



ATTENDANCE POLICY

Snettisham is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

Aims of this Policy:

- To ensure every child is safeguarded and their right to education protected.
- To ensure the school attendance target is achieved through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies in order to address barriers to attendance and overcome them.

The staff and governors of Snettisham Primary School recognise regular school attendance as imperative. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach his/her full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for every child. 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 any guidance produced.

Each year the school will examine its attendance figures and set attendance targets. These will reflect both national and Norfolk attendance 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 must have their absence recorded using the recognised codes. Only the headteacher or a member of staff acting on their behalf can authorise absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence, does not oblige the school to authorise that absence; indeed, if the school does not consider the reason given to be justified, it should not do so. Similarly, if no explanation for absence is offered, the absence should remain unauthorised.

Reasons for not authorising an absence would be:

- no explanation given by the parent
- the school is not satisfied with the explanation
- the pupil is staying at home to mind the house
- the pupil is shopping during school hours
- the pupil is absent for unexceptional reasons e.g. a birthday
- the pupil is absent from school on a family holiday without prior permission
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

Lateness

Registration will take place at the start of school in the morning and afternoon. The morning registers will remain open for ten minutes until 9.05 a.m. All children arriving after the start of school will be considered to be late and must report to the office, where their lateness will be recorded in the late register. If a child arrives after 8.55 a.m. but before 9.05 a.m. they will be recorded as late (L). However, any child who arrives after 9.05 a.m., without a valid reason such as a doctor's appointment, will be marked as having an unauthorised absence (U).

If a child is persistently late, a warning letter from the school will be sent. If the lateness continues the Attendance Improvement Officer will be contacted.

First Day Absence

All parents are expected to notify the school of the reason for absence as soon as possible, preferably by telephoning the school on the first day. Class teachers indicate on the register all children absent without explanation (N – no reason yet provided for absence). When the registers reach the school office, staff will endeavor to telephone or text the parents of children who are absent to discover the reason for absence and record this in the register.

Holidays during term time – only in exceptional circumstances will the school agree to a leave of absence in term time. Parents are asked to complete a holiday form requesting permission to take their child on holiday.

Religious Observance – a maximum of three days absence is allowed for religious observance.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the child's education.

Ten Days Absence

Any pupil who is absent without an explanation for ten consecutive days will be referred to the Norfolk Pupil Attendance Service. If a child is absent for more than ten days the school and the Attendance Team will try to locate the child and discover the reason for absence. If all channels of investigation have been exhausted and the child still has not been located they can be removed from the school role after four weeks and their details forwarded in the correct manner to Children's Services and DFES.

Continued Absence

On-going absence is monitored by class teachers, headteacher and office staff, as well as the Parent Support Advisor and Attendance Improvement Officer. Further contact with home is made when necessary.

Frequent Absence

It is the responsibility of the headteacher and class teachers to be aware of any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents. In all cases the school will discuss the situation with the school's Attendance Improvement Officer and may also seek advice from the School Health Adviser.

Absence notes

When notes are received from parents explaining absences it is important that this information is recorded in the attendance register using the correct codes.

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. The Home/School agreement is part of this process. Good attendance will also be promoted through close work with the Attendance Team and include events such as "Attendance Week" and "Late Gates"

Attendance targets will be set for each class and will be referred to on a weekly basis. Classes which meet their target will be praised and congratulated. The KS1 and KS2 classes with the best attendance will be rewarded with a weekly non-uniform day and half-termly, for the class with the best attendance, the school will pay for the children to have a special takeaway lunch.

A Welcome Back

It is important that on return from an absence 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.

Attendance Awards

Any child with 100% attendance at the end of the school year will be presented with a special certificate acknowledging this achievement.

NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

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	Non-compulsory school age absence	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