Marshland St James Primary School and Nursery

ATTENDANCE AND PUNCTUALITY POLICY

Marshland St James Primary School and Nursery is committed to providing a full and efficient education to all pupils and embraces 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. 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 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. A school attendance target is set of 95% which equates to a child missing 9.5 days across a school year.

School Day
Punctuality is important for all children. Children are discouraged from making appointments during school hours. The school gates open at 8.35am for the children to come into school. The school day begins at 8.45am

Morning break is at 10.45am – 11.00am
Lunchtime for EYFS: 12.00pm -1.00pm
Lunchtime for KS1 & KS 2 is 12noon – 1.00pm
Lunchtime for KS2 is 12.05pm – 1.00pm

School finishes at 3.15pm
Nursery hours are 8.45am to 11.45am

Leave of absence in term time
Leave of absence during term time will only be authorised under extenuating circumstances. 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; parents must apply in advance for permission for their child to have leave of absence and attend a meeting with the head teacher.

The local authority operates a system where any pupil will meet the criteria for legal intervention where they have: 9 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term time for absences from the 1st September 2022. The intervention could be in the form of a Fixed Penalty notice: Any pupil at Marshland St James Primary and Nursery School, who meets the criteria, will be referred to the local Authority for action to be considered.

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 will be recorded in the first instance as unauthorised.

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

Register and Lateness
Morning registration will take place at the start of school at 8.45am. Registration will last from 8.45 to 8.55. Any child arriving during this time will be marked as present.in the register. The registers will remain open for 30 minutes; therefore the registers will close at 9.15am.The afternoon registration will be from 1.00pm to 1.05pm. Any pupil arriving after this time will be marked as unauthorised absence unless there is an acceptable explanation i.e. 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. Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

Absence notes
Notes or emails 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. Notes of information about absences should be recorded on the school MI system.

First Day Absence
Parents/ carers are required to contact the school before 9am on the first day of absence. In the event of no communication the school office will contact the parent/carer.

Information relating to absence will be recorded and entered in the electronic register for the Teacher/ Head teachers' information.

It is the teachers' responsibility for enquiring with the office if contact has been made to obtain reason for absence. If absence continues the head teacher will work with parents to resolve the situation which could include external agencies.

Frequent & Persistent Absence (PA)

Within the school it is the responsibility of all staff and head teacher to be aware of any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible.

Early contact will be made and maintained by the head teacher to express the schools concerns. The school will issue absence letters to families where there are concerns.

An action plan will be made to include engagement with all parties who can support the pupil's attendance. If PA is currently 85% intervention will have happen before attendance falls to this level. If persistence continues then systems will be implemented, systems such as Fast Track and parental meetings Panels which are utilised by the school. Any attendance concerns or interventions will be recorded on the CPOMs system.

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.

Communication with parents

The head teacher will send regular updates to parent on the current position of attendance by the following: A letter home to all families, in the newsletters, on the website and by displaying posters around the school to show the importance of good attendance. A whole school letter about attendance expectations will be sent to parents at the beginning of the academic year in September.

Record preservation

In compliance with attendance regulations the attendance records are kept securely for 3 years.

Attendance Data

A system for analysing performance towards the targets will be established and a senior school manager and link governor will be responsible for monitoring all areas of attendance and targets termly. Governors will receive regular updates on attendance through head teacher reports and governor meetings. The school will make use of the data collected and ensure that patterns and trends are investigated.

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. **Unauthorised absence**
   This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. **Authorised absence**
   This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. **Approved Educational Activity**
   This covers types of supervised educational activity undertaken off site but with the approval of the school.

If a pupil is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.

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 <u>or</u> 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	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised 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)	Unauthorised 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

Reviewed: September 2022

To be reviewed: September 2024