

**OUR LADY QUEEN OF PEACE RC PRIMARY SCHOOL**



**ATTENDANCE POLICY**

Agreed:

Date: 27.2.19

Review Date: Spring 2021

Our Lady Queen of Peace RCVA 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 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 relevant professional partners.

Each year the school will examine its attendance figures and set attendance/absence targets.

The school will review its systems for improving attendance termly to ensure that it is achieving its set goals.

### **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 9am. The registers will remain open for fifteen 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 close 10 minutes after the beginning of the afternoon session.

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/carers are expected to telephone school before 9.10am to inform the school secretary that their child will be absent. Where there is knowledge that a child will be absent for a longer period this should be informed also. The school secretary will telephone the child's home if no notification of absence is given.

#### *Third Day Absence*

When there has been no notification of absence after three days, the school secretary will again attempt to make telephone contact with parents/carers to establish the reason for absence. When no telephone contact can be made a letter will be sent to the child's registered main carer asking them to contact the school. The Attendance Officer will be notified.

#### Continuing Absence

If absence continues beyond five days a letter will be sent to the child's registered main carer, asking them to contact school the same day and the Attendance Officer will be informed again.

#### Ten Day's Absence

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority. The school will include details of the action that they have taken.

#### Frequent Absence

It is the responsibility of /the class teacher 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 Nurse if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Officer. The Headteacher will review attendance data termly. The parents/carers of children's whose attendance is less than 95% will be notified by letter.

#### 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 will 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.

#### *Holidays in term time*

Holidays during term time are to be discouraged and will only be authorised in exceptional circumstances. Family holidays during term time may be authorised if a letter from parents/carers employer confirms that holidays can only be taken in fixed periods. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider authorising up to 10 days absence in very exceptional circumstances but parents must apply in advance for permission. No authorisation will be given when a child's attendance is less than 95%. All subsequent requests for leave of absence will invoke a letter from the chair of governors.

#### *Attendance Awards*

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

- A weekly class award for the class with the highest attendance
- A termly certificate for any child with 100% attendance
- An annual award for any child with 100% attendance

#### Attendance Targets

The attendance target is 97%.

#### 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

## 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:

- Field trips and educational visits
- Sporting activities
- Most types of dual registration

### Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.