Catton Grove Primary School

*Striving for Excellence*

**Attendance Policy**

Catton Grove Primary School is committed to providing a broad, balanced and effective education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel secure, 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 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 school will use to meet its attendance targets.

### **Promoting Attendance**

The foundation for good attendance is a strong partnership between the school, parents and the child. We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them. 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. This responsibility is reiterated through newsletters, posters around the school site, at parent meetings and through certificates pupils receive in assemblies. A traffic light system is also used. Parents are issued with their child’s attendance summary with their school reports each term, green for 96% and above, amber between 90% and 95%, red for below 90%.

##### **Attendance Awards**

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

* KS2 the class that achieves the highest weekly attendance receives a certificate in assembly.
* KS1 classes receive weekly bronze (96%/97%), silver (98%/99%) or gold (100%) certificates.
* Classes with 100% attendance for five consecutive days are rewarded with a treat such as a non-school uniform day.
* FS receive petals on a flower for each day of 100% attendance. Once complete the class is rewarded with a treat.
* Any pupil achieving 100% attendance over a term, two terms or whole school year is rewarded with a certificate and reward.
* Parents receive information about attendance and punctuality with their child’s progress reports.
* The classes with the best weekly attendance are displayed on the school’s attendance board.

Assembles are suspended due to COVID restrictions and certificates are currently not being produced. The situation is continually monitored.

**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. Only the head teacher 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**

Registers are completed in class electronically using the Pupil Asset Management Information System. The office admin staff enter absences when parents telephone with reasons for absence.

## **Lateness**

Morning registration will take place at the start of school. Y6 and Nursery are 8.30am, YR to Y5 are 8.45am. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless the explanation given is accepted as grounds for authorising the late arrival.

The afternoon registration will be at: 1.30pm (12.30pm for nursery).

The registers will close at: 1.35pm (12.35pm for nursery).

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**

When a pupil is absent parents/carers are expected to contact the school and give an explanation for the absence. If no explanation is given telephone contact will be made with their parent/carer as soon as possible once the absence has been noted. This is the responsibility of the administrative staff in the office, who enter the information into the electronic register. Any immediate cause for concern will be referred to the school’s safeguarding team by entering the details onto CPOMS.

**Continuing Absence**

The parent/carer will be telephoned each day that the pupil is absent where no reason for absence has been provided. If a reason has not been provided, once the pupil returns to school a note is sent home requesting the reason for absence. Home visits will take place when appropriate.

### **Fifth Day Absence**

If after 5 days there is still no satisfactory explanation of absence a standard letter will be sent to parents.

### **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 School’s Attendance Support and Enforcement Officer. The school will include details of the action that they have taken. Catton Grove Primary School follows the **Norfolk County Council Children Missing Education Practice and Procedures** available athttps://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/children-missing-education/children-missing-education-policy

### **Frequent Absence**

It is the responsibility of the class teacher or office staff to be aware of, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absence, the school will try to resolve the problem with the parent/carer. Standard letters are sent to pupils with poor attendance and parents are invited to attendance support meetings.

**Persistent Absence**

Any pupil with attendance below 90% over the school year is known as a persistent absentee. Once a term, targets are set for pupils with attendance below 90%. The school uses the Fast Track to Attendance model to improve attendance in conjunction with the Local Authority. If previous interventions have not been successful a Fast Track Attendance Panel will be held for pupils with at least 15% unauthorised absence over a 6 week period.

### **Frequent Medical Absences**

Where pupils frequently miss days due to illness or medical reasons a standard letter is sent to the parent/carer requesting evidence that the child is too ill to attend school. This could be a note from a doctor, a copy of a prescription/ medication label or an appointment card. The school seeks advice and information from Norfolk County Council’s medical needs co-ordinator for pupils affected by a health condition impacting on their ability to attend school.

### **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. This will be the responsibility of the class teacher.

##### **Leave of Absence in Term Time**

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil’s potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence when written evidence of exceptional circumstances are provided; parents must apply in advance for permission for their child to have leave of absence. Pupils who meet the following criteria will be referred to the Local Authority for consideration of a fixed penalty notice.

 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time or

 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

#### The Registration System

The school uses a computerised system for keeping the school attendance records, this is completed electronically twice a day by each class teacher.

At the time of writing the declared legal document is the computerised system.

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

|  |  |  |
| --- | --- | --- |
| Code | Description | Category |
| / | Present am | Present |
| \ | Present pm | Present |
| B | Educated off site (not dual registration) | Approved Education Activity |
| C | Other authorised circumstances | Authorised absence |
| D | Dual registration | Approved Education Activity |
| E | Excluded | Authorised absence |
| G | Family holiday (not agreed) | Unauthorised absence |
| H | Family holiday (agreed) | Authorised absence |
| I | Illness | Authorised absence |
| L | Late (before registers closed) | Authorised absence |
| M | Medical/ dental appointments | Authorised absence |
| N | No reason yet provided for absence | Unauthorised absence |
| O | Unauthorised absence | Unauthorised absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Religious observation | 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 | Non-compulsory school age absence & COVID related absences | Not counted in possible attendances |
| Y | Enforced closure | Not counted in possible attendances |
| Z | Pupil not 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 are preserved as electronic back-ups.

### **Attendance Targets**

The school will set attendance targets each year.

The schools attendance target is: 96% or above.

The schools attendance (2019/ 2020) was: 95.3%

The schools attendance (2018/ 2019) was: 94.5%

The schools attendance (2017/ 2018) was: 95.1%

The schools attendance (2016/ 2017) was: 95.1%

National overall primary attendance (2018/2019) was: 96.0%.

National overall primary attendance (2017/2018) was: 95.8%.

National overall primary attendance (2016/2017) was: 96.0%.

**Appendices**

**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 educational 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 2016

**Guidance documents on attendance.**

* [Information Sharing: Advice for Practitioners](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice), DfE (March 2015)
* [Joint protocol between health services and schools in respect of the management of pupil absence from school when medical reasons are cited](https://www.norfolklscb.org/about/policies-procedures/5-27-joint-protocol-between-health-services-schools-in-respect-of-the-management-of-pupil-absence-from-school-when-medical-reasons-are-cited/) (NCSP)
* [School attendance parental responsibility measures, DfE (January 2015)](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance)
* [Children missing education, DfE (September 2016)](https://www.gov.uk/government/publications/children-missing-education)
* [Keeping Children Safe in Education, DfE (September 2019)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828312/Keeping_children_safe_in_education.pdf)
* [School Attendance: Guidance for maintained schools, academies, independent schools and local authorities, DfE (August 2020)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf)
* [Updated Attendance guidance Addendum August 2020](https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year)
* [Coronavirus COVID19 absence flowcharts](https://www.schools.norfolk.gov.uk/-/media/schools/files/pupil-safety-and-behaviour/school-attendance/coronavirus-covid19-absence-flowcharts.pdf)

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