



REGISTER OF PUPILS' ATTENDANCE/ATTENDANCE POLICY

September 2020

ATTENDANCE POLICY

BACKGROUND

'Under Section 36 of the Education Act 1944, parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. In most cases children attend school. Parents are thus primarily responsible for ensuring that children attend, and stay at school. It is the responsibility of the school to support attendance and to take seriously problems which may lead to non-attendance'.

From School Attendance, policy and practice on categorisation of Absence Dfe 1994.

This statement makes clear that school attendance is a partnership – the parents (or guardians) have a legal duty to send their child(ren) to school, or make satisfactory alternative arrangements, and schools have the responsibility of supporting parents by close and regular monitoring of attendance.

Parents should ensure:

- Children arrive on time
- Children are properly dressed
- Children are in a condition to learn
- That any reason for absence is reported on the first and each day of absence to the school
- That they know The Academy's arrangements for notifying absence

The Academy should ensure:

- A prompt start to The Academy day
- A suitable learning environment
- That The Academy's attendance policy is known and available to all parents
- That all messages reporting reasons for absence are passed to the right person

REGISTRATION

'Under Regulation 3 of the Pupils' Registration Regulations 1956, all schools (other than independent schools for boarders only) must keep an attendance register on which at the beginning of each morning and afternoon session, pupils are marked present or absent'.

From School Attendance, Policy and Practice
On categorisation of Absence – DfEE 1994

The 1956 regulations were amended in 1991 by requiring all absences of compulsory school aged students to be categorised as authorised or unauthorised. These Regulations also allowed for the keeping of computerised registers of attendance.

Manuscript registers must be marked in ink and any corrections made in such a way that the original entry and its correction are both clearly distinguishable.

Both annual and computerised registers must be kept for a period of three years.

'Approval: The Directors/Governing body of the Academy can delegate to the Head teacher the keeping of the attendance register. The register can be kept and updated daily by appropriate school staff.'

Legislation: The Education (Pupil Registration) (England) Regulations 2006: SI 2006/1751 and as subsequently amended: The Education (Pupil Registration) (England) (Amendment) Regulations 2010 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

THE EDUCATION WELFARE SERVICE (Attendance Advisory Service AAS)

LEAs have a legal responsibility to enforce school attendance for children of compulsory school age; where attendance is irregular and gives rise for concern the LEA can apply to the courts for an education supervision order and the parents can be prosecuted.

Medway LEA employs Attendance Advisory Practitioners to help them carry out their statutory duties. Attendance Advisory Practitioners will make home visits and assess the problem in the wider family context.

SCHOOL POLICY

Attendance

Children are expected to attend The Academy every day. They are expected to arrive at the start of The Academy day no later than 08.50a.m and not before 08.40a.m, unless they attend breakfast club which opens from 08.00a.m every morning.

The school day finishes at 3.20p.m. Children are working in class until this time. Early collection disturbs theirs and others learning.

Appointments, not related to the child, are not a reason for early collection and alternative arrangements should be made.

Lateness

Students who arrive after 08.50a.m will be marked with an L for being late. For the afternoon session students should be in The Academy by 12.30p.m for KS1 and FS2 and 1.30p.m for KS2. If they arrive after that time they will be marked late.

- Children arriving after 09.30am will be marked with a 'u'. This is recorded as arriving after registers close.
- If your child is late, they are missing out on valuable school time. As well as the pupil registration period which begins as soon as the children enter their class room, other important school practises also occur after this, such as intervention programmes, phonics' and handwriting session as well as early morning work including responding to teachers feedback from the day before. Pupils arriving late also disrupt the teaching which has already begun, as well as the learning of the whole class, which is not fair on those other children.
- Any child arriving later than 9:00a.m will therefore be considered to be late. Any child arriving later than 9:00a.m should report to the School Office. Parents / Carers will be asked to sign in their child/ren explaining the reason for the lateness. Persistent late

arrival is regarded as irregular attendance parents/carers are expected to ensure their child attends school and arrives on time every day.

In response to lateness and attendance the Academy will action accordingly by way of

- Telephoning Parents/Carers
- Sending letters of concern to Parents/Carers
- Updating Parents/Guardians of their child/rens attendance throughout the year as well as at the end of the academic year.
- Inviting Parents/Carers to attend meetings to discuss your child/rens attendance and lates
- Conducting home visits
- Close monitoring of attendance registers by the Attendance Officer/STAFF MEMBER RESPONSIBLE FOR ATTENDANCE MONITORING
- Inviting Parents/Carers to an attendance clinic with the Attendance Officer/STAFF MEMBER RESPONSIBLE FOR ATTENDANCE MONITORING
- Referring pupils with low attendance to the Attendance Panel including SLT.
- Referring from the Attendance Panel to the Local Authority leading to the maximum penalty in accordance with Medway's Educational Welfare System

In responding to lateness the Head teacher will take into account individual circumstances and where there are genuinely unavoidable problems, the appropriate adjustments will be made to the register.

Absence

Reasons for absence must be reported in person or by telephone call on the first morning by the child's parent or guardian so that the message can be passed to the class teacher.

Parents are required to send a note in on the first day that their child returns with a signed explanation of why they were absent; this is required even if the parent has already contacted the school via phone call.

If this is not received The Academy will phone the parent to find out the reason for absence.

If there is no reply or we are unsure about the reason, the Head teacher or Family Liaison Officer (STAFF MEMBER RESPONSIBLE FOR ATTENDANCE MONITORING) will visit the home to ensure the safety of the child.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer.

If a pupil's attendance drops below 90 percent, their attendance will be discussed at the school's regular attendance meeting, and a formal meeting will be arranged with the parents.

Absences will be assessed by The Academy as authorised or unauthorised, according to classifications set down by the Department for Education.

