

**Standish Lower Ground St. Anne's C.E. School**

**WHOLE SCHOOL ATTENDANCE POLICY**

We  
Love  
Live Laugh Play  
Celebrate Worship Pray  
Safe and Secure to be Who we are  
Accept Listen Encourage  
Nurture Enrich  
Respect  
Protect  
Learn  
Share  
Care  
You  
Me  
God

Standish Lower Ground St. Anne's C. E. 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 Children, Schools & Families <sup>1</sup>.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Wigan attendance targets<sup>2</sup>.

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.

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Appendix 1

Appendix 2

## **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 9.05am. The registers will remain open for 25 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 1.00 pm. in KS1, 1.15 pm. in KS1  
The registers will close at 1.10 pm. in KS1, 1.25 pm. in KS1

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.

Letters will also be sent home from school for families with persistent lateness at the end of each half term.

### **First Day Absence**

On the first day of a child's absence parents are requested to ring school to inform the office of the absence and the reason for it. Parents are asked to send in a letter explaining the absence on the first day of return to school. Parents who have not contacted school by 9.30 will be contacted by phone to determine the nature of the absence. This will be undertaken by the Learning Mentor or (in her absence) the School Administration officer.

### **Continued (or sporadic) ongoing Absences**

If a child is still away and there has been no contact from the parent, the Learning mentor or the School Administration Officer will continue to ring home to confirm the reason for absence.

### **Persistent Absence (Defined in legislation as 20% or more absences)**

A pupil becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents fullest support and co operation to tackle this. We monitor absence thoroughly. Any case that is seen to have reached the P.A. mark or is at risk of moving towards that mark, is given priority and you will be informed of this immediately. All P.A. cases are automatically made known to the Gateway 0 – 19 Service. Letters will also be sent home from school for families with persistent absence at the end of each half term.

### **Onward referral to support services**

Any pupil who is absent without an explanation for one week will be discussed with the school's Link Gateway 0 – 19 officer, who will then make the decision to call the parent to a meeting held in school to discuss the reason for the absence.

### **Frequent Absence**

It is the responsibility of the administration officer 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 may refer to the School Health Adviser / School Nurse etc, if the problem appears to be a medical one. In other cases the school will seek advice from the school's Link Gateway 0 – 19 officer.

### **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 may need to be retained for a longer period.

### **Promoting attendance**

The learning Mentor will send letters out termly to all parents. Those with above 95% attendance will receive a congratulatory letter. Those between 95% and 85% will receive an information letter and those with below 85% will receive a concerned letter. 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.

The Home/School agreement can be used in this way.

### **Holidays in term time**

According to government guidelines holiday absences during term time will be unauthorised except in special circumstances. These include occasions where families can only take holidays at a certain time due to medical reasons or for a parent returning from active duty in the forces. Parents will be reminded of the effect that absence can have on a pupil's potential achievement.

### **Attendance Awards**

The school will use certificates or special prizes to reward pupils who have good attendance.

### **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.

**Our schools attendance figures are:**

**2014/2015 94.3% Authorised 3.9 %, Unauthorised 1.8%**

**2015/2016 95.5 % Authorised 3.1 % - Unauthorised 0.9%**

**2016/2017 96.2% Authorised 2.6% - Unauthorised 1.3%**

**Target for 2016/17 96% or above**

### ***Poor Attendance Sanctions:***

Letters will be sent to parents after half termly register checks by the Learning Mentor, stating percentage attendance if below the government recommended level of 85%

Penalty notices:

Penalty notices have been introduced under the Anti Social Behaviour Act 2003 as an additional sanction to address the problem of poor attendance and planned non attendance.

This means that for pupils with unauthorized absence from school (ie. Absence that the school has not given permission for) then the parents / carers may be subject to a prompt fine of between £50 and £100.

### **The registration system**

The School will use manual paper registers for keeping the school attendance records. The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence

<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	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.  
Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three year.

Entries in paper registers must be in ink.  
All corrections must be visible (no correcting fluid)

### ***Register Security***

The registers must be safely stored. During the morning session they are stored in the school office and also for the afternoon session.  
Old registers are stored in a filing cabinet in the school office.

## 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

Updated : February 2018