



Northgate Primary School Primary School

Attendance Policy

Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body on 9th November 2015.

It is due for review up to 12 months from the date of approval.

Signature: *Mrs LA Hotson*

Date: 9th November 2015

Head Teacher: Mrs L Hotson

Signature: *Mr B Neill*

Date: 9th November 2015

Chair of Governors: Mr B Neill

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1. Introduction

Northgate Primary School is committed to achieving excellent levels of attendance. Underpinning this commitment is the belief that if children attend school regularly and punctually they will be best able to take full advantage of the educational opportunities available to them.

2. Responsibilities – Parents and Carers

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at school.

Parents whose children are registered at Northgate Primary School are responsible for ensuring that their children attend and stay at school.

Parents should:-

- Ensure their children arrive at school on time, appropriately dressed and ready to learn.
- Instil in their children an appreciation of the importance of attending school regularly.
- Ensure that they are aware of the Northgate Primary School's Attendance Policy.
- Impress upon their children the need to observe the school's Code of Conduct.
- Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending consultation evenings and other relevant meetings.
- Work in partnership with Northgate Primary School to resolve issues which may lead to non-attendance.
- Notify the school office if he/she is absent. This should be done as soon as possible on the first day of absence, either by leaving a message with the school office or via e-mail. An explanation for the absence should also be provided. This explanation should be confirmed in writing when the child returns to school.
- Avoid arranging medical/dental appointments during school hours.
- Avoid booking holidays during term time.

3 Responsibilities – Northgate Primary School

Northgate Primary School is responsible for supporting the attendance of pupils, and for dealing with problems that may lead to non-attendance.

Northgate Primary School is required to call attendance registers at the start of the morning session (8.55am) and once during the afternoon session (13.30pm) and to record whether pupils are present, absent or on an approved educational activity.

For pupils of compulsory school age, Northgate Primary School is required to differentiate in the register between absence that is authorised and absence that is unauthorised.

Northgate Primary School will:-

- Work actively to maximise attendance rates – both in relation to individual pupils and for the school as a whole.
- Have clear policies in place to address persistent absence.
- Support parents in ensuring regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance.
- Be sensitive to the needs of individual parents and this will be reflected in the way in which attendance issues are addressed.
- Produce an attendance policy which is consistently applied and clearly communicated to all parents, pupils and staff.

Northgate Primary School's Attendance Policy should:-

- Ensure that legal requirements are met.
- Give a high priority to attendance and punctuality.
- Name the SLT member with overall responsibility for attendance.
- Identify clear channels of communication with parents.
- Ensure that up-to-date attendance data is available.
- Identify what is considered as authorised/unauthorised absence.
- Make provision for first-day of absence contact.
- Contain clear procedures to identify and follow up all absence.
- Prioritise the importance of early intervention.
- Identify a range of strategies to deal with absenteeism.
- Be alert to critical times.
- Be alert to individual pupils' needs.
- Establish clear lines of communication with outside agencies.
- Inform and involve governors.
- Be reviewed at regular intervals.
- Make it clear to parents that it is the school – not the parent – which authorises an absence.
- Make it clear to parents what is, and is not, acceptable as reasons for absence.
- Make clear that leave is granted only in exceptional circumstances.
- Address attendance from a whole school perspective. The link between attendance and achievement will be actively promoted.

4 Attendance Registers

Registers are taken at the beginning of the morning session at 8.55am and during the afternoon session at 13.30pm. Registers record whether each pupil is present; attending an approved educational activity; absent; or unable to attend due to exceptional circumstances. Morning registration closes at 9.15am and afternoon registration closes at 13.45pm.

5 Punctuality

Northgate Primary School will take steps to actively encourage excellent levels of punctuality. Lateness will be monitored and followed up.

Northgate Primary School's Attendance Policy clearly states the time of the morning and afternoon sessions, including the time registers open and close:

- Main gate opens at 8.50am
- Morning registration – 8.55am – 9.15am
- Afternoon registration – 13.30pm – 13.45pm

When a pupil arrives late and the register is still open he/she will be marked as "late" but counted as present for that session (code L).

When a pupil arrives after the register has closed and provides a satisfactory explanation, he/she will be marked as "authorised absent" for that session with the relevant code.

When a pupil arrives after the register has closed and fails to provide a satisfactory explanation, he/she will be marked as "unauthorised absent" for that session (code U).

When a pupil arrives late having missed registration, his/her presence should be noted in the book at the school office for purposes of emergency evacuation, etc.

6 Authorising Absence

Only The Headteacher can authorise an absence.

The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if Northgate Primary School does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised.

All absent notes and letters are kept on file

- Absence should be authorised if:
- The pupil is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or Headteacher).
- The pupil is ill or prevented from attending by any unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observations by the religious body to which the pupil's parent belongs.
- There is a close family bereavement.

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised Absence
D	Dual registration at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised Absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence
H	Holiday authorised by the school	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	Unauthorised Absence
O	Other unauthorised absence	Unauthorised Absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Gypsy, Roma and Traveller Absence for occupational reasons	Authorised Absence
U	Late and arrived after registers closed	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at
www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance