Whole School Attendance Policy

<table>
<thead>
<tr>
<th>Date</th>
<th>Review Date</th>
<th>Coordinator</th>
<th>Nominated Governor</th>
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<tbody>
<tr>
<td>Sept 2016</td>
<td>Sept 2017</td>
<td>Mr Try</td>
<td>Mrs B MacQueen</td>
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Hillcrest Primary School

WHOLE SCHOOL ATTENDANCE POLICY

Hillcrest 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 endeavor 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 Education.

Each year the school will set attendance/absence 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.

Promoting attendance
The foundation for good attendance is a strong partnership between the school, parents and the child.

The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.
We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them.

Leave of absence in term time
Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil’s potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

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 will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education.

Registers
Class registers are completed electronically by the Class Teacher via the Pupil Asset system. The HLTA or Supply Teacher responsible for the class will complete the register in exactly the same way in the Class Teacher’s absence.

Lateness
Morning registration will take place at the start of school at 8.55am. The registers will remain open for 30 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 1.25PM.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

First Day Absence
Hillcrest Primary School expects its parents/carers to make contact with the school in the event of the first day of their child’s absence. In the event that no contact has been made with the school on the first day of an absence, the school office sends a text out to the parent/carer by 9.30am. In the event that a text has not been responded to by 10am, the school office will follow
up with a call to the contacts on the child’s file to see whether they can speak in person with a parent/carer to find out why the child is absent from school.

In the event that no contact can be made with the family, the school office will inform a member of the Senior Management Team who will make a case-by-case decision on what action should be taken.

**Third Day Absence**

If a child is absent for three days without contact and a member of the Senior Management Team isn't aware of any Safeguarding concerns that would have required more immediate action to have been taken, then a standard letter is sent to the parent on the morning of the third day of absence.

**Continuing Absence**

In the event that an absence continues beyond three days without contact, regardless of whether there is a history of Safeguarding concerns or not, two members of the Senior Management Team would visit the home of the child to see whether they could make contact with the family. Attempts to make face-to-face contact with other adults on the child’s emergency contacts list will be made if they live within the local area and this is feasible.

**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 Staff for the local area. The school will include details of the action that they have taken.

**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.

**Frequent Absence**

Within the school it is the responsibility of the School Office Staff 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 as soon as possible.

Termly attendance meetings are held between the School Support Manager, Assistant Headteacher and Local Authority Attendance Officer where patterns of absence are discussed and recommendations for further action sought from the Local Authority.
Persistent Absence [PA]
All pupils whose attendance level falls below 85% will be subject to an action plan to support their return to full attendance. These action plans will be set up by the Local Authority Attendance Officer in conjunction with the Assistant Headteacher and School Support Manager.

The action plan will include engagement with all parties who can support the pupil’s attendance. Fast Track Attendance systems will be explored for those children with an attendance of below 85%.

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. The Class Teacher will communicate with the parent via the child’s School Communication Book, informing them of any additional work that the child can be supported with at home to help them catch up the work that they have missed.

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

Termly attendance awards are issued to the children. Attendance of 95 – 97% is awarded a Bronze Certificate, 97 – 99% a Silver Certificate and attendance of over 99% is awarded with a Gold Certificate. A Platinum Award is also issued at the end of the academic year for those children with attendance throughout the whole year of over 99%.

These percentages are reviewed annually by the Senior Management Team so that, as attendance improves across the whole school, the percentages that need to be achieved to be awarded each certificate become more and more challenging.

