



Earsham CE VA Primary School

*We aim to provide a happy, purposeful, Christian environment, in which each child feels secure and develops self-confidence, enabling them to flourish and reach their full potential.
Children's learning journeys are enhanced by working together with the wider community.*

Attendance



Earsham CE VA Primary School

ATTENDANCE POLICY

Earsham CE VA 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 endeavour to provide an environment where all pupils feel valued and welcome.

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 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 the guidance produced by the Department for Children Schools and Families. (Appendix one.)

Each year the school will examine its attendance figures and set attendance/absence 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 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 headteacher 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 at 9.00 am. The registers will remain open for thirty minutes. Any pupil arriving after this time 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.

The afternoon registration will be at 1.00 pm for Foundation and Key stage 1 children.
1.15 pm for Key stage 2 children.

The registers will close at 1.05 and 1.20

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

First Day Absence

Parents are expected to contact the school before 9.10 am. If that is not done the office manager will phone parents before 9.30 am. If contact is not made a telephone message will be left requesting a return call. In cases of persistent absence and non-contact by parents, the head teacher will make school procedures clear, either verbally or by letter.

Third Day Absence

If there has been no contact by parents by the third day of absence, the headteacher will again make school procedures clear, either verbally or by letter to establish the reason for absence. The letter will advise the parents that if we do not hear from them within 5 days of the date of the letter, the school will make a referral to the Local Authority Children's Services, Attendance Improvement Officer. Any pupil that is absent without explanation for 10 consecutive sessions will be referred as above and the school will include details of the actions they have taken.

Frequent Absence

It is the responsibility of the office manager 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 school will try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Improvement Officer (AIO).

A Welcome Back

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.

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.

The Home/School agreement can be used in this way.

Holidays in term time

From 1 September 2013 in line with new statutory legislation schools will no longer be able to authorise absences for holiday requests. Only exceptional circumstances warrant an authorised leave of absence. Each request will be individually considered by the Headteacher taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

The school would not support any leave of absence which coincided with Assessments/tests or for a child whose attendance was not otherwise good.

Attendance matters leaflet

An attendance matter leaflet is sent to parents in the 2nd week of the autumn term. New parents will have already received a copy in their welcome pack in July. The information is also available on the school website and a poster is displayed on the information board. The home school diary that is used by every child throughout the school displays Attendance Matters information on page 4.

Attendance Awards

The use of these will be considered every time this policy is reviewed. At present this is not deemed to be necessary.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the head teacher will be responsible for overseeing this work.

Our school's full year attendance:

2012:	94.9%
2013	95.8%
2014:.....	96.8%
2015:.....	96.7%
2016	97%

Targets:

2013-14	95%
2014-15	96%
2015-16	97%
2016-17	97%
2017-18	97.5%

National attendance:

2012:	95.6%
2013	95.2%
2014	96.1%
2015	96%
2016	96%

The registration system

The School will use 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 <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	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

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

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

Earsham C.E.V.A Primary School
APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR FAMILY HOLIDAY DURING TERM TIME

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

Full name of child(ren)

Address

Leave requested from _____ to _____

Total number of school days _____

Reason for application:

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.

Signature of parent(s)/carer(s) _____

Date: _____

The Headteacher will consider your request for leave of absence following government guidelines and the following points

1. The child's previous attendance history
2. The child's stage of education.
3. The time of year (SATS or exams).

Whether the parents are restricted in terms of leave from their employer.

Your request for leave of absence from school for a family holiday during term time has been considered and has been agreed/not agreed.

Signature of Headteacher _____

Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carers of the student to confirm authorisation.

Family Holidays & Extended Trips Abroad during Term Time

From 1 September 2013 in line with new statutory legislation schools will no longer be able to authorise absences for holiday requests. Only exceptional circumstances warrant an authorised leave of absence. Each request will be individually considered by the Headteacher taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

The school would not support any leave of absence which coincided with Assessments/tests or for a child whose attendance was not otherwise good.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may chose to do this.

The government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Discuss with the school any request for holiday prior to making a booking. Your child's school may have a designated person for this. It is the parent/carers responsibility to ensure you receive confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.

If the head teacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 28 days, this increases to £120 payable between 29-42 days. Failure to pay usually results in prosecution in the Magistrates' Court.

