

## **Attendance Policy**

### **Vision Statement**

*'A cord of three strands is not easily broken'*

Ecclesiastes 4:12

'The Trinity Partnership embodies the strength and unity of three schools working as one. The Trinity Partnership aims to engage across schools, churches and communities, working in partnership with DEMAT, governors and school leaders to ensure that life is lived in all its fullness as unique children of God.'

### **Policy Statement**

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 Home/School/Child agreement 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.

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 eg funeral or family wedding; parents must apply in advance for permission for their child to have leave of absence. Parents will be reminded that by law the Executive Head Teacher cannot authorise holiday absences.

## **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 Executive 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, then the absence will be recorded in the first instance as unauthorised.

The coding for any absence will be in accordance with the guidance provided by the Department for Education.

## **Lateness**

Morning registration will take place at the start of school after the bell has been rung at 8.45am. The registers will remain open until 9.20am. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation ie 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 1.00pm.

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 the school on the first day of their child's absence. Failing that the school will make contact with the family by telephone to enquire as to the reason for the child's absence. Staff who receive information about the absence of a child will record for office staff once they arrive. Office staff will make teaching staff aware of absences by either a note in the register, a verbal notification or a note on the absent child board. Office staff must ensure Senior Designated Person for Safeguarding is notified of any absences.

## **Second day absence – Child Protection**

Social Services will be notified on the second day of absence if the child in question is on the Child Protection register. This is in accordance with the schools Child Protection Policy.

## **Continuing absence**

Further telephone calls will be made on a daily basis. A standard letter will be sent home on the fifth day asking parents to contact the school immediately.

## **Ten days 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 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.

## **Frequent absence**

It is the responsibility of administrative staff 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 will seek advice from Norfolk County Council Attendance Team.

## **Persistent absence**

All pupils whose attendance level falls below 10% will be subject to an action plan to support their return to full attendance. These action plans will be set up the Executive Head Teacher with parent/traveller support, etc. The action plan will include engagement with all parties who can support the pupil's attendance. The schools follow guidance from Norfolk County Council, this includes Fast Track, Attendance Panels and Family Support.

## **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. Teachers will ensure that children are supported to catch up on missed learning.

## **Attendance awards**

Children will receive a certificate for 100% attendance for each term. Any time out of school after the register has closed is deemed an absence for the purpose of the certificates. Because we value 100% attendance so highly children who achieve this for the whole year are rewarded at the end of the school year.

## **Record preservation**

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be printed out once a month and will be made available to appropriate staff.

## **Register security**

Registers or attendance making sheets, if used, must be safely stored.

## **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.

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body 01 09 19 It is due for review on 01 09 20

**Signature** 

**Headteacher**

**Date: 01 09 19**

**Signature** *Jacqueline McCamphill*

**Chair of Governors**

**Date: 01 09 19**

## Categorisation of Absence

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