All notes and messages will be retained for the duration of the child's time at The Academy.

Staff will put a remark at the end of each week in the register if a child has been absent and they know the reason why.

MARKING THE REGISTER

Attendance Register

Children who arrive after 09.10a.m will be marked with a blue or black U in the red circle

Children who are absent

Any child returning to The Academy without a note will be given one of The Academy's absence notes. If after a period of one week they do not hand in an absence note, then they must be marked in the register as an unauthorised absence. The staff member responsible for monitoring attendance takes appropriate action. At the end of The Academy year staff will have a final total of authorised and unauthorised absences which will be put on the end of year reports.

Absence Notes

Notes handed in explaining absences will be signed by the class teacher and left in the register. They will be given to the Head teacher who will read and decide if the note means the absence is authorised or unauthorised. The Head teacher will also sign the note. If the Head teacher decides a note does not satisfactorily explain the absence he will inform the class teacher that it is an unauthorised absence.

Telephone Messages

If a member of staff takes a telephone message concerning a child's absence they will make a note in the book held in the office and put it in the appropriate register or give it to the appropriate class teacher. The parent will be asked to provide a note anyway over the phone, but The Academy will use the telephone message if necessary.

Rewarding good attendance

All the children who have achieved 100 percent attendance in any one term will receive a certificate and prize awarded on the last day of term. Children who have 100% attendance throughout terms and across the whole school year will have the opportunity to win a prize and be entered into the main attendance prize draw through a draw of names.

Throughout each term, children who have shown an improvement in attendance and/or punctuality will be acknowledged. For example, this may be verbal recognition, written recognition, or a small prize.

Absence Codes

/	present
L	late between 09.10 – 09.30
U	late after 09.30
E	Excluded
H	Holiday where a holiday form has been provided
M	Medical/Dental or other appointment
B	Receiving part time/off site
C	Other specific circumstances
I	Illness
N	No reason yet provided
R	Day of Religious Observance

S	Study Leave
T	Traveller absence
V	Educational visit
W	Work Experience
D	Dual Registration
G	Family Holiday (not agreed/days in excess)
J	Interview
O	Unauthorised Absence
P	Approved sporting activity
X	School closed to pupils
Y	Enforced closure

Dinner Register

The following marking policy should be used:

P	Packed Lunch (blue/black pen)
F	Free meal
S	Standard Meal
A	Absent (red pen)
H	Home (blue/black pen)

CATEGORISING ABSENCE

Absences are either authorised or unauthorised.

Under Section 199 of the Education Act 1993 the parent of a child of compulsory school age registered and failing to attend regularly is guilty of an offence punishable by law. However, an offence is not committed if it can be demonstrated that:

1. The pupil was absent with leave (granted by any person authorised to do so by the Directors)
2. The pupil was ill/prevented from attending by unavoidable cause.
3. The absence was on a day exclusively set aside for religious observance by the religious body to which the child's parents belong.
4. The school at which the child is registered is not within walking distance of the home and the LEA have made no suitable arrangement for any of the following:
 - Transport to and from school
 - Boarding accommodation for the child at or near the school
 - Enabling the child to register as a pupil at a school nearer to home
 - A limited defence is also available to parents of Traveller children

The tables following place absences in the two categories of authorised or unauthorised and are intended to be used for quick reference. If doubt remains then isolated cases will be decided following new regulations referenced in the DfE document

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Head teacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission or during exam/SAT's
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

PARENTAL NOTES	Usually authorised, Parentally condoned unjustified absence can be a problem – only The Academy can approve absence. If no satisfactory explanation is given absence is unauthorised
ILLNESS MEDICAL/DENTAL APPOINTMENTS	Authorised – where a pupil is present for registration and is collected by parent during the session – no action necessary
LATENESS	Marked according to policy.
MINDING HOUSE/SIBLINGS	Unauthorised
SHOPPING	During Academy hours – unauthorised
FAMILY BEREAVEMENT	Authorised – respond sensitively to request Where pupil remains absent for longer than agreed period investigate/ use discretion to continue authorising
OFF SITE ACTIVITIES	Academy visits authorised Activities peculiar to individual e.g. Music exam, special tuition at discretion of The Academy and can be authorised or unauthorised
HOLIDAYS	The Department for Education (DfE) has amended the regulations governing requests for holidays in term time. With effect from 1 st September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Head teachers MAY NOT grant any holidays or other absences during term time unless there are exceptional circumstances, and reserves the right to fine parents accordingly if holiday is taken without authorisation.

RELIGIOUS OBSERVANCE	Authorised
TRAVELLER	Special dispensations. May authorise where The Academy is satisfied that family migrates after giving reasonable intention to do so and to return. Where traveller children are known to be on site and registered at The Academy but are not attending, the matter will be dealt with in the normal manner.
EXCLUSIONS	Authorised

TRUANCY AND PROLONGED ABSENCES

Each member of staff will check their register regularly for patterns of absence that could suggest truancy. This could be a pattern such as every Friday the child is absent or that over a period of 1 week there appears to be no reason for the absence. The class teacher will inform the Head teacher or staff member responsible for attendance monitoring who will contact the parents to find out why the child is absent.

The staff member responsible for attendance monitoring will check all the registers once a month to see if there are any individual or family patterns of absenteeism evident.

The staff member responsible for attendance monitoring has a monthly meeting with the A.A.P. to discuss any problems and when necessary there is a surgery where the staff member responsible for attendance monitoring and A.A.P. meet any parents who are having problems getting their child to The Academy. If this informal meeting does not work then the A.A.P. will receive an official referral from The Academy.

Policy reviewed: September 2020

Head Teacher: _____

The Academy of Woodlands Director: _____