



Rosendale Primary School and Children's Centre

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ATTENDANCE AND PUNCTUALITY POLICY¹

Last reviewed: 2017

Next review: 2018

SLT owner: Headteacher

Distribution: Staff and governors

Rosendale Primary School is committed to providing a full and efficient education to all pupils 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 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 will contain within it 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 parent induction meeting for reception parents will contain 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.

¹ Adapted from Lambeth Local Authority whole school attendance policy 2016

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 not authorise any application for leave of absence for holidays. Planned absence from school for events such as music exams and medical appointments must be communicated in writing, stating the circumstance for the request leave, to the office staff, which can be done via the school website. If leave is granted, evidence such as appointment cards may be requested as evidence.

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 head teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration at 9:05 the child will be marked as absent. The absence will be recorded as authorised if there has been a telephone call or visit to the office stating the reason for the absence. If there is no contact, then the absence will be recorded as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education (please see below).

Registers

Registers are completed using SIMS. Cover or supply teachers access SIMS using the password provided or they complete a paper register, which will be taken to the office before 9:20.

Lateness

Morning registration will take place at the start of school at 9:05am. Any pupil arriving after this time will be marked being late unless there is an acceptable explanation. 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 1:15 pm for KS1 and 1:30pm for KS2.

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

On the first day of absence, parents/carers are expected to contact the school by 9:30am and explain why the child is not in school. After this time the school admin officer with responsibility for attendance generates a list of absent pupils. The school admin officer then checks in classrooms to confirm pupil absences. If the parents/carers have not been in touch by 10:30am the school admin officer telephones the child's parents or carers to find out why they are not in school. If there is no reply, where possible, a message is left.

Second and Third Day Absence

The admin officer with responsibility for attendance will continue to attempt to contact the parents/carers.

If, by the fourth day, no contact has been made, the pupil welfare officer will attempt to call in person at the child's address and will leave a letter if necessary.

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 Educational Welfare Officer for the local area. The school will include details of the action that they have taken. Please see referral form below.

Absence notes

Notes received from parents explaining absence are 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.

Medical Evidence

Where a pupil's attendance is below 90%, (or three consecutive days) medical evidence is required to support absences. Medical evidence can be a medical certificate, a note from GP, a photocopy of a prescription or a copy of the label of any prescription medicine.

Frequent and persistent absence

The government has established a minimum target of 95% attendance to be achieved by all students; even so it is worth noting that children with attendance of 95% will have missed 2 weeks of education. This will have denied them access to a significant part of the curriculum.

At the end of every term, the school will analyse its attendance figures, paying particular attention to those with less than 95% attendance. Parents/carers will receive a letter from the Headteacher asking them to respond in writing to explain the reasons for this sustained absence.

Parents who do not respond to this letter or who cannot provide suitable explanation for the absence will be asked to meet with a member of the Senior Leadership Team.

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.

DFE guidelines state that the following activities would be classified as **unauthorised**:

- Minding the house;
- Awaiting repair people;
- Shopping;
- A birthday or family celebration.
- Failing to contact the school

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

If a pupil is receiving education off site or is attending at a school where they are dual registered, the school will liaise with the other education provider to check on attendance.

The registration system

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)	Unauthorized 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	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized 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)	Unauthorized 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

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 (official registers).

Register Security

Registers or attendance marking sheets if used must be safely stored. Paper registers are used when SIMS cannot be accessed and the information from these is inputted to SIMS. The admin officer keeps them until the end of the week when they are shredded.

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

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.



EDUCATION WELFARE SERVICE REFERRAL FORM

Please attach attendance printouts and punctuality records. This referral will be actioned in 7 working days and fed back to you within working days 10

School:	Referrers Name:	Referrers Signature:
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EWO's Name:	Date of referral	Date Received by EWO:
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Pupil Details:

Name of Pupil:	DOB:	Yr Group:	Gender: Female
Name of Pupil:	DOB:	Yr Group:	Gender: M/F
Name of Pupil:	DOB:	Yr Group:	Gender: M/F

Parents/Carers Detail:

Mothers Full Name:	PR:	Fathers Full Name:	PR:
Other (State Relationship): None			
Full Postal Address (inc postcode):			
Contact Telephone Numbers: (Home)		(Mobile)	
Family's First Language:		Interpreter required: Y/N	

Has a risk assessment been carried out on the family		Are any family members known to be verbally or physical abusive	
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Dose the pupil have a Medical condition:		If yes please briefly state medical condition:		Does the pupil have a Careplan	Y N
Does the pupil have Special Educational Needs:		If yes please state stage of code of practice:		Additional Needs/ Education health care plan	

Is the pupil (s) Known to Social Care:		If yes please give brief details:	
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Reason for referral:	Action taken by school

Education Welfare Officer USE

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