



## **Attendance Policy**

**September 2020**

<b>Formally adopted by the Governing Board of:-</b>	<b>Buxton Primary School</b>
<b>On:-</b>	<b>September 2020</b>
<b>Chair of Governors:-</b>	<b>Kathryn Curtis</b>
<b>Last updated:-</b>	<b>September 2020</b>
<b>Review Date:</b>	<b>September 2021</b>

Buxton Primary School is committed to providing learning of the highest quality in a caring and supportive environment that recognises personal growth and development.

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 contains 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 contains 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.

Under LA procedures introduced September 2020, the Headteacher is obliged to inform the LA of any pupils who have 9 or more consecutive unauthorized absences (4.5 days) in any 6 week period. Parents can potentially be fined if their child falls within this category. Fines will be administered by the Courts. Fines will be £60 per child per parent. The school is not involved in the Fines process neither does it benefit from the fines process.

## **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 and as offered via the management and information system (Pupil Asset)

## **Registers and Lateness**

Registration occurs at 8.40am and 1pm – and remain open for half an hour. There are staggered morning start times between 8.30am – 9am to aid with social distancing when dropping children to school under Covid-19 guidelines.

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.

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**

Parents are expected to contact before the start of the school day if their child has to be absent. An answer machine is available. The class teacher is informed so that the correct mark can be made on the register. If the class teacher recognises a child is absent, they record it as a 'blank' on the register and send it to the office for a telephone call to be made. The school office will phone parents if any child fails to arrive by 9.15am.

## **Third Day Absence**

If no contact has been made after three days the school will continue to phone and a standard letter asking for an immediate explanation will be sent to the home address. The Parent Support Advisor may have been requested to visit on the first or second day.

## **Continuing Absence**

A further letter is sent if the absence continues.

## **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. This is a legal requirement. The school will include details of the action that they have taken.

### **Absence notes**

Notes received from parents explaining absence must 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, class teachers are requested to be aware of and bring attention to the head teacher of 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 with parents. If this is unsuccessful the school will refer to the School Nurse 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).

### **Persistent Absence [PA]**

All parents of pupils whose attendance level falls below 90% will receive a letter. If attendance does not improve parents may be subject to an action plan to support their child's return to full attendance. These action plans will be set up by the Headteacher. The action plan will include engagement with all parties who can support the pupil's attendance, such as the AIO and the parent support advisor.

### **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.

### **Attendance Awards**

The school does not intend to use attendance awards. This is in keeping with the school ethos of high expectations and aspirations.

### **The registration system**

The following national codes available on Pupil Asset 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)	Unauthorized 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	Unauthorized absence
<b>O</b>	Unauthorized absence (not covered by any other code/description)	Unauthorized 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)	Unauthorized 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

### **Record preservation**

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Computer registers will be printed out at least once a month and bound into annual volumes and preserved as electronic back-ups and will be available for each month.

### **Register Security**

Attendance marking sheets are stored in the school office after the close of each registration period.

### **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.

## Overall Absence

	14/15	15/16	16/17	17/18	18/19	19/20
England Primaries	4%	Not available	3.9%	4.2%	4.0%	Statistics release cancelled (20/08/20)
Buxton	3.4%	3.9%	3.5%	4.1%	4.6%	5.39% (includes Covid-19 attendance data)

### Our schools targets are:

**2014/2015 – 3.3%** (actual: **3.4%**)  
**2015/2016 - 3.3%** (actual: **3.9%**)  
**2016/2017 - 3.3%** (actual: **3.5%**)  
**2017/2018 – 3.3%** (actual: **4.1%**)  
**2018/2019 – 3.3%** (actual: **4.6%**)  
**2019/2020 – 3.3%** (actual: **5.39%**)

### Our PA targets will be

**2014/2015 – 0%** (actual: **0.7%**)  
**2015/2016 – 0%** (actual: **6.91%**)  
**2016/2017 – 0%** (actual: **4.64%**)  
**2017/2018 – 0%** (actual: **3.0%**)  
**2018/2019 – 0%** (actual: **7.6%**)  
**2019/2020 – 0%** (actual: **5.1%**)

*Any pupil with attendance below 90% over the school year is known as a persistent absentee, whatever the reason for the absences. The DfE has indicated that the level of absence that defines a child as being classed as PA may be reduced in future years.*

## **Appendices**

### **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) Regulations 2013

### **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.