

Review Cycle	Annually
SLT member responsible	JM
Committee	FGB
Date adopted	28/01/2013
Review Date	ASAP

ATTENDANCE POLICY

Litcham School is committed to providing a full and efficient education for all pupils/students 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/students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various statutory requirements 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 examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk attendance targets¹.

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 his/her 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 8.55am. The registers will remain open for 30 minutes. Any pupil/student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation eg 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 soon after 1.30pm.
The registers will close at 1.40pm.

Pupils/students 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 brochure informs new parents of the expectation that they will contact the school to inform the class teacher[s] involved of their child[ren]'s absence at the start of the first day of absence. Details will be passed on to appropriate staff. Where no information has been received for an absence parents concerned are contacted. There will be regular reminders via the school newsletter to reinforce the positive role of parents/carers in achieving and maintaining the highest levels of pupil/student attendance.

Third Day Absence

If there has been no contact from parents after the third day of absence a letter will sent following a further phone call.

Ten Days' Absence

Any pupil/student 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 [***This is a legal requirement***]. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of the all staff and other persons with responsibility for attendance to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil/student begins to develop a pattern of absences, the school will try to resolve the problem with the parent/carer[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). Action may include the use of the Fast Track system and/or Fixed Penalty Notices.

A Welcome Back

It is important that on return from an absence that all pupils/students are made to feel welcome. This should include ensuring that the pupil/student is helped to catch up on missed work and brought up to date on any information that has been passed to other pupils/students.

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/student, 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. [e.g; Home/School agreement, brochure, parent evenings, newsletters, leaflets] to remind parents/carers of their responsibility to ensure that their child[ren] don't attend when genuinely unwell in order to avoid jeopardizing the good health of other members of the school. The high school sends parents/carers termly letters of attendance.

Holidays in term time

Holidays during term time are to be discouraged. Parents will be reminded of the effect that absence can have on a child'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.

Attendance Awards

The Primary phase site uses the following system to reward pupils who have good or improving attendance:

A daily 'golden ticket', which is entered into a weekly draw for a book token [to the value of £5.00] which should be spent with the NCBC. A second prize of a small ball is presently being offered and can be the first prize.

Half termly certificates for 100%, 99% or 98% attendance.

Secondary phase

Attendance certificates are awarded termly.

Attendance Targets

The school will set attendance targets each year. At present, with the establishment of a new school, the setting of appropriate targets for either primary and secondary phases separately or as a single through school will be taken under advise from Norfolk County Council in December

Primary phase targets:

2012/2013 - TBA

Litcham High School's targets:

2012/13 – TBA

The Norfolk Targets are:

Primary

2012-2013 -

Secondary

2012-2013 -

The registration system

The Primary School will use *manual paper registers and 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 or 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

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.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid).

The secondary phase uses the electronic E1 MIS for registration.

Register Security

The registers must be safely stored. The registers are delivered to the classrooms in the morning and the staffroom in the afternoon. Class teachers are expected to send the register to the office after registration.

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

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

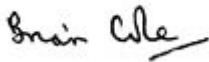
This covers types of supervised educational activity undertaken off site but with the approval of the school.

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

Signed:



Dated: 28/01/2013

Chair of full governing body