

SIDESTRAND HALL SCHOOL

ATTENDANCE POLICY

This policy applies to those pupils who are of statutory school age 7-16years.

Sidestrand Hall 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 and 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 the procedures used to meet its attendance targets:

- 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.

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 discouraged. The school will, however, consider any application for leave of absence in terms of exceptional circumstance, but parents must apply in advance for permission for their child to have leave of absence.

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 uses manual paper registers for keeping the school attendance records. Attendance information is recorded once a week onto the SIMS database for monitoring and statistical purposes. In the absence of the class teacher, the register is taken either by staff covering the absence or by the class teaching assistant.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment. Preservation of the Admission Register and Attendance Register Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Lateness

Morning registration will take place at the start of school at 8.45 am. The registers will remain open for thirty minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation e.g. 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 1.10 pm.

First Day Absence

Parents are expected to contact the school. However, in the absence of any message, the Reception office will send a text message or telephone and will continue to do this for each day of absence if no reply is received.

All information received about absences is recorded in the Message sheet placed at the front of each register.

As appropriate, notes can also be recorded on SIMs against any pupil absence

Third Day Absence

If no contact has been established between the school and parents, a standard letter is sent out reminding them of procedures and asking that they contact the school immediately.

Continuing Absence

It is the responsibility of the administration team to be aware of, and bring attention to any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences or there is an extended unexplained absence, the Team Leader responsible for pastoral care and the Deputy Headteacher will be notified so that appropriate action can be taken, which can take the form of telephone calls, a meeting in school or possibly at home.

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 North Norfolk area. It is a legal duty for the school to do this and will include details of the action that has been taken so far.

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.

Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address. Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

Frequent Absence

Please refer to notes for 'Continuing Absence'.

Persistent Absence [PA]

All pupils whose attendance level falls below 85% will be subject to an action plan to support their return to full attendance. These action plans will be set up by the Deputy Head teacher in liaison with the Attendance Improvement Officer and, where appropriate, the member of staff responsible for safeguarding.

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.

The action plan will include engagement with all parties who can support the pupil's attendance, such as Fast Track, Family Support Process, the school nurse.

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.

- Termly certificates for 100% attendance.

- Prizes for the best attendance.

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
/	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	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 a minimum of 3 years.

Register Security

Registers are safely stored in the Reception Office where all registers are collected from, and returned to, every morning and afternoon.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Deputy Headteacher is responsible for overseeing this work. Targets will reflect both national and Norfolk attendance targets and will be included in the school's SEF and School Improvement Development plan.

The name Governor for attendance is the Reverend Roger Billings who is the designated Governor for Safeguarding.

Action Plan

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

Sixth Form Attendance

Sixth Form students are not counted in attendance targets as they are not of statutory school age.

However, full time attendance is still expected and those students failing to attend will be followed up by Sixth Form staff.

Persistent absence will trigger a meeting with parents/carers in the first instance and individual targets will be set at this point. If there is no improvement in attendance this could lead to the place being withdrawn.

Appendices

1. The Law

This guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

The Education Act 1996 Part 1, Sections:

434(1)(3)(4)&(6) and 458(4)&(5) • The Education (Pupil Registration) (England) Regulations 2006 • The Education (Pupil Registration) (England) (Amendment) Regulations 2010 • The Education (Pupil Registration) (England) (Amendment) Regulations 2011 • The Education (Pupil Registration) (England) (Amendment) Regulations 2013 • The Education (Pupil Registration) (England) (Amendment) Regulations 2016

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.