

School Procedures

Any child who is absent from school must have their absence recorded as being authorised or unauthorised. Only the headteacher or a member of staff acting on their behalf can authorise absence.

Lateness

Morning registration will take place at the start of school, i.e. 9.00-9.30am. During this time pupils will be marked as present. The registers will remain open for 30 minutes. (DCFS) guidance suggests a maximum of 30 minutes). Any pupil arriving after this time will be marked as having an unauthorised absence unless an explanation given is accepted as grounds for authorising the late arrival.

The afternoon registration will be at 1.30-1.35p.m.

The registers will close at 1.35p.m.

First Day Absence

On the first day of absence it is a requirement that parents ring both the school office and bus escort informing them of their child's absence. The bus escort will also report any absences to the school office. The office will then inform staff regarding individual pupils. If an absence remains unexplained upon the start of the school day the school operates a system of first day calling.

Third Day Absence

If no contact has been received from the family then either the school secretary or school nurse will follow up any absenteeism. This will be followed up by a letter if telephone contact cannot be made.

Fifth Day Absence

A follow up letter will be sent to parents if there is no response to either a telephone call or initial letter.

Ten Day's Absence

Any pupil who is absent without an explanation for 10 consecutive days will be referred to the Norfolk Pupil Attendance Service [*This is a legal requirement*]. The school will include details of action that they have taken and a breakdown of absences over a twelve month period.

Frequent Medical Absences

The school will discuss with the School Community Paediatrician those pupils who frequently miss days for medical reasons.

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 with work and brought up to date on any information that has been passed to the other pupils.

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Absence notes

Where an absence is not explained either by the parent or by message by school transport this will be followed by first day calling. Notes received from parents explaining absence should be kept in the register for a short period (4 weeks). 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 and letters can be used in this way.

Holidays in term time

Holidays during term time are to be discouraged and only taken with prior consent of the Head teacher.

Attendance Targets

The schools attendance last year was

The schools attendance targets are 1% increase on previous year maintenance of 93% or above attendance.

The registration system

The School will use SIMS computerized registration to be kept by teaching staff and a computerised system for keeping the school attendance records in the school office.

The following codes /marks will be used to record attendance information.

Present / am \ pm. Any queries regarding which code can be used can be referred to the member of SLMT with responsibility for attendance.

Code	Description	Category
B	Dual Registration Arrangement	Authorised absence
C	Other Circumstances	Authorised absence
E	Excluded	Authorised absence
H	Approved family Holiday	Authorised absence
L	Late Registration closed	Unauthorised absence
M	Medical, Dental or other appointment	Authorised absence
P	Approved sporting activity	Attendance out of school
R	Religious Observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller child travelling	Authorised absence
U	Unauthorised absence	Unauthorised absence
V	Educational visit or trip	Attendance out of school
W	Work experience	Attendance out of school
X	Pupil receiving specialist ed.	Attendance out of school
Y	P/T (Nursery, rising 5 or sixth form)	Temporarily not on roll (blocks session when child is not meant to be in school)
I	Illness	Authorized

Registers by law must be kept for at least three 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. Pupils bring the registers to the allocated holding area where they are picked up by the school administrative staff. Registers are put in staff pigeon holes for the afternoon session. This ensures that they are readily available in case of a fire or serious incident and pupil attendance needs to be checked.

Persistent Absence

Persistent absence is defined as 85% attendance or less. We know that many of our students have attendance in this category for medical and physical reasons. However, any attendance at this level is a cause for concern and the school has a clear process by which to address this. We already know that our

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close liaison with parents and carers addresses many of the underlying concerns and issues surrounding attendance. Conversations and meetings with parents/carers involving the child's class teacher and relevant SLMT members should occur to support attendance. If concerns persist the child should be brought to the attention of the member of SLMT with overall responsibility for attendance. Parents will also be consulted if they persistently send their child ill into school and are then non-contactable for the remaining part of the day.

A member of SLMT will be responsible for referring the pupil to the Attendance Service. A member of staff will be nominated to write a report of the concerns and efforts already made to address them. If appropriate the member of SLMT will convene an attendance panel meeting to address the concerns. The school will then work with the Attendance Service to address the concerns.

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 VI 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] Regulations 1995

The Education [Pupil Registration] [Amendment] Regulations 1997

2 Attendance Targets

The DCFS has set targets for Norfolk in relation to unauthorised absence.

These are Secondary schools

Primary schools

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Norfolk has set its attendance targets within the Norfolk Behaviour Plan. Norfolk has focused on overall attendance rates.

The targets are: Secondary schools

Primary schools

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 is a new category introduced by the Education (Pupil Registration) (Amendment) Regulations 1997. It 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

Signed -----

Date -----

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