



WHOLE SCHOOL ATTENDANCE POLICY

Ottery St Mary 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 endeavour 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 and Skills.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Devon attendance 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.

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 9am. The registers will remain open for 15 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.

The afternoon registration will be at 1.15pm
The registers will close at 1.30pm

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

On the first day of a child's absence from school, parent(s)/carer(s) are asked to contact the school on the dedicated absence line (01404-815780) or email absence@ottery-primary.devon.sch.uk by 10.00am. If nothing received by that time the School Office will contact the parent(s)/carer(s) to ascertain the reason for the absence. The absence will then be recorded on the class register."

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

Frequent Absence

It is the responsibility of the class 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 with the parents. 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 Educational Welfare Officer.

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 Home/School agreement can be used in this way.

Holidays in term time

The law allows schools to consider individual requests to authorize a future avoidable absence. However, before the school can authorize any such requests, we must satisfy ourselves that there are exceptional circumstances which justify such a decision. A cheaper holiday is not seen as an exceptional circumstance as it would apply to everyone and is therefore not exceptional to that request. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides.

Authorisation will not normally be considered:

- where a child's overall attendance figure is below **95%** .
- during the first half-term of the school year
- during the half term of Year 2 and Year 6 SATs tests for children in those year groups.

Attendance Awards

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

Whole school assemblies – class shield for the class with the best weekly attendance figure.

End of each half-term – a class prize for the class with the highest attendance for that half-term.

End of each term – celebration in assembly of children achieving high attendance figures for that term.

End of year – prizes awarded for excellent individual attendance and also the class and the House with the highest attendance over the course of the academic year.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Headteacher will be responsible for overseeing this work.

Our schools targets are:

2017/2018 97%

2018/2019 97.1%

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 educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved educational 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 educational activity
L	Late (before registrations 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 educational 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 educational activity
W	Work experience	Approved educational 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.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

Register Security

The registers must be safely stored.

Registers are collected and returned by class monitors / special helpers. They are returned to the office after morning registration and inserted into the register trolley following afternoon registration. In the event of a fire or drill, these registers are collected by the office staff and distributed to the class teachers.

Appendix 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

Appendix 2 - 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