

The Federation of Grove House and Kings Park Infant Schools



Attendance Policy

School attendance is subject to various education laws and our school Attendance Policy is written to reflect these laws and the guidance provided by the Department for Education and Employment. Each year the school will examine its attendance figures and set attendance targets that reflect both national and Norfolk attendance targets.

In order for a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards full attendance for all children and consistently convey the importance of regular and punctual attendance to parents and carers.

The following policy should be read in conjunction with this policy: Safeguarding, including child protection.

Aims of Policy:

1. To provide a full and efficient education to all pupils and ensure equal opportunities for all.
2. To provide an environment where all pupils feel valued and welcome.
3. To ensure that attendance of all pupils is monitored and that the importance of regular and punctual attendance is communicated to parents and carers.
4. To promote high levels of attendance so that each pupil can achieve maximum benefits from the educational, personal and social opportunities available at The Federation of Grove House and Kings Park Infant Schools.

School Procedures

Any child who is absent from school must have their absence recorded as being authorised or unauthorised. Only the Headteacher or a member of staff acting on their behalf can authorise absence.

Registration

Doors open at 8:45am

The register is open from 8:55am until 9:25am

- ❖ Register is taken at 8:55am
- ❖ Any child arriving late – after 9:00am but before 9:25am will be marked late (L on the register)
- ❖ If a child arrives after 9:25am they will be marked as 'U' – Late –Registration closed. This is regarded as an unauthorised absence unless an explanation is given and accepted as grounds for authorising the late arrival then the appropriate code will be used.

Afternoon registration will take place at **1pm** and the registers will close at **1.10pm**.

First day Absence

Parents and carers are asked to notify the school office by telephone before 9:25am or other means on the first day of absence. If the length of absence is known then the parent/carer doesn't need to ring daily. If the length of absence is unknown, then the parent/carer needs to ring on each day of absence.

If no message is received, then a text is sent to parents requesting a reason for absence. If notification is not received then this is followed by a phone call. A letter is also sent home with the child on their return to school if no message is received.

The School Secretary passes messages to the child's class teacher and enters the absence in the register if contact is made via the school office. Teachers should inform the office if the message has been passed directly to them from the parent/carer.

Class teachers should ensure that parents/carers receive any letters or information that has been given out during the child's period of absence.

Completing registers

Each class in the school has one page printed in register format each week and this is kept in a named register folder. Teachers should seek the advice of the Headteacher if they are unsure of the code they should enter. At the end of the week the School Secretary enters the attendance figures on to the Pupil Asset's computer system.

Registers [and dinner registers] are brought to the office by **9.10am**. The class teacher is responsible for collecting the register at the end of lunchtime from the office and returning it to the office after registration at 1:10pm. All registers must be kept in a central area i.e. the school office to comply with Fire Safety regulations for evacuation.

Students on teaching practice should only complete registers under the direct supervision of their class teacher. Teachers are responsible for checking the register to ensure that it has been completed accurately. When a supply teacher or HLTA is covering a class they are responsible for the register and must report any messages or concerns to the class teacher.

Failure to Notify the School of Absence

If the school received no notification of child's absence the school will refer the case to the Cluster Support Attendance Officer to conduct a home visit.

Ten Days Absence

Any pupil who is absent without explanation for ten consecutive days will be referred to the Norfolk Pupil Attendance Service [**This is a legal requirement**]. The school will include details of action that they have taken.

Child Missing in Education

When a child leaves the school at any stage of the school year (except for transfer at the end of Key Stage 1 a CME form must be completed to enable NCC to track their movement to their next school.

Poor Attendance and Frequent Absence

Class teachers should bring any concerns they have over attendance directly to the Headteacher. Children's attendance is monitored daily and analysed half termly.

Any child whose rate of attendance is below 92% may receive a letter from the Headteacher to notify the parents/carers and their attendance will be closely monitored. Supportive information may be requested when absences are due to reported illness. You may be invited to attend an Attendance Panel Meeting.

Children who have persistent absence (90% or below) will be written to and may be requested to attend a Fast Track to Attendance meeting if absences are unauthorised. At the Fast Track meeting, the Headteacher, Attendance Governor may be accompanied by the LA Attendance Support & Enforcement Officer.

Leave of Absence / Holidays during term time during Term Time

Amendments to the 2006 Regulations in Education -Changes came into force on 1st September 2013; Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. **No holidays will be authorised.**

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1st September 2017); or,
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice. Any pupil within the Dereham Cluster of Schools, who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. The intervention could be in the form of a Fixed Penalty Notice.

Attendance Awards

Individual Attendance Awards will be presented at the end of each term

Children who have 100% attendance for the term will receive:

-  A 100% Certificate
-  A 100% Attendance Badge

Weekly Class Attendance Awards

During the Friday Celebration Assembly a trophy is given to the class with the highest attendance. If a class has 100% attendance they are given an invitation to join in with a special treat.

Monitoring and review of the policy

The Headteacher is responsible for this policy.

Attendance Policy

The policy will be updated annually and reviewed every three years.