

Arden Primary School

Arden is a safe and creative environment: a happy, positive, vibrant and forward-thinking community where each child and adult is valued and able to learn play and achieve.

Whole School Attendance Policy for Pupils

DATE OF POLICY: SUMMER 2011

THE DEVELOPMENT OF THIS POLICY

This policy was developed through consultation with the Every Child Matters (ECM) Team, the Governing Body, the Senior Management Team (SMT) and with Local Education Authority (LEA) officers.

RATIONALE

Arden 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 have opportunity to learn and flourish.

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/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 and Skills. (See appendix)

Each year the school will examine its attendance figures, weekly, monthly and termly; and set attendance/absence targets. These will reflect both national and local attendance targets. These targets will be shared on a regular basis with the school community through newsletters, the school website and whole-school assemblies.

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.

ECM TEAM

Ratified by the Governing Body Summer 2011

To be reviewed annually by:

Mr. Ghinai (Attendance Officer)

Mrs. Fox (Assistant head)

Acknowledgement with thanks to Norfolk County Council

1. SCHOOL PROCEDURES

1.1. 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.

2. LATENESS

2.1. Morning registration will take place at the start of school at 8.55 am. Any pupil arriving after 9.00am 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 authorized absence code will be entered.

2.2. The afternoon registration will be at 1: 00 PM.

2.3. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as being “present”, but will be coded as “late”, before registers close.

3. FIRST DAY ABSENCE

3.1. On the first day of absence, parents are required to contact the school when they know their child/children are unable to attend school for any reason. School may be contacted by phone, written note, letter or e-mail.

3.2. Parents are expected to indicate the reason/circumstance to do with the absence and an indication of the time to be taken off school.

3.3. Details of absences will be collated by the Attendance Officer, in school, and parents of children with unauthorised absences will be contacted by phone initially. Should phone contact not be achieved by the third day, a letter will be sent asking parents to phone the school giving reasons for the absence. **A home visit will be made on the 6th working day if there is no response from parents.**

4. TEN DAYS ABSENCE

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4.1. Any pupil who is absent without an explanation for 10 consecutive days, will be reported to the EW Service. Parents will also receive notification of this by letter. (See appendix 1.).

5. FREQUENT ABSENCE

5.1. It is the responsibility of all staff to be aware of and bring attention to, any emerging punctuality and attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will initially try to resolve the problem with the parent/s. If the problem appears to be a medical one, the school will seek advice from the School Nurse service and the Senior Management Team in the school.

6. ABSENCE NOTES

6.1. Notes received from parents explaining absence should be logged with the Attendance Officer and 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.

7. PERSISTENT ABSENCE

7.1. Where concerns are expressed by the Senior Management Team about pupils with abnormal patterns of absence, they will be subject to the **Internal Spotlight Procedure**. This will require parents to produce medical evidence or other proof of appointments and reasons for absence. Pupils without evidence will be registered as being unauthorised

7.2. **Pupils with a cumulative absence of 10 abnormal/unauthorised unauthorised absences** will be on internal spotlight and will be required to attend a meeting with the school representative to try to resolve and improve attendance.

7.3. **Pupils with a cumulative absence of 20 in an academic year** will be referred to the School Medical and Educational Welfare Services. Warning letters will be sent to parents and an evidence trail of all interventions with the family recorded.

8. PROMOTING ATTENDANCE

8.1. 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 form part of the Home/School agreement. School assemblies will be held to reward children with high attendance and those who have improved the most. Through the Cool Cats reward scheme, weekly attendance figures are shared with staff and pupils and monthly attendance figures are published in the school's Newsletter.

9. A WELCOME BACK

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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.

10. HOLIDAYS IN TERM TIME

10.1. Holidays during term time are discouraged. The school will **not** authorise any absence and parents will be reminded of the effect extended absence can have on pupil's potential achievement and social engagement. If parents still choose to go, they must inform the school with evidence of dates of travel and return. Parents must be encouraged to minimise disruption to learning by not bridging school terms.

10.2. If children are taken abroad for any reason and the period bridges official holidays, then the holidays will count as unauthorized and be aggregated with the days taken off.

10.3. Parents who do not engage with the school over term time holidays will be reported to the Governors. The Governors will look at the attendance pattern of the child/ren over the past 12 months and all unauthorised absences will be aggregated. Where this exceeds 20, a warning letter will be sent pointing out the facts and the possibility of loss of place. Parents will have to attend an interview with the Head Teacher or representative the Senior Management Team (SMT).

10.4. All procedures to do with term time holidays are formalised with standard letters and are available in the appendices. Any pupils not returning from absence in the time permitted by LA guidance will be removed from the school roll. (See appendices 2, 3, 4)

THE E-PORTAL REGISTRATION SYSTEM

The School uses *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 or 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

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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

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.

