



WHOLE SCHOOL ATTENDANCE POLICY

Old Catton Church of England Junior School
And
White Woman Lane School

Old Catton and White Woman Lane Federation

This policy sets out how the two schools will promote attendance and is written to reflect the laws and the guidance produced by the Department for Education.



WHOLE SCHOOL ATTENDANCE POLICY

Old Catton Church of England Junior School and White Woman Lane School are 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 examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk attendance targets[□].

The schools will review its systems for improving attendance at regular intervals to ensure that it is achieving the set goals.

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

[□] Appendix 2

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 must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of school at 8.50am. The registers will remain open for 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 authorized absence code will be entered.

At Old Catton Church of England Junior School the afternoon registration will be at 1.15pm. The registers will close at 1.30pm.

At White Woman Lane School, the afternoon registration will be at 1.30pm. The registers will close at 1.45pm.

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

Parents are expected to contact the school on the first day of a child's absence before 9.00am. At Old Catton Church of England Junior School they may advise the school by telephone or by email. At White Woman Lane School they may advise the school by telephone, email or via a texting service.

If the school is not contacted, the secretary at each school will make a telephone call to the parents. At White Woman Lane a text may be sent if there is no reply to the telephone call. The secretary at each school will pass on information to the class teacher and ensure the appropriate information is transferred to the registers.

Third Day Absence

If a child is still absent from school and there had been no contact from parents, a standard letter is sent asking parents to contact the school on receipt of the letter.

Continuing Absence

If there is still no contact from the parents a further letter will be sent asking parents to contact the school. The letter will also inform parents that it may be necessary to make a referral to the Children's Services Attendance Team.

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 Team. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of Headteacher 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 with the parent/s. 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 Improvement Officer (AIO).

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.

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.

Promoting attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

The Newsletter, School Prospectus, School Leaflets are used.
The Home/School agreement also promotes attendance.

Holidays in term time

Holidays during term time are to be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider authorising up to 10 days absence (or more in very exceptional circumstances) but parents must apply in advance for permission.

Both schools give parents the further guidance issued by Norfolk County Council and use the model holiday permission form.

Attendance Awards

The schools will use the following system to reward pupils who have good or improving attendance;

An Attendance Cup is awarded each week in each school to the class with the best attendance for the preceding week. Children also receive a 'Good Attendance' sticker. This information is published in the school's weekly newsletter.

100% Attendance Certificates are awarded at the end of each term during the special Celebrations assembly, to which parents are invited.

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.

Our schools' targets are:

2011/2012
96%

The registration system

The class teachers initially complete manual paper registers. The Secretary's transfer this information onto a computerized system. The Schools therefore 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 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
#	School closed to pupils	Not counted in possible attendances

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

Computer registers must be printed out at least once a month and bound into annual volumes.

Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three year.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

Register Security

The registers must be safely stored.

At Old Catton Junior School the registers are returned to the box outside the school office after registration times.

At White Woman Lane School the registers are returned to the school office in the class baskets after the registration times.

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:

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