



Attendance Policy

- a) **Policy drawn up by Headteacher and Agreed by Staff and Governors**
- b) **Date adopted: June 2014**
- c) **Review date: March 2015**
- d) **Ratified by Governors: September 29th 2015**
- e) **Review date: April 2017**
- f) **Next review: April 2019**

RATIONALE

Regular attendance and punctuality are a pre-requisite for a full education and pupil achievement and a vital preparation for adult life.

AIMS

We aim that:

- our children enjoy being in school and want to attend regularly
- children attend school regularly in order to support good academic progress
- children arrive at school on time
- attendance is given high importance in school
- parents/carers communicate with the school in the event of a child's absence
- school communicates with parents/carers about any concerns over a child's attendance

SYSTEMS AND PROCEDURES

Statutory Requirements

The school is required to complete attendance registers for the morning and afternoon sessions and categorise absences into authorised and unauthorised.

It is required that schools complete an annual census reporting attendance of children in Y1 and above:

- number of pupils on roll for at least one session within the required period (September to May)
- number of pupil sessions
- number of sessions of authorised absence
- number of pupils with at least one authorised absence
- number of sessions of unauthorised absence
- number of pupils with at least one unauthorised absence

Parents/carers

Parents/carers have a legal responsibility to ensure that their child attends school from age 5 to 18. They should:

- ensure their child/children arrive on time and are collected on time
- if late, sign the child/children in at the office - timings and explanations are logged
- arrange all medical appointments outside of school hours where possible, and ensure children are in school prior to and following such appointments – all appointment timings are logged
- sign the child in/out at the office for appointments
- call in or email by 9:15am every day of the absence to explain why the child is out of school
- provide a signed, written explanation or e-mail about any absence over five school days long, upon the child's return to school
- submit an email or letter requesting other absences and include medical or external organisations' paperwork
- ensure personal contact details are accurate and up to date in case of emergency and that someone is available on those numbers every day

School Systems for Recording Attendance/Absence

The school day at St Francis is as follows:

8:47am	Classrooms open
8:55am	Class work commences – all pupils should be present in the classroom KS2 gates close
9:00am	KS1 gates close (in order to allow parents to leave) All registers close Any pupil arriving from 9am onwards must sign in at the Office After 9am a child not in class is marked as 'late'
9:15am	After 9:15am a late/missing child will be recorded as 'unauthorised late' The first-call system will be initiated
9:30am	Any pupil arriving from 9:30am onwards will be deemed to have missed a significant proportion of the morning session and will receive an 'unauthorised absence' mark
1:05pm	KS1 are back in class for registers Registers close at 1:10pm
1:20pm	KS2 are back in class for registers Registers close at 1:25pm

Any absences during the day should be noted on the sign in/out sheets at the Office as well as occasions when a pupil is collected earlier than the end of the school day at 3:15pm.

All timings of absences are noted on the pupil's record.

The school's Administrator:

- enters attendance information onto the computer system (SIMS) each week
- produces monthly print-outs of less than 95% attendance for Headteacher monitoring
- processes requests for absence for Headteacher scrutiny, and response letters/emails
- when necessary makes personal approaches by telephone, note or meeting with parents/carers to follow up outstanding absences
- annually sets up school year, including entering of holiday and TD dates
- co-ordinates the 'first call' system in the mornings. If parents/carers do not contact the school before 9.15am about a child's absence then the school will follow up the absence
- when necessary, prints letters warning an unauthorised absence will be referred to the Local Authority if taken
- monitors absences and administers the school procedure

Ref: Appendix 1 - Attendance Procedure Flowchart

Teachers will:

- take the register in accordance with set guidelines (national codes are outlined in appendix 2 of this policy)
- promptly pass all evidence for non-attendance to the school's Administrator for processing, ensuring letters are dated

- keep an overview of the individual pupil attendance and respond to any trends, discrepancies or individual needs that may arise and inform the Headteacher
- inform Headteacher of persistent lateness

The Headteacher, with administrators, will

- monitor attendance within the school through summary reports received from the school Administrator, looking for trends or causes of poor attendance
- promote the importance of good attendance with staff, pupils and parent/carers
- liaise with the attendance administrator on all aspects of attendance data and management
- liaise with the Local Authority where there are significant attendance concerns
- ensure that parent/carers and all pupils are fully aware of all matters and routines related to attendance. These should especially include:
 - i. Procedures and timings of registration
 - ii. Lateness procedures
 - iii. Return of absence notes
 - iv. Requests for absence
- ensure that all teachers are fully aware of any procedures or routines and documentation related to attendance
- liaise with teachers on all matters related to attendance and to assist in difficult cases related to
 - i. truancy and unauthorised absence
 - ii. parent/carer liaison
 - iii. prolonged illness/medical care
- decide upon the status of planned absences
- refer unauthorised absences to the Local Authority

The Headteacher will liaise about the following:

- all children with less than 95% attendance
- percentage attendances and trends which are considered when deciding whether action is necessary regarding individual pupils

Possible outcomes of persistent poor attendance include:

- Headteacher or class teacher speaks to parent/carer
- Headteacher writing to parents/carers expressing the current level of concern, and offering support, as appropriate
- monitor for a further period
- contact Local Authority to determine action
- plan and support the family
- legal action by the Local Authority

Children missing in Education (CME)

Should the 'first call' system fail to reach a contact who can explain why a child is not in school, it is the school's responsibility to report that child as 'missing from education' to the Local Authority by 12:00 midday. For this reason, it is essential that priority contacts for a child are contactable during school hours.