*(Academic year =school year from September to July)

Schools in the Loddon Cluster - Term Time Holiday and Extended Leave of Absence

Term Time Holidays

- 1.1 Term time holidays are intended for children whose parents are unable to take holiday at any other time. Parents are to apply to have the holiday recorded as an 'authorised absence'.
- 1.2 Schools in the Loddon Cluster will consider every application individually; their policy is **NOT** to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holiday **is not a right**. An application must have been made in writing, with appropriate evidence, **in advance** of the intended holiday.
- 1.3 Schools in the Loddon Cluster will consider authorising holidays for:
- Service personnel and other employees who are prevented from taking holidays during term time.
 - When a family needs to spend time together to support each other during or after a crisis.
 - Parents who are subject to a strict and non negotiable holiday rota and evidence is provided to this effect.
- 1.4 Requests for holidays for the following reasons will not be authorised:
- Cheaper cost of holiday.
 - Availability of the desired accommodation.
 - Poor weather experienced in school holiday periods.
 - Overlap with the beginning or end of term.
- 1.5 Schools in the Loddon Cluster will respond to all requests for a leave of absence giving reasons for the decision.
- 1.6 Schools in the Loddon Cluster will **NOT** authorise a holiday during periods of national tests, ie SATS and GCSE examinations.

Extended Leave of Absence

- 2.1 In considering absence for extended trips overseas, schools in the Loddon Cluster will take account of the following:
- A visit to family overseas has a very different significance from a normal 'holiday'.
 - Such visits may be important in terms of children's identity and self-esteem as they grow up.
 - Requests for absences/holiday are not made on an annual basis.
 - Parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of the trip).
 - The reasons for wishing to make a visit is more difficult particularly for minority ethnic families, where huge distances and high costs are involved.
 - Where extended leave of absence is granted there will be an expectation that the pupil undertakes some school set work during this period.

Related Policies

Data Protection Policy aims to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation.

Spiritual, Moral, Social and Cultural Development Policy aims to prepare all pupils for the opportunities, responsibilities and expectations of life.

The Single Equality Scheme states that inclusion for all pupils will be achieved by ensuring the learning environment, resources and activities are appropriate to each child. All staff are committed to inclusion and plan lessons that dispel stereotypical attitudes and discrimination.

The Health and Safety Policy is adhered to in everything we do. The learning environment, resources and activities are planned by staff to take account of this. Children are encouraged to be safety conscious and contribute to the risk assessment process themselves.

The Special Educational Needs Policy stipulates that pupils will be assessed and provided or as an integral part of every lesson. Staff are experienced in effective differentiation and provide opportunities for children to work on their Individual Education Plan targets in all areas of the curriculum.

The Gifted and Talented Pupil Policy ensures that children who are on the register are encouraged to reach their potential through extension activities and problem solving challenges.

Internet Safety and Acceptable Use Policy - In common with most technologies, Internet use presents risks as well as benefits. Pupils could be placed in inappropriate and even dangerous situations without mediated Internet access. The headteacher and ICT coordinator will pass on current information and recommendations by CEOP, the Child Exploitation and On-line Protection Centre to staff and parents. Teachers will use CEOP's "ThinkUKnow" website with children in every class to ensure they understand the dangers of some internet use and are able to make the right choices themselves. Parents will be encouraged to access these materials at home with their children to embed these important safeguarding principles.

Prevention of Extremism and Radicalisation -This policy sets out our strategies and procedures to protect vulnerable pupils from being radicalised or exposed to extremist views. The elements of our policy are prevention, protection and support.

Whole School Safeguarding and Child protection Policy

The purpose of Earsham C.E. V.A. Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to;

- Protect our children / young people from maltreatment
- Prevent impairment of our children's / young people's health or development
- Ensure that our children / young people grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our children/young people to have optimum life chances and enter adulthood successfully.

Behaviour Policy

At Earsham we believe that helping children develop attitudes that will enable them to become kind, responsible, hardworking citizens is our most far-reaching role. We create overt opportunities for development of their self esteem and work with parents to ensure children grow up with a positive sense of self worth, aware of their rights and responsibilities in a community.

Anti-bullying Policy

Earsham C.E. V.A. Primary School will not tolerate any form of bullying. We believe that pupils and staff have the right to learn in an affirming and safe environment which promotes positive personal growth and self-esteem for all.