



# **School Attendance Policy**



# Park View Primary School

## Whole School Attendance Policy

Park View 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 endeavor to provide an environment where all pupils feel valued and welcome and the school's ethos encourages children to feel that their presence in school is important and that they are missed when they are absent or late.

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. Section 444 of the Education Act 1996 places upon parents a responsibility for ensuring that their children attend school as follows: "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence."

The school will regularly examine its attendance figures and 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.

### **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 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 must be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of school at 9.00am. The registers will remain open for 20 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 authorised absence code will be entered.

Pupils who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with school staff will be arranged to discuss causes, consequences and what support can be offered.

The afternoon registration will be at 1.00pm for Key Stage 1 and 1.30pm for Key Stage 2. The registers will be closed at 1.20pm Key Stage 1 and 1.50pm for Key Stage 2.

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**

If a child is absent, parents/carers should call the school on the first day stating the reason for the absence.

If no contact is made by parents/carers explaining the absence on the first day, the school will try to phone on all emergency contact numbers to secure an explanation. Where the school is unable to make contact by the end of the first day, two members of staff will visit the home and if they are unable to gain access the police will be called for safeguarding reasons. The School Attendance Team will also be informed at this time.

### **Persistent Absence (Defined in legislation as 10% or more absences)**

Either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment.

Regular register checks are carried out by the SAO (School Attendance Officer) or a member of school staff allocated this task. If attendance falls below 92%, a letter will be sent home by the Deputy Head Teacher requesting an improvement and offering support. If attendance rate does not improve, the Deputy Head Teacher will liaise with the School Attendance Officer or designated member of school staff who may contact the parents/carers by letter, do a home visit or invite parents/carers to a formal meeting.

### **Onward referral to support services (School Attendance Team etc)**

Any pupil who is absent without an explanation for 5 days will be discussed with the school's Link SAO. The school's link SAO visits the school on a regular basis to address any attendance issues. The school will include details of the action that they have taken.

### **Frequent Absence**

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 may refer to the School Health Adviser / School Nurse etc, if the problem appears to be a medical one. In other cases the school will seek advice from the school's link SAO.

### **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 done informally by the class teacher and may include additional work sessions with a teaching assistant.

### **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 are in school as often as possible. Data will be presented in the school website periodically and the Home/School agreement sets out school's expectations in this regard.

### **Requests for absences in term time**

The law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Head Teachers would not be expected to class any term time holiday as exceptional.

If the request is denied school will inform the parent/carer of the reason by letter. If the parents/carers choose to continue with the planned holiday it will be taken as an **unauthorised absence**.

### **Penalty Notices**

Section 23 of the Anti Social Behavior Act 2003 empowers designated LA Officers, Head Teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came in to force on 27<sup>th</sup> February 2004.

A Penalty Notice may be issued in the following circumstances:

- Overt Truancy
- Parentally-condoned absences
- Holidays in term-time
- Excessive delayed return from extended holidays without prior school agreement
- Persistent late arrival at school (after the Register has closed at 9.20am)

Penalty Notices are issued by the Local Authority at £60 per parent per child if paid within 21 days of date of issue, rising to £120 per parent per child if paid within 28 days of date of issue. Failure to pay the Penalty Notice may lead to legal action being taken against parents.

### **Attendance Awards**

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

The class with the highest attendance each week will be awarded Parker the school bear.  
Class rewards and certificates at the end of each academic year.

### **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.

## 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 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)	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. Electronic back-ups are made and preserved for at least three years.

## **Register Security**

The registers must be safely stored.

## **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

**Date: February 2020**

**Date of Review: February 2023**