



Abernant Primary School **Policy on Attendance and Registration 2019/20**

1 Introduction

- 1.1 At Abernant Primary School, we place great emphasis on the importance of attending school every day and we are supported by the Local Authority in ensuring that we provide the best possible opportunities for our pupils. We do all we can to encourage the children to attend, having a range of school based initiatives in place, which help us to promote and celebrate achievements. Our school Attendance Welfare Officer has provided support for the school, e.g. leading a special assembly at the start of the school year, to introduce the reward system to the children. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. The children have regular visits from 'Super Attender' Mascot, where they learn how to become a 'Super Attender'. We will reward those children whose attendance is very good (95%+) through termly 'Awards' assemblies and encourage whole classes to aim high, be punctual and attend regularly, through monthly 'best class' attendance incentives. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 2010, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. At Abernant PS, we keep electronic copies of registers in every classroom. These registers indicate whether an absence was authorised or unauthorised. School Clerk inputs this information into attendance data into School Information Management System and checks teacher's registers daily.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.
- Medical evidence of an illness may also be requested for an authorised absence.
- Proof of a medical appointment is also needed, in the form of a letter/appointment card etc, so that a photocopy can be taken.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence on the register, and will inform the school clerk, who will endeavour to contact a parent or carer, either by telephone or by a school message. First day response system in place.
- 3.2 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment and a photocopy of the appointment card or letter will be taken and filed.
- 3.3 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the Head teacher. The school will then be in contact straight away with the parent or carer, in order to check on the safety of the child. Guidelines on reporting absences for children are on the staffroom wall and outside the office.
- 3.4 Medical evidence of an illness may also be requested when necessary.
- 3.5 A Fixed Penalty Notice (FPN) may be issued.
- A School Attendance FPN is £60 if paid within 28 days of receipt of the notice and rises to £120 if paid after 28 days but within 42 days of receipt. If the FPN is not paid in full by the end of 42 days we must either:
 - prosecute parents/carers in the usual way using section 444(1) and (1A) of the Education Act 1996 withdraw the FPN (in limited circumstances)

3.6 Reasons for issuing a school attendance fixed penalty notice.

We can issue a School Attendance Fixed Penalty Notice for the following reasons:

- 1.where a pupil has accrued 10 or more sessions of unauthorised absences in the current term
- 2.where a pupil has been persistently late on 10 or more occasions in the current term, arriving more than 30 minutes after the registration period
- 3.where a parent(s) refuses to engage with a school in the interest of improving their child's school attendance levels
- 4.where a pupil is repeatedly caught truanting in public places during school hours (Police can request a penalty notice be issued for this offence)
- 5.where a holiday in term time has been requested but has been unauthorised (see guidance on holidays in term time)

4 Holidays in term time

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a parent in the forces, or family circumstance. We expect parents to contact the school at least a week in advance and consideration is given to the request for leave of absence.
- 4.2 We advocate parents not to take holidays in term time. We regularly, via school and letters remind parents of the effect of taking a child on holiday in term time, can have on their education. The Governing Body has made the decision that for all holidays children are given an unauthorised mark unless there are exceptional circumstances. As stated an FPN (fixed penalty notice) may be issued for a holiday taken during term time. If your child's attendance is above 95% the holiday will

be authorised. However, if your child's attendance is below 95% it will be unauthorised and an FPN will be issued.

5 Long-term absence

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send work home, so that they can keep up with their studies.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

- 6.1 Any children who have a repeated number of unauthorised absences, or who are repeatedly late, will receive a letter from the school. Letters are routinely sent out to all parents' half termly to inform them of their child's attendance and assistance is offered if required. For those pupils identified as vulnerable learner's school follows the procedures set put by the LA guidance.
- 6.2 If the situation does not improve, a referral is made to the school Attendance and Wellbeing Officer, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.
- 6.3 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Rewards for good attendance

- 7.1 All the children who have 100% per cent attendance in any one half term will receive an excellence certificate for attendance awarded at the last assembly of the half-term. All these winners' names are put into a draw and a winner from each phase gets to choose a prize from the assembly Prize Shelf. Any child who has 100% for the whole year is awarded with a voucher at the end of the year.
- 7.2 During our 'Celebration Assembly' each Friday, we also award our 'Class of the Week' for attendance. This is in the form of a trophy which is displayed in the classroom and pupils celebrate with Welsh phrases and the scores are displayed via schoop.
- 7.3 A newly established Attendance Council led by the pupils will keep all partners of the school informed of changes to any processes or protocol. The council will also celebrate improved attendance through assemblies and weekly meetings take place to ensure attendance is always at the forefront of pupils, staff, governors and parents minds.

8 Attendance targets

- 8.1 The school sets attendance targets each year. These are agreed by the Head teacher and governors at the annual target-setting meeting. The attendance targets are then agreed with the LA. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

9 Monitoring and review

- 9.1 It is the responsibility of the governors to monitor overall attendance. The Head teacher informs governors via termly Head teacher reports. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the

information provided to them, and seek to ensure that our attendance figures are as high as they should be.

- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported in the school prospectus, and in the annual governors' report.
- 9.4 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the head teacher, who will contact the parents or guardians.
- 9.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

This policy has been approved by the G.B. on _____ (Date)

Signed: _____ (Governor)

Print Name: _____

This policy will be reviewed annually.