

**Attendance Policy**

**Parkgate Infants and Nursery School  
&  
Parkgate Junior School**

**Last Reviewed: October 2018**

# PARKGATE INFANT & NURSERY SCHOOL PARKGATE JUNIOR SCHOOL

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## Attendance Policy

Parkgate Infants and Nursery School and Parkgate Junior School are committed to, and work in partnership to, provide a full and efficient education to all pupils and embrace the concept of equal opportunities for all.

We will endeavor 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. **The Department of Education has expectations that every child's attendance should not fall below 96%.** 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 DCSF.

Each year Parkgate Infant and Nursery School/ Parkgate Junior School will each examine their attendance figures and set attendance/absence targets. These will reflect both national and county attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is on line to achieve its targets.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

### Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

### School

- Parkgate Infant and Nursery School/ Parkgate Junior School will provide a safe learning environment
- Parkgate Infant and Nursery School/ Parkgate Junior School will ensure that records of attendance are maintained according to government legislation and guidance on a daily basis.
- Parkgate Infants and Nursery school/ Parkgate Junior School will follow up all instances of poor attendance and punctuality

## **Parents**

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents will inform school on the first day of absence of the reason of their child's absence from school
- Parents will maintain regular communication with school staff where necessary
- Parents will ensure that school is informed of any changes of contact details.

## **Pupils**

- All pupils are expected to attend school and all of their lessons regularly and punctually
- Pupils are expected to be ready to learn.

## **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 headteacher 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 must be recorded in the first instance as unauthorised.

At the Infants and Nursery School The bell is rung at 8.50am and teachers collect the children from their lines at 8.55am pupils may enter the building at that time. Parents/guardians must remain with their children until they enter school. The doors will close at 9am.

## **Holidays in term time**

- Parkgate Infants and Nursery and Parkgate Junior School discourages parents from taking holidays during term time.
- The school will not authorise holidays in term time unless there are exceptional circumstances when you would need to gain permission from the headteacher.

## **Lateness**

Morning registration will take place at the start of school at 9.00am. After 9am children must enter through the main door and be registered in the late book and will be marked as late on the register. The registers will remain open for 10 minutes they will close at 9.10 am. Any pupil arriving after this time will be marked as having an unauthorized absence (late after registers close). If a child is persistently late (more than 4 times in 2 weeks) a late letter will be sent to parents. If parents consistently bring their children to school late they will be asked to attend a meeting with a member of staff in school. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered.

The afternoon registration will be at 1.00 pm  
The registers will close at 1.10 pm

## **Absences**

- Notification by telephone, letter, or e-mail must be provided for all absences by the child's parent/guardian by 10.00am on the first day of absence.

- Absences are authorised by the headteacher or a person acting on their behalf.
- School may decide not to authorise absence even when a reason is provided. Shopping, looking after brothers or sisters or unwell parents, birthdays etc. are not acceptable reasons for absence.
- If no reason for absence is given by 10.00am the secretary will phone parents/guardians to request an explanation.
- If there is no response after three days the school will contact the Attendance Improvement Officer (AIO).

### **Frequent Absence**

- It is the responsibility of one of the secretaries 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/guardians. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Improvement Officer (AIO).

### **Continuing absence**

- At the end of each half term a letter will be sent to parents/guardians of any child with less than 96% attendance and the child is put on a monitoring list which is checked regularly by the AIO.
- If the absence is consistent further letters are sent. On receipt of a third letter you will be required to provide a medical certificate. The school is not responsible for any financial expenses incurred.

### **Fixed Penalty Notices**

- A penalty notice will be issued with regard to unauthorised absence if a pupil fails to attend school as required without a genuine explanation. A pupil's absence must have been unauthorised for at least 15 sessions (one session is half day either am or pm) in the previous and/or current term. Penalty notices will involve a parent paying a fine of £60 if paid within 21 days, or £120 if paid within 28 days. The fine is paid to the local authority and the school/s do not receive any income from the fine.
- Failure to pay the fine within 28 days will result in either a prosecution for the offence to which the notice applies, or withdrawal of the notice (limited circumstances apply). Prosecution will be taken by the Local Authority under the Education Act 1996, section 444.
- The issuing of penalty notices will comply with the code of conduct and practice as determined by the Local Authority.

### **Absence notes**

- Notes received from parents explaining absence will 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.

### **Leaving and returning to school during the day**

- When pupils leave or return to school during the school day parents/guardians must collect or return children by using the main school entrance and informing a member of staff.

- Children who are sent home ill are recorded using the log in/ out system.

## Promoting attendance

The schools will use opportunities as they arise to remind parents/guardians, that it is their responsibility to ensure that their children receive their education.

Each term certificates are awarded to children with 100% attendance.

## Working with the AIO

- Parkgate Infants School and Parkgate Junior School work in partnership with the allocated AIO to improve attendance for individual pupils and the whole school.
- The headteacher/office staff meet the AIO on an agreed schedule
- Parkgate Infants School and Parkgate Junior School works with individual pupils and their parents to improve poor attendance.

When attendance does not improve sufficiently and after discussion with the AIO, the School will make a formal referral to CSF.

## The registration system

The school registers are manual and then computerised.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity

<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes.