

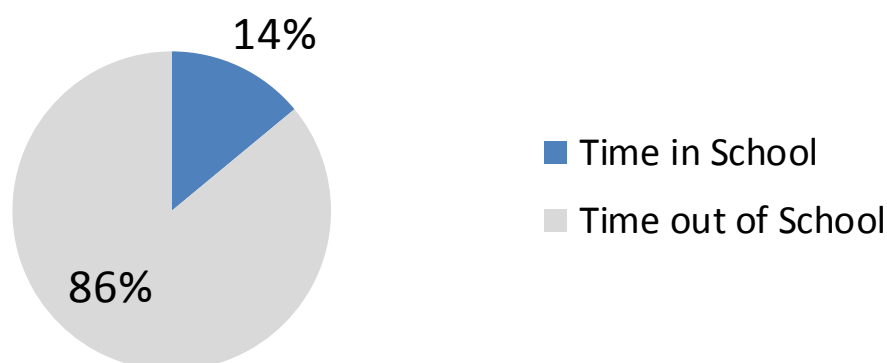
# Netherfield Primary and Pre-School

## ATTENDANCE POLICY

Updated  
April 2016

*“Education only teaches those in attendance” (Arthur Tugman, 1938)*

Over one year, children attend school for only 14% of their time:



As children only attend school, over one year, for only 14% of their time (that is with 100% attendance) we need them to come every day in order for them to make the best progress possible.

At Netherfield Primary and Pre-School, we believe that:

- Pupils need to attend school every day so that they can take full advantage of the educational opportunities available.
- Poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage.
- Children who attend school every day make better progress and have better life chances.

## **Aims**

Therefore, we aim to:

- Take all reasonable steps to maximise attendance rates.
- Actively discourage late arrival.
- Be consistent in the application of the school's registration and attendance procedures.

## **Legal Framework**

It is recognised that parents/carers, schools and Local Authorities have statutory responsibilities with regard to school attendance.

## **Parental Responsibility**

- Parents/carers are required to ensure that their children receive full time education and are therefore primarily responsible for ensuring that children attend and stay at school every day.
- Thus, parents are responsible for ensuring that their children:
  - attend school regularly
  - arrive at school on time, in uniform and in a condition to learn
  - are absent only for reasons that can be authorised.
- Parents are required to inform the school of the reason for any absence and the likely return date, as soon as possible.

## **Registration**

The school keeps an attendance register for each class in which pupils are marked present or absent at the beginning of each school session. Registers are monitored regularly by the schools Attendance Strategy Leader and the Education Welfare Officer (Early Help Unit). They send out letters and arrange home visits and/or meetings with parents where attendance and/or lateness are of significant concern.

## **Reporting Absence**

- Parents are asked to make contact on the first day of absence, where possible – by note, personal contact, telephone call or text – informing the school of the reason for the absence and/or nature of any illness. They are also asked to inform the school if there is a likely return date.
- Notes received by teachers are dated and initialled and sent to the office to be retained until the end of the academic year. The absence is logged as either Authorised Absence or Unauthorised Absence.

- Telephone messages and personal contacts made to the school office are noted on an Absence Record slip and subsequently logged as either Authorised Absence or Unauthorised Absence.
- Personal contacts made with class teachers should subsequently be logged on an Absence Record slip and placed in the Register Folder.
- Any absence that may be considered Unauthorised Absence should only be recorded after discussion with the Head Teacher. Any queries as to whether to authorise an absence or not should be referred to the Attendance Strategy Leader and Head Teacher.

### Authorising Absence

- The law states that only the school can approve absence, not parents. If doubts remain about the explanation offered – or where no explanation is forthcoming at all – the absence must be treated as unauthorised.

The following codes are used to authorise absence:

<b>A Authorised absence is replaced by:</b>	
<b>I</b>	Illness – not medical or dental appointment
<b>M</b>	Medical or dental appointments only – when the child is absent for the whole session
<b>E</b>	Excluded
<b>C</b>	Other authorised circumstances (not covered by another code)

<b>Late</b>	
<b>U</b>	If the child arrives at school after 9.00am.

<b>Unauthorised absence is replaced by:</b>	
<b>O/G</b>	Unauthorised absences e.g. birthdays.

<b>Other codes</b>	
<b>V</b>	Educational visit
<b>B</b>	Educated off site (e.g. Thorneywood)

- Absence will be authorised immediately or retrospectively if:
  - the pupil was absent due to illness
  - the pupil was prevented from attending by an unavoidable cause
  - the pupil had leave of absence granted by the Head Teacher
  - the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
  - the absence was due to a medical or dental appointment.
  
- In addition, the school *will consider authorising* absence in the following cases:
  - family bereavement
  - moving house
  - external music examination
  - special tuition/events.
  
- The school *will not authorise* absence in the following cases:
  - time off for birthday celebrations
  - shopping during school hours
  - absence due to parents having minor illnesses so unable to bring children to school
  - children looking after brothers and sisters
  - children minding the house during school hours
  - children avoiding aspects of the curriculum (games, swimming, visits, etc) whether condoned by parents or not.
  
