



Attendance & Registration Policy

Review Date: January 2025

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Approved by Governors (date): January 2023

Attendance Policy

Introduction

Walkeringham Primary School is committed to providing a full and effective education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour 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 and 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 and Skills.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. Attendance figures are monitored termly by the Head Teacher and communicated to the Governors.

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

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.

2.1 Lateness

Walkeringham Primary School gate opens at 8:50am for children to enter the playground and the school building by 9:00am. This is the official start to the school day. The registers will remain open for thirty minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation e.g. 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.

The afternoon registration will be at 1:00pm. The registers will close at 1:30pm.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

2.2 First Day Absence

Parents/carers are asked to inform the school by telephone on their child's first day of absence. Where a child is still absent when the morning registers have closed and the school has not received a telephone call, then the head teacher or office staff will telephone the child's parents/carers to find out the reason for the absence. If there is no response to this call the school office will try other emergency contacts and send a safe and well text. If there is still no communication and therefore pupil safety is a concern the Head Teacher will carry out a home visit to check that the pupil and their family are safe.

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2.3 Ten Day's Absence

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team [This is a legal requirement]. The school will include details of the action that they have taken.

2.4 Frequent Absence

It is the responsibility of the head teacher 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/s. 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).

2.5 A Welcome Back

It is important that on return from an absence that 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.

Holidays in Term Time

Holidays in term time will not normally be authorised. Each case will be reviewed individually. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. Parents must apply in advance for permission and provide accompanying evidence.

Monitoring Attendance

The head teacher will monitor attendance at half termly. Letters will be sent to parents of pupils whose attendance is below 95% and not improving since the previous half term. Where appropriate when attendance is below 90% letters will invite parents to an attendance monitoring meeting where an action plan will be completed. The head teacher will work closely with families where attendance remains persistently below 90%.

Children Missing from Education

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. We follow our procedures for unauthorised absence for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority.

Legal Information & The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable [a] To their age, ability and aptitude and [b] To any special needs they may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

Categorisation of Absence

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

A) Unauthorised Absence B) Authorised Absence C) Approved Educational Activity

A) Unauthorised absence

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

B) 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.

C) Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Work experience placements
- Field trips and educational visits

- Sporting activities
- Link courses or approved education off site
- Most types of dual registration