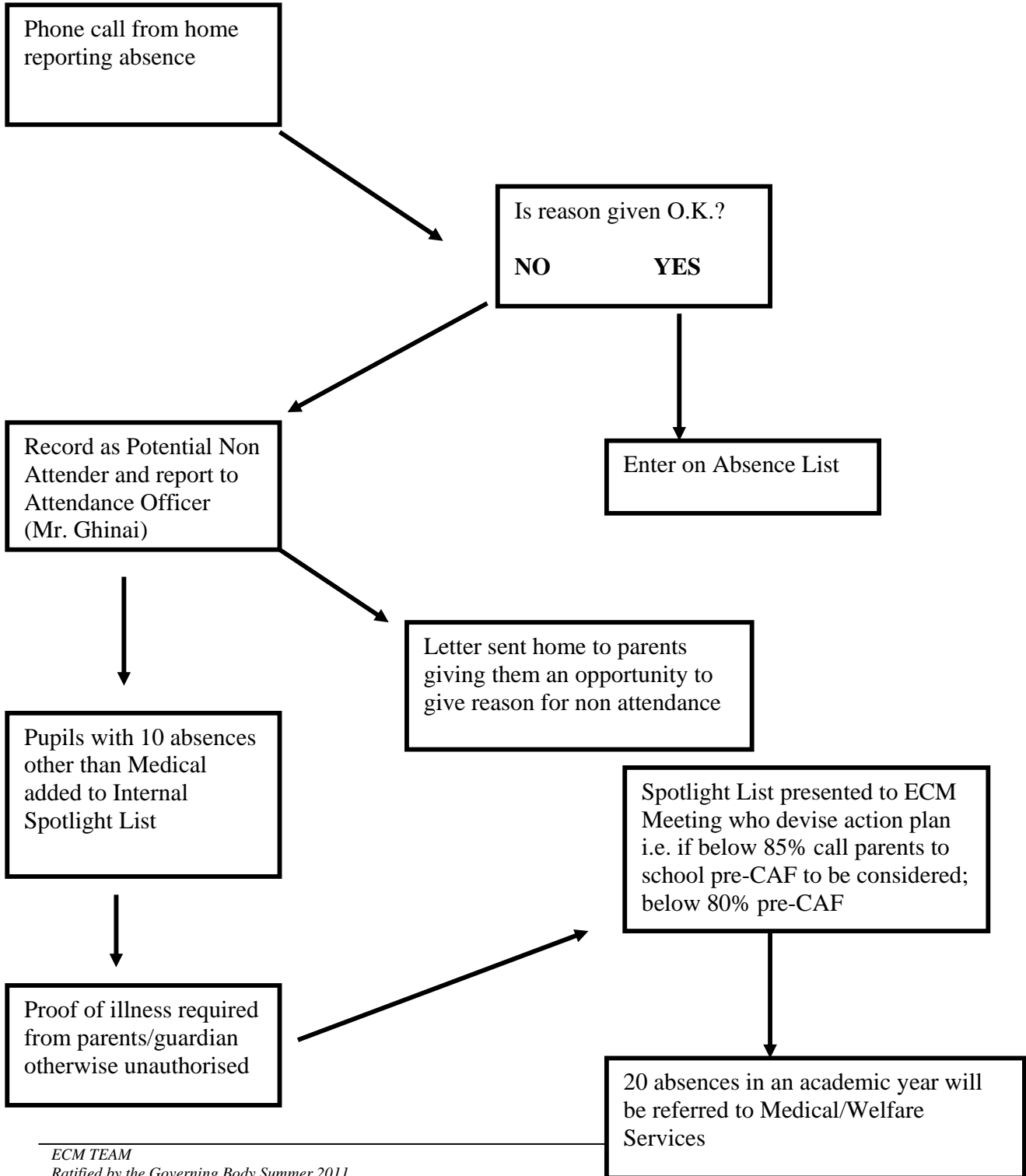
The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

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

**FLOW CHART FOR
INTERNAL
SPOTLIGHT PROCEDURE**



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APPENDICES

ECM TEAM

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Mrs. Fox (Assistant head)

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Arden Primary School
Baker Street
Sparkhill
Birmingham B11 4SF



Telephone – 0121 675 7702
Fax - 0121 675 0643
Nursery - 0121 675 7538
Email: enquiry@arden.bham.sch.uk

APPENDIX 1.

Date:

ABSENCE

Dear _____

We note that _____ has been absent.

Children are not permitted to take time out of school beyond the current 13 weeks of the holidays.

Your child has been absent for _____ days and this will be unauthorized absence which will impact greatly on their overall attendance and could trigger intervention from the Educational Welfare Service or the loss of the place at school.

Yours sincerely

Mr. S. Ghinai
Attendance Officer

Arden Primary School
Baker Street
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Birmingham B11 4SF



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APPENDIX 2.

Date:

ABSENCE/HOLIDAY REQUEST (1st Letter)

Dear _____

The school no longer authorises any holiday or extended absence. This is in line with national and local guidance.

Children are not permitted to take time out of school beyond the current 13 weeks of holidays.

If you still choose to take your child out of school, this will be unauthorised absence and this will impact greatly on their overall attendance and could trigger intervention from the Educational Welfare Service or the loss of the place at school.

Yours sincerely

Mr. A. Lacey
Head Teacher

Arden Primary School
Baker Street
Sparkhill
Birmingham B11 4SF



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Fax - 0121 675 0643
Nursery - 0121 675 7538
Email: enquiry@arden.bham.sch.uk

APPENDIX 3.

Date:

WARNING LETTER

Dear _____

As explained before you went abroad, your child's absence cannot be authorised. The details will now be passed to the Education Welfare Officer as _____ has been absent for more than 10 days.

Yours sincerely

Mr. A. Lacey
Head Teacher

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APPENDIX 4.

Date:

FINAL LETTER

Dear _____,

As explained before you went abroad if your child _____ did not return to school he/she would probably lose their place. As they have been absent now more than 20 days, their name has been taken off our school roll. This is in accordance with Birmingham Education Authority Policy.

You were sent a warning letter on _____

Your child's name will be put on the waiting list.

Thank you

Yours sincerely

Mr. A. Lacey
Head Teacher

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