- Recent amendments to the 2006 Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that a Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Should your child be absent from school during term time, they will be marked with the Family Holiday Not Agreed Code (G) and this will be treated as an 'Unauthorised Absence'. Parents wishing to request leave of absence should write to the Head Teacher explaining the exceptional circumstances. In each case the school will write to the family explaining that the additional days will be recorded as unauthorised.

We work very closely with Early Help Unit, to ensure that we maintain excellent attendance; as lost learning time impacts negatively on each child and often means it is very difficult for them to keep up with their work and achieve their best.

Attendance will be monitored every half term. If a child's attendance falls below 90% during that time, a letter will be issued to the parent/carer of that child informing them. School will seek help from the Early Help Unit if attendance doesn't subsequently improve.

Any child that has persistent absences may be issued with a penalty notice from the Local Authority Family Service Team.

## Lateness

- We recognise that persistent lateness is:
  - detrimental to the child's education
  - administratively disruptive
  - a poor preparation for future schooling and adult life.

- Morning registration starts at 8.45 am and the registers are closed at 9.00 am.
- Pupils arriving after 9.00 am sign in the late register at the office.
- Children arriving in school after 9:00am will receive an **U mark** – ‘late after register closes’
- Afternoon registration starts at 12.50 pm (FS2 and Classes 1 - 4) and 1.10 pm (Classes 5 - 12) and the registers are closed at 1.15 pm.
- Pupils arriving after 1.15 pm sign in the late register at the office.
- Children arriving in school after the afternoon register is closed will receive a **U mark** – ‘late after the register closes’ in the school register.
- Parents whose children regularly arrive late will receive a warning letter from school. Extreme cases may be referred to the Educational Welfare Officer within Target Services.

### **Mid-Session Arrival/Departures**

- It is recognised that children may arrive or depart mid-session for a variety of reasons which may be authorised:
  - illness or accident in school resulting in a child going home
  - medical or dental appointments
  - unavoidable delays or reasons to leave early.
- Pupils present for registration who leave early, or for part of a session, should be noted on the *Mid-Session Arrivals/Departure Log* in the school office for purposes of emergency evacuation. *The register itself is not altered.*
- Pupils not present for registration who return later from an appointment should be noted on the *Mid-Session Arrivals/Departure Log* in the school office for purposes of emergency evacuation. The register is subsequently amended to authorise the absence or record an unauthorised absence.

### **Monitoring Attendance and Punctuality**

- The **computer print-outs** will be examined at the end of each month to look for:
  - patterns of unexplained absences
  - any persistent lateness
  - any prolonged absence (Local Authority informed if more than two school weeks; note made on child’s record card)
  - any unexplained patterns of authorised absence.

**Summaries of Attendance** rates are prepared annually for all children in years 1-6 showing:

- the total number of pupils on roll at any time during the period
- the total number of possible pupils’ sessions
- the number of authorised absences and the number of children affected
- the percentage of pupils’ sessions lost by authorised and unauthorised absences.

**Year on Year Summaries** are retained for comparison and class registers are retained for a minimum of three years.

An **Attendance report** is drawn up within the Impact Report to Governors which is produced every half term, outlining the attendance and punctuality within school.

**Please find the Netherfield Primary and Pre-School Percentage Attendance Information attached. This explains what the percentages mean in regards to the amount of learning time lost due to absence.**

Ratified by Governors: December 2015

Review date: September 2016

Signature ..... Date .....

**Netherfield Primary and Pre-School**  
**Percentage Attendance Information**



<p><b>Above 97%</b></p>	<p align="center"><b>Less than 6 days absence a year!</b></p> <p><b>Excellent attendance!</b> Pupils with this attendance should achieve the best grades they can and also earn lots of reward points!</p>
<p><b>95%</b></p>	<p align="center"><b>Less than 10 days absence in a year!</b></p> <p>Pupils with this attendance are likely to achieve their target grades and are working towards improving their attendance and punctuality so that they can earn reward points!</p>
<p><b>90%</b></p>	<p align="center"><b>20 days absence over the year!</b></p> <p><b>Pupils with this attendance are missing a month of school per year</b> and will fall behind in Maths, Literacy and other subjects; it will be difficult for them to achieve their best.</p> <p align="center"><b>Attendance that fall below 90%, will fall into the Persistence Absence Threshold.</b></p> <p><b>If attendance does not show an improvement then a Penalty Notice or fine may be issued from the Local Authority Early Help Unit.</b></p>
<p><b>85%</b></p>	<p align="center"><b>30 days absence in a year!</b></p> <p><b>These pupils are missing 6 weeks of school a year!</b> It will be very difficult for them to keep up and achieve their best. The Attendance Strategy Leader will be looking at your child's attendance to make sure that it does not dip below the next level of 80%.</p> <p><b>If attendance does not show an improvement then a Penalty Notice or fine may be issued from the Local Authority Early Help Unit.</b></p>
<p><b>80%</b></p>	<p align="center"><b>Pupils with this attendance are missing a day for every week of school!</b></p> <p>It will be almost impossible to keep up with their work. Parents of pupils with this level of attendance will be well known to the Attendance Strategy Leader and the Early Help Unit. Your child's attendance will be closely monitored and letters will be sent home to alert you of their poor attendance.</p> <p><b>If attendance does not show an improvement then a Penalty Notice or fine may be issued from the Local Authority Early Help Unit.</b></p>