

Woodhill Schools



Attendance Policy 2018

*Policy on registration, attendance
and absence.*

Attendance Policy

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Introduction

We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making our school so successful. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Woodhill School care about their children's education and attendance statistics are very high.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital every child is at school, on time, every day.

Regular school attendance is an important part of giving your child the best possible start in life. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

The school records children's attendance in accordance with DfE requirements. This involves recording lateness, authorised and un-authorised absences.

There are occasions when it is necessary for children to be absent from school; for example, due to illness. It is important that the school is aware of the reasons for absence so that the absence can be recorded in the right category.

The legal Framework

1996 Education Act

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.

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.

The Education [Pupil Registration] (England) Regulations 2006

These regulations set out the responsibilities of the school with regard to: Admissions Registration, Attendance Registration, Notification of Continued Un-authorised absence and Removal from Admissions Register.

As Ammended:

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Admissions Registration

Contents of Admissions Register

In accordance with regulations, the school operates an admissions register which records the following particulars in respect of every such pupil—

- (a) name in full;
- (b) sex;
- (c) the name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency;
- (d) day, month and year of birth;
- (e) day, month and year of admission or re-admission to the school; and
- (f) name and address of the school last attended, if any.

Deletion from Admissions Register

The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register:

- where the school has received written notification from the parent that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;
- where the child has been registered as a pupil at another school;
- where the child has ceased to attend the school and the proprietor has received written notification from the parent
- where the child has been continuously absent from the school for a period of not less than twenty school days and
 - at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
 - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - (iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

- in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that
 - the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
- where the pupil is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;
- where the pupil has died;
- where the pupil has been permanently excluded from the school
- where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

Attendance Registration

Timing

The attendance register is taken twice each day.

Pupils are expected to arrive at school by 8:55 a.m.

Morning Registration starts at 8:55 a.m. and is closed by 9:10 at the latest. Any pupil arriving after 9:10 will be recorded as present but late.

Pupils do not usually go home at lunchtime.

Afternoon Registration starts at 1:00p.m. and closes at 1:15.

Lateness

Pupils who are late for registration are recorded as late in the attendance register. Where pupils are continually late for registration, especially where this has an impact on the child's education, the Head will make arrangements to discuss the matter with the parents.

Absence

Contents of Attendance Register

The following particulars are recorded in the attendance register at the commencement of each morning session and once during each afternoon session

In the case of every pupil whose name is entered in the admission register, whether the pupil is

- present;
- authorised absent;
- unauthorised absent;

- attending an approved educational activity
- unable to attend due to exceptional circumstances
- in the case of any such pupil of compulsory school age who is absent, a code to indicate whether or not his absence is authorised
- in the case of any such pupil of compulsory school age who is attending an approved educational activity; a code to indicate the type of approved activity.
- in the case of any pupil unable to attend due to exceptional circumstances, the nature of those circumstances:

Authorised absence

A pupil's absence shall be treated as authorised if the pupil

- has been granted leave of absence
- is unable to attend by reason of sickness or unavoidable cause;
- is unable to attend on a day exclusively set apart for religious observance by the religious body to which his parent belongs

Unauthorised absence

Where the reason for a pupil's absence cannot be established at the time when the register is taken, that absence shall be recorded as unauthorised and any subsequent correction to the register recording that absence as authorised shall be made in accordance with regulation 13 and as soon as practicable after the reason for the absence is established by the person with responsibility for completing the register.

Approved educational activity

An approved educational activity is either

- an activity which takes place outside the school premises and which is approved by the Head
- an activity of an educational nature, including work experience under section 560 of the Education Act 1996[5]
- a sporting activity supervised by a person authorised in that behalf by the head teacher.

Exceptional circumstances

The exceptional circumstances in which a pupil may be marked as unable to attend are where

- the school site, or part of it, is closed due to unavoidable cause at a time when pupils are due to attend.
- the pupil is unable to travel to school due to unavoidable cause¹.

