

FAIRFIELD PRIMARY SCHOOL

Attendance Policy

1. Introduction

1.1 Good attendance at school is essential for pupils' education as well as establishing a positive working ethos early in life. There is a clear correlation between regular attendance and achievement. Deterioration in attendance is followed by deterioration in performance, achievement, friendship circles and self-esteem. While 100% attendance is certainly possible, there are times when children may be absent from school and it is essential that parents inform the school of the reasons for that absence.

1.2 Monitoring and controlling school attendance and punctuality is a key part of the work of the school. All absences and lateness are carefully recorded and steps are taken when concerns are raised. Under current government legislation, all absence figures are reported to the Governing Body, Local Authority (LA) and Department for Education.

1.3 Parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education, either by regular attendance at school or otherwise. Failure of parents to fulfil their legal responsibilities in regard to children's attendance may, in extreme circumstances, lead to an educational supervision order, a parenting order at court, a penalty notice or a prosecution in the criminal court.

1.4 It is the responsibility of the LA to ensure that parents meet their responsibilities. These responsibilities include ensuring that children arrive on time each day.

1.5 The Headteacher is required to inform the Local Authority if a pupil fails to attend regularly, or has been absent for a continuous period of ten days and the absence is treated as unauthorised. The Headteacher can of course notify the Local Authority earlier if there are other areas of concern.

2. Aims

To promote regular attendance, equal access to learning and high achievement for all.

3. Objectives

- To promote good attendance.
- To meet government attendance targets.
- To create and implement a policy and procedure for attendance that is understood by all stakeholders.

4. Pupil Registration

The Headteacher is required to maintain two registers:

- An admissions register, which contains a list of all pupils at the school
- An attendance register

5. Procedure

- 5.1 The Headteacher is required to ensure that an attendance register for all pupils on the school roll is taken twice each day: once at the start of the morning session and once at the beginning of the afternoon session.
- 5.2 One school day counts as 2 sessions of attendance for each pupil at the school. The maximum attendance achievable in any school year is 380 sessions.
- 5.3 Registers are statutory documents and must remain on school site at all times, Registers are stored in the admin office on the upper floor in Key Stage 1 and outside the Headteacher's office in Key Stage 2. In an emergency evacuation (e.g. fire) the registers are taken to the muster points. Information from the registers is entered into the SIMS attendance module at the end of the week for attendance data.

6. Lateness

- 6.1 Late arrival at school is of serious concern to the school and is actively discouraged by the school. It results in the disruption of the school day and thus to the learning of all pupils. Parents are actively reminded about punctuality in the school's Newsletter, during parents' evenings and by personal letter when their child's attendance becomes a concern. Persistent lateness will be followed up through an initial letter to parents then, if there is no improvement, by a referral to Children's Services.
- 6.2 Pupils arriving late have to be admitted via the admin office in the building where their classroom is situated; all other doors are secured at 9.00am. Pupils arriving late must be signed in by parents/carers at the school offices and an explanation for their lateness provided. Any pupils arriving late will be marked with an "L".

7. Notification

The codes currently used are as follows:

CODE	DESCRIPTION
/	Present (am)
\	Present (pm)
B	Educated off site (not dual registration)
C	Other authorised circumstances
D	Dual registration (attending other establishment)
E	Excluded (no alternative provision made)
F	Extended Family Holiday (agreed)
G	Family Holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not medical or dental appointment)
J	Interview
L	Late (before registration closed)
M	Medical/Dental appointment
N	No reason yet provided for absence

O	Unauthorised absence not covered by other code
P	Approved sporting activity
R	Religious observance
S	Study Leave
T	Traveller absence
U	Late (after registers close)
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age absence
-	All should attend / no mark recorded

8. Family Holidays in term time

8.1 Following a change to the 2006 regulations- the statutory instruments 2013 No 756: The Education (Pupil Registration) England (Amendment) Regulations 2013- Headteachers are no longer able to grant requests for holidays to be taken by pupils during term time, unless in exceptional circumstances e.g. family bereavement. In exceptional circumstances parents can write or email the school outlining their reasons for the request. Parents who take their children out of school during term time for other reasons such as family holidays should note that this will be classed as an unauthorised absence.

9. Reporting

9.1 A child’s attendance record is published in the end of year report to parents and sometimes at the request of staff, parents and relevant external agencies at various points throughout the year.

9.2 Pupil attendance figures are included each term in the Headteacher’s report to the Governing Body. Aggregate attendance data is submitted to the Department for Education at the requested times each year. The results of this census; showing the school percentage for over-all levels of attendance and unauthorised absence is then subsequently published on the internet as part of school performance tables and within the annual data for the school known as Raiseonline.

This policy was ratified by the governing body on.....

Signed.....

(Chair of Governors)

Reviewed.....