An unexplained absence of ten consecutive school days or more can result in the child being taken off roll. It is then the parent/carer's responsibility to find a place for the child at another school.

Targets and Rewards

- Each year the school sets an overall attendance target
- An on-going target for unauthorised absence is that it is kept well below the national average
- Success against whole school targets will be measured using the DFE census information
- Liaise with families where a child's attendance is falling or of concern

Parent/Carer Involvement

Parents/carers attending an induction meeting with the Headteacher, for new children and children transferring from Nursery to Reception, are given an outline of the school's attendance policy and related expectations.

Parents/carers are annually requested to sign a Home/School Agreement, which includes a commitment to ensure their child attends school regularly and on time, conforming to the school attendance policy.

At the beginning of each school year parents/carers are reminded of the importance of good attendance and the possible consequences of poor attendance, in the school newsletter/website.

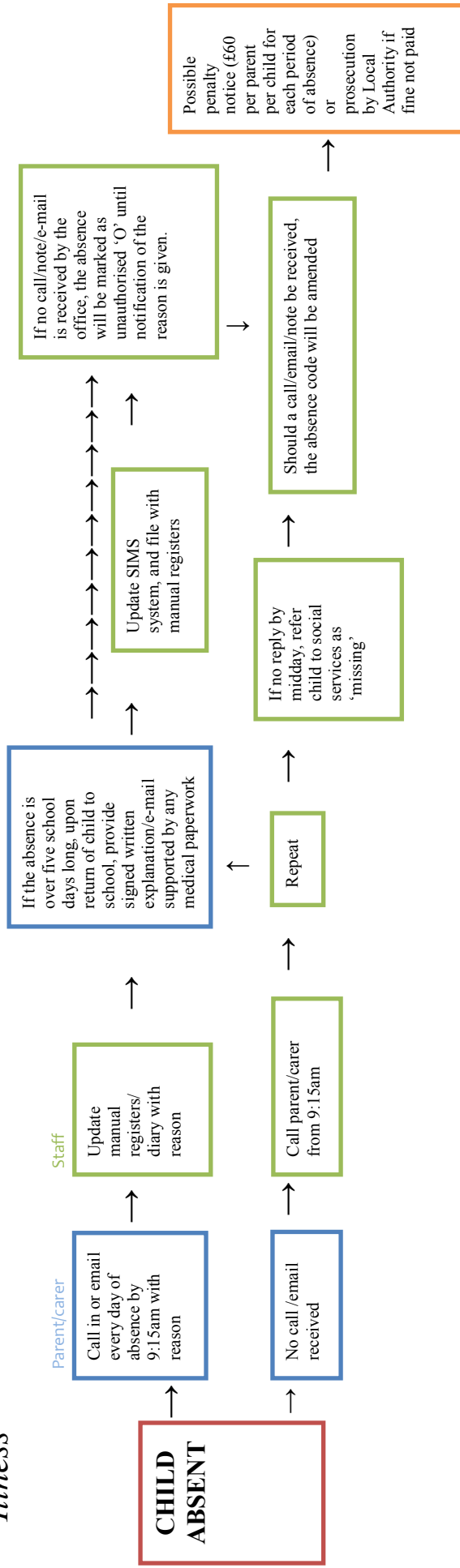
Parents/carers receive attendance information on annual reports and where attendance is an issue, an appropriate plan will be followed.