Inspection of registers and Returns

The admission register and the attendance register of every school shall be available for inspection during school hours by

- any of Her Majesty's Inspectors of Schools in England appointed under section 1(2) of the Education Act 2005[11];

¹ For example; where severe weather conditions or other force-majeure make it impossible for the pupil to travel to school.

- any additional inspector assisting the Chief Inspector in accordance with paragraph 2(1) of Schedule 1 to that Act; and

Extracts from registers

The persons authorised by regulation 10 to inspect the admission register and attendance register of any school shall be permitted to make extracts from those registers for the purposes of their functions under the Education Acts.

Attendance codes

A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off site	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not med/dental etc.appoints)	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
∅	Late (before reg closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised absence	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Present	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Approved Educational Activity	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised absence	Late for session
V	Educational visit	Approved Educational Activity	Out for whole session

W	Work experience	Approved Educational Activity	Out for whole session
X	School closed to pupils	Attendance not required	Out for whole session
X	Pupil Unable to attend	Attendance not required	Out for whole session
---	Pupil not on roll	Attendance not required	Out for whole session

Absence Levels, Monitoring and Reporting

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Woodhill School care about their children's education and attendance statistics are very high.

Woodhill School reports to parents on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.

We encourage and celebrate good attendance through our rewards system. Parents of pupils with a poor or worrying pattern of attendance or lateness will be invited to discuss their child's attendance and the impact on their child's attendance.

Where a pupil's attendance does not improve, the school has a duty to report poor attendance to the Children Missing Education Team.

Authorised Absence (Medical)

There are no limits to the number of absences due to illness and other unavoidable causes however such circumstances that cause attendance to fall below the 95% attendance target may indicate that further monitoring and/or working together with parents to mitigate effects of absence on learning may be required. Long term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

Absence for family holiday.

The School attendance Guidance for maintained schools, academies, independent schools and local authorities November 2016 states that:

*'Head teachers should only authorise leave of absence in **exceptional circumstances**. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. **Leave is unlikely**, however, to be granted for the purposes of a family holiday as a norm.'*

Exceptional circumstances could include visiting seriously ill family, attending a close family member's funeral or if a family member's in the Armed Forces and returning from operations. The Department for Education says you're "unlikely" to get permission simply for a family holiday.

When deciding whether to authorise absence, the head teacher should consider:

- The child's previous attendance history
- The child's age
- The state of the child's education
- The time of year
- The nature of the trip (whether there are any exceptional circumstances)
- Whether the absence occurs during a period of national tests or exams

Un-authorised Absence

Un-authorised absences are recorded where

- No satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for absence.
- Absences for holiday during term time where the absence has not been authorised by the school including all retrospective requests for term time holiday leave.
- Extra days absence beyond the agreed request.

Poor Attendance

The school's measure of 'poor attendance' at 85% for an individual, matches the DfE's 15% persistent absence threshold.

The school's measure of persistent unauthorised absence will be where a minimum of 10 sessions (5 days) of unauthorised absence have been recorded in the previous six months.

Notification of Absence

Attendance figures are included with the child's annual progress reports.

Attendance will be monitored termly and parents will be informed of their child's attendance should it fall below the school's target of attendance

Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:

- A child continues to be absent for more than 7 consecutive days without explanation or with an unsatisfactory explanation.
- A child is absent for 7 school days.
- A child's attendance drops below an agreed attendance target.

The school will seek to work with parents to find ways to improve the child's attendance.

Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, the Educational Welfare Officer will be contacted.

In the eventuality of a child having long term absence or persistent absence the Education Welfare Officer or a member of the Persistent Absence team will be contacted for advice.

The Education Welfare Officer has powers under sections 444A and 444B of The Education Act 1996 Part V1 to issue penalty notices and/or court proceedings where the parent/carer is considered capable of but unwilling to secure an improvement in their child's attendance.