

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 June 2016

To be reviewed June 2019 (unless regulations change)