Monitoring and Evaluation

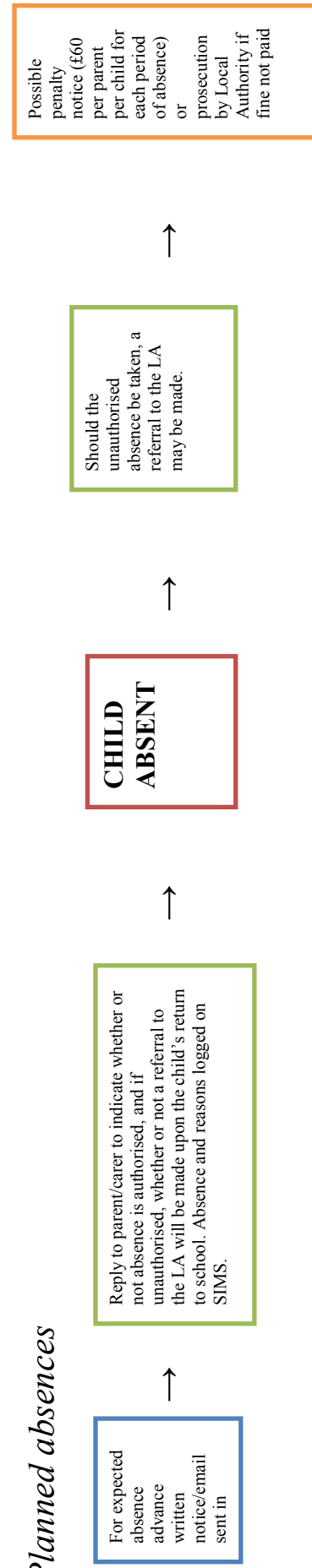
- The administrator follows up any unaccounted for absences from 9:15am every day
- The Headteacher monitors attendance under 95%, and follow up concerns relating to children within this attendance group and also to discuss children with higher attendance rates where concerns exist
- Lateness is also logged and monitored to track any emerging trends
- The Headteacher discusses relevant attendance information at termly progress reviews held with each class teacher and SENCO
- The Assessment Co-ordinator analyses children's performance in SAT's, where attendance is less than 95%, and compares this to school averages
- Attendance is also analysed against significant groupings such as ethnicity and disability
- Attendance trends are monitored termly (six times a year) with particular attention given to Monday and Friday absences, lateness, extended absences, and unauthorised absences, and attendance of below 90%
- The Headteacher monitors attendance and reports to the Local Authority and the DFE

St Francis School Attendance Procedure 2017-2019

Illness



Planned absences



Attendance Codes

/	present AM
\	present PM
B	Educated off-site (not dual-reg)
C	Other authorised circumstances (including external examinations)
D	Dual registration
E	Excluded (no alternative provision made)
G	Family Holiday (not agreed/days in excess)
H	Family holiday (agreed)
I	Illness (not appointments)
J	Interview
L	Late (before registers close)
M	Medical appointment
N	No reason yet provided for absence
O	Unauthorised absence
P	approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational trip
W	Work experience
#	planned whole or partial school closure
Y	unable to attend due to exceptional circumstances
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend/no mark recorded

Appendix 3

Clarification of Attendance and Absence Procedures

This is how attendance at St Francis is monitored and followed up:

- In the event of illness or absence due to medical reasons, a telephone call from the family is required each day of the absence by 9:15am. Should a call not be received, the office will attempt to establish contact with the child's emergency contacts in order of priority to find out why the child is not in school.
- should a call or e-mail not be received by the school Office, the absence will be recorded as unauthorised. If a reason is subsequently provided, the absence code will be amended.
- If contact cannot be made, legally the child is 'missing' and should be reported to Social Services by 12:00 midday.
- If the absence is longer than five school days, once the child returns to school a written and signed note or e-mail explaining the reason for the absence is required, together with any supporting medical paperwork. This is necessary as it provides school with a parental or carer's signature endorsing the reason for the child having been kept off. The reasons 'ill', 'unwell' or 'poorly' are not sufficient.
- If a child is sent home by school, a note is not necessary as the decision for the child to be out of school has been made by staff.
- Medical appointments should be arranged outside of school time. Those occurring during school hours should be supported by an appointment letter or card.
- The parent/carer is required to sign the child in/out of school on a sheet in the office. Children should be in school prior to and following any appointments or external examinations. All timings are logged.
- It is not expected that a child is collected from school early for travel/convenience reasons. This is monitored and timings are logged on the child's record.

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- Should a situation arise when a family requests time off during term-time for other reasons, a request letter/email should be sent in to the Head Teacher.
- Any holidays during term-time will be unauthorised and may be referred to the Local Authority once taken, unless they fall under the limited definition of 'special circumstances'. Parents/carers are able to provide written reasons as to why the absence is necessary during school time and in the event of a referral, this information will be forwarded to the Local Authority as 'evidence'. It is the Local Authority's decision whether or not to impose a fine and the school receives no funds.
- Notification of other instances such as dance or music exams, auditions and religious or compassionate circumstances should also be sent in to the office in advance of the absence. A reply will indicate how the absence will be recorded.

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- Lateness is logged for each child. A child arriving late (from 9am) should enter school via the front Office and the parent/carer must sign the child in. Children should not be dropped off to come into school on their own. Lateness is recorded as 'L' after 9am when registers close, and 'U' after 9:15am. The total 'minutes late' is also recorded. Over ten 'U's in an academic term can be referred to the Local Authority and is treated like an unauthorised absence, and therefore can be subject to a fine. After 9:30am, lateness is regarded as a missing session and is recorded as unauthorised. Should a child return late for the afternoon session (registers close at 1:10pm for KS1 and 1:25pm for KS2), he/she will be marked as absent.