

Date agreed	June 2018
Review date	June 2021
Signed	R Robinson



Swanton Morley VC Primary School

Attendance Policy

School attendance is subject to various education laws and this 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 here at Swanton Morley

School Procedures

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

Registration

Gates open at 08:45 (from September 2018)

The register is open from 08:55 until 09:15

- Registration is between **08:55 to 09:00**
- Any child arriving late, after 09:00 but before 09:15 will be marked late (L)

- If a child arrives after 09:15 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.
- *Part time pupils in reception who do not attend afternoon sessions are marked with a X.*

Afternoon registration will take place at **13:15** and the registers will close at **13:20**.

First day Absence

Parents and carers are asked to notify the school office by telephone before 09:15 (or by other means) on the first day of absence. If the length of absence is known then the parent/carer doesn't need to phone daily. If the length of absence is unknown, then the parent/carer needs to phone on each day of absence.

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 teacher is responsible for completing their class' attendance register on Pupil Asset by 9.15 each morning and by 13.20 each afternoon.

Ten Days Absence

Any pupil who is absent without explanation for ten consecutive days will be referred to the Norfolk Pupil Attendance Service, 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 2) 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 thereafter. Parents/carers 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 and Attendance Governor may be accompanied by the LA Attendance Support & Enforcement Officer.

Leave of Absence / Holidays During Term Time

Amendments to the 2006 Regulations 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. 85% attendance or less, with at least 15% unauthorised absence over a 6 week period; or,**
- 2. Below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence**

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

Attendance Awards

Attendance Awards will be presented at the end of the year as follows:

- ★ Children who have 100% attendance will receive a GOLD STAR badge.
- ★ Children who have 99.5 to 99.9% will receive a SILVER STAR badge.
- ★ Children with 99.0 to 99.4% will receive a BRONZE STAR badge.

There is also a weekly 'Attendance Star' for the best attending class in each key stage.

Monitoring and review of the policy

The Headteacher and Governing Body are responsible for this policy. The policy will be updated annually and reviewed every three years.