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

   If a pupil is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.
The registration system
The following national codes will be used to record attendance information.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>MEANING</th>
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</thead>
<tbody>
<tr>
<td>/</td>
<td>Present (AM)</td>
<td>Present</td>
</tr>
<tr>
<td>\</td>
<td>Present (PM)</td>
<td>Present</td>
</tr>
<tr>
<td>B</td>
<td>Educated off site (NOT Dual registration)</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>C</td>
<td>Other Authorised Circumstances</td>
<td>Authorised absence</td>
</tr>
<tr>
<td></td>
<td>(not covered by another appropriate code/description)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Dual registration (i.e. pupil attending other establishment)</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>E</td>
<td>Excluded (no alternative provision made)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>F</td>
<td>Extended family holiday (agreed)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>G</td>
<td>Family holiday (NOT agreed or days in excess of agreement)</td>
<td>Unauthorized absence</td>
</tr>
<tr>
<td>H</td>
<td>Family holiday (agreed)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>I</td>
<td>Illness (NOT medical or dental etc. appointments)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>J</td>
<td>Interview</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>L</td>
<td>Late (before registers closed)</td>
<td>Present</td>
</tr>
<tr>
<td>M</td>
<td>Medical/Dental appointments</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>N</td>
<td>No reason yet provided for absence</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>O</td>
<td>Unauthorised absence (not covered by any other code/description)</td>
<td>Unauthorized absence</td>
</tr>
<tr>
<td>P</td>
<td>Approved sporting activity</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>R</td>
<td>Religious observance</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>S</td>
<td>Study leave</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>T</td>
<td>Traveller absence</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>U</td>
<td>Late (after registers closed)</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>V</td>
<td>Educational visit or trip</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>W</td>
<td>Work experience</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>X</td>
<td>Untimetabled sessions for non-compulsory school-age pupils</td>
<td>Not counted in possible attendances</td>
</tr>
<tr>
<td>Y</td>
<td>Enforced closure</td>
<td>Not counted in possible attendances</td>
</tr>
<tr>
<td>Z</td>
<td>Pupil not yet on roll</td>
<td>Not counted in possible attendances</td>
</tr>
</tbody>
</table>
Record preservation
We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Computer registers are backed up weekly and will be preserved as electronic back-ups and will be available for each month.

A daily list of children absent from school is printed out on a daily basis and stored securely in the school office.

Register Security
School registers are held electronically and can be accessed by staff only from any networked PC in the school. A paper copy of the school register is held each class’s ‘red emergency box’ which can be moved around the school with the class at all times in the event that the building has to be evacuated and a roll call of the class undertaken.

Attendance Targets
The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work. The school will make use of the attendance data available on the “RAISEONLINE” system, when setting its target. Targets will relate to national averages.

Our whole school attendance data for past three years has been:

Whole School Attendance Rate

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
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<tbody>
<tr>
<td>2013/2014</td>
<td>95.2%</td>
</tr>
<tr>
<td>2014/2015</td>
<td>96.19%</td>
</tr>
<tr>
<td>2015/2016</td>
<td>96.24%</td>
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</tbody>
</table>

Our whole school attendance data target for 2016/17 is 96.75%

The figure for Persistent Absentees (those attending school for less than 85% of the last academic year) for 2015/16 was 0.9%
Our target for Persistent Absentees for 2016/17 is 0.6%

Hillcrest Primary School’s named governor for attendance is…

Action Plan

The data indicates that there is NO GENDER GAP in terms of attendance in the academic year 2015-2016.

The data indicates that there is LOWER ATTENDANCE FOR FSM pupils in the academic year 2015-2016.

**ACTION POINTS FOR 2016-2017.**

- Possible steps could be to provide help to parents in areas of basic Reading, Writing and Maths;
- Possible workshops/information to help parents “understand the difference between minor ailments and the sort of illness that warrants a day off” [Improving Attendance at School, C. Taylor – The Government’s Expert Adviser on Behaviour, 2012].
- The Headteacher will continue to implement the Cluster policy on Holiday Requests.
- The Attendance Charts, started in the Summer Term, will continue to be used.
- As appropriate, senior staff will meet with parents/carers to ensure that everything course of action has been taken and support offered in order to address the issues that are making it difficult for parents/carers to get their children to school on a regular basis.

The data indicates that there is LOWER ATTENDANCE FOR SEN pupils in the academic year 2015-2016.

Further analysis shows that 3.95% of SEN pupil absence was due to Illness and 0.69% due to Medical Appointments. This is compared to 2.54% of Non-SEN pupil absence due to Illness and 0.25% due to Medical Appointments.

However, a number of SEN pupils are subject to ailments leading to increased illnesses e.g. hypermobility leading to fatigue; renal condition (40% function in one kidney) leading to increased infections; low immunity due to complex medical condition leading to susceptibility to illness.

The involvement of the Attendance Officer has been sought in these cases and absences have been justified.

**ACTION POINT FOR 2016-2017.**

- Possible pupil survey to ascertain SEN pupils’ feelings towards school

**Appendices**

1. 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

**Attendance Targets**
The legal requirements are found in:
The Education (School Attendance Targets)(England) Regulations 2007

**Guidance documents on attendance.**
The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (Guidance for Schools and Local Authorities)

Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)

These and other guidance documents are available on the DfE website.
| Chair of Governing Body: | Date: |