



# Attendance Procedures

Spring Term 2017

Review Date – Spring Term 2018

In support of Cluster Attendance Policy

## 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 principal 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 8.50a.m. The registers will remain open for 10 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 authorised absence code will be entered.

The afternoon registration will be at 1.00PM.  
The registers will close at 1.10PM.

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

The school expects parents to inform them on the child's first day of absence by telephone before the normal closure of register time. After this the school secretary will endeavour to contact the parents to find out the reason for the absence. This information can then be entered into the registers.

## **Continuing Absence**

If no contact is made with or by parents and absence is continuing then a letter will be sent asking them to contact the school and explaining to them the consequences for absence without explanation. (see below)

## **Ten Day's Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team. The school will include details of the action that they have taken.

## **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.

## **Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance.

A weekly award will be given to the class with the best attendance and this will be the golden register for the following week. There will be an announcement of attendance in assembly and a representation of this in assembly.

To achieve 100% attendance a child must not have arrived late or left school early for any reason.

Certificates will be awarded to children with 100% attendance on a termly basis with all children entering a prize draw for that term.

Children who achieve 100% attendance for a complete year will receive a certificate and gift voucher.

## **Attendance Targets**

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

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes.

Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

## **Register Security**

The registers are stored in the secretary's office after registration times

### **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

Adopted by the Principal and Governors March 2017

Monitoring of the policy will be undertaken by the Local Governing Body

Signed \_\_\_\_\_ Principal

Signed \_\_\_\_\_ CoG

Date \_\_\_\_\_