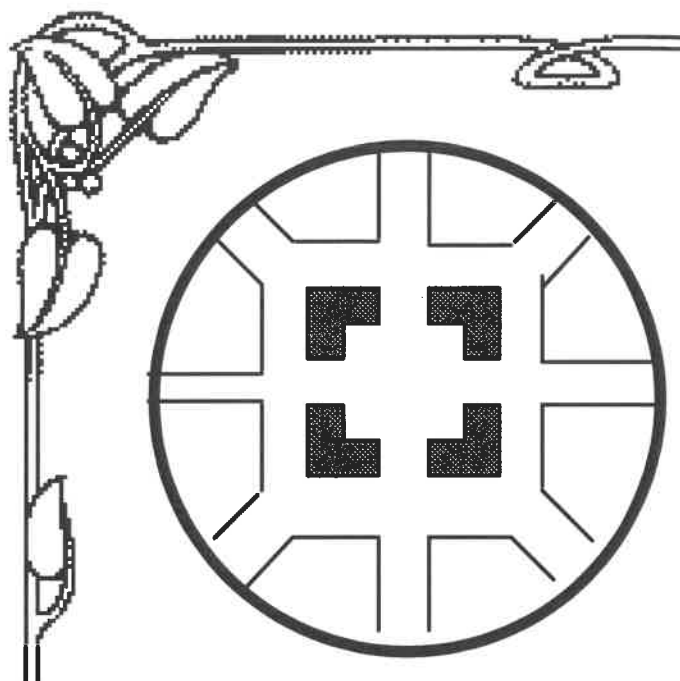


Fakenham Infant and Nursery School



Attendance Policy Autumn 2019

Signed:
Headteacher:

S Gallichan

Date of next review:
September 2020

Fakenham Infants and Nursery School

WHOLE SCHOOL ATTENDANCE POLICY

Fakenham Infant and Nursery School is committed to providing a full and enriching education to all pupils and embraces the concept of equal opportunities for all.

We will provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement we expect your child to be in school every week day of the school term. Ideally we would want children to achieve 100% attendance. 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 our school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk attendance targets. Strategies for improving attendance will be regularly reviewed.

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 (8.55am). The registers will remain open for 20 minutes until 9.15am. Any pupil arriving after 8.55am but before 9.15am will be recorded as late. Parents will be asked to sign their child/children in by signing the late form and to provide a valid reason why they are late then a member of staff will take your child to class. Any pupil arriving after 9.15am will be recorded as a half day unauthorised absence, unless you are attending a medical appointment and proof of this will be required. The afternoon registration for Reception children will be at 1.05 pm, the registers will close at 1.15pm. The afternoon registration for Year 1 and Year 2 children will be at 1.20pm and the registers will close at 1.30pm.

First Day Absence

Parents are expected to contact the school on the child's **first day** of absence. There is an answerphone available for you to leave a message. Please can you state what is wrong with your child and not just state unwell. If no contact has been received, the school will make telephone contact with the parent. Contact will be made by the school office. This will be recorded in the orange attendance book in the register files.

Third Day Absence

If the child is still absent the parents are asked to contact the school again to confirm the reason for absence. If the child is still absent and there has been no contact from the parent, or the parent has been unable to be contacted a standard letter will be sent, requesting that the parents contact the school immediately. In certain circumstances a member of school staff will visit the property and there is a possibility of a police welfare check.

Continuing Absence

If there is continuing absence without explanation, and a visit to the property has not been able to make contact with the parents then this will be reported to the police for further investigation.

Ten Days 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 Children's Services Attendance Team. The school will include details of the action that they have taken. This is a legal requirement.

Frequent Absence

It is the responsibility of school staff 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 schools Pastoral Support Worker/Attendance Officer will seek early contact with parents to discuss the matter and will try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the School Nursing Team if the problem appears to be a medical one. If the matter remains unresolved the school will seek advice from the school's Attendance Support & Enforcement Officer (ASEO).

A Welcome Back

It is important that on return from an absence all pupils are made to feel welcome.

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. This will be done through our newsletter, meetings with parents and convening Attendance Panels.

The Home/School agreement states the importance of good attendance.

Holidays in term time

PLEASE BE AWARE THAT ALL HOLIDAY LEAVE WILL BE UNAUTHORISED.

This leave of absence will be unauthorised, but the school still needs to be made aware of the intended dates for which the pupil(s) will not be in attendance, so that our records can be maintained. The local authority has reviewed the criteria for penalty notices. The details are 15% unauthorised absence over a period of 6 weeks for reasons other than unauthorised term time holiday OR 10 consecutive sessions of unauthorised absence (5 days) where some or all of the absence may be attributed to holiday in term time.

Attendance Awards

The school uses the following system to reward pupils who have good or improving attendance. 'Be There Bear' is awarded to the class that has the best attendance that week. This is awarded during our weekly Thinking Time, we also have weekly 'special pencil' awards for children who have had 100% the previous week. 100% attendance certificates are awarded half termly, termly and at the end of the year.

Attendance Targets

The school sets attendance targets each year with our School Improvement Partner. The Head Teacher will report attendance issues to the Governing Body in Head Teacher's reports, at least termly so progress against targets set can be monitored. Our target for 2019/20 is 96%.

Appendix A

The Registration System

The School use a computerised system for taking and keeping the school attendance records. The national codes will be used to record attendance information.

Registers by law must be kept for at least three years

Register Security

When they have been completed they are electronically stored and staff will be aware of the data protection regulations in relation to this. Archived registers will be safely stored.

Appendix B

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) (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** –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 category 3 are deemed to be present for attendance returns purposes.

This would include:

- **Field trips and educational visits**
 - **Sporting activities**
 - **Link courses or approved education off site**
 - **Most types of dual registration**
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