LOWE'S WONG COMMUNITY INFANTS' SCHOOL

ATTENDANCE POLICY

The Legal Position

1. The Register must be marked during the time set aside for registration in the timetable at the beginning of each morning and afternoon session. Eighteen minutes per day are allowed in the time allocation for registration.

2. Any pupil who is out of class for medical or dental inspection or treatment, should be regarded as having attended.

3. Every entry in an attendance register must be written in ink. Any correction must be made in such a manner that the original entry and the correction are both clearly distinguishable.

Registration Procedures

a) The attendance register should accurately record the presence of the pupils who are in school at a particular time (this can be vital if, for example, there was a fire and an accurate roll call was needed).

b) If a pupil is present at the time of registration a 'present' mark / should be entered in the register in red ink. 'Present' marks should be in herringbone fashion so as to distinguish morning and afternoon attendances.

c) Absences should be marked with a circle O being entered in the register in black ink. Please see appendix to show Attendance Codes to be used. They are also shown on the inside cover of the official registers.

d) When a pupil has been marked present in error the 'present' mark / should be cancelled with a circle O. If it is discovered after the foot-total has been entered, the foot-total should be corrected.
Marked absence in error, cancel O by inserting P and make footnote correction.

e) Late arrival - denote by inserting L. The register should not be closed and numbers totalled for a period of 15-20 minutes after the beginning of the school session. This will allow pupils who arrive during this period to obtain a present mark. If a teacher is unsure why a child is absent, they make a note of this in a book that comes around to the office each morning with the register. The office staff will then contact the parents and carers of this child to check reasons for absence.

f) Pupils who have a genuine illness, children who are in hospital or children who are receiving medical or dental treatment - denote by a black M in a circle.

g) Schools must be able to demonstrate why an absence has been authorised. This may be by way of a letter from the person having parental responsibility or a note of an oral communication from such a person. Letters, notes, etc must be retained for at least one year following the absence. A letter is sent to parents and carers advising them that their holiday request has been authorised/unauthorised accordingly.

h) The total number of unauthorised absences should also be recorded in the daily sessions foot-total.

i) Gaps should be left between register entries to indicate official school holidays, i.e. the appropriate days should be left blank on the register.

Authorised and Unauthorised Absence

Attendance registers must show whether an absence is authorised or unauthorised.

Authorised absences include:- (These are all filled in black ink)

- sickness (I)
- agreed family holiday (H)
- family holiday not authorised (G)
- educational visit (V)
- medical/dental visit (M)
- approved sporting activity (P)
- day of religious observance (R)
- excluded (no alternative provision made) (E)
- receiving education other than at school (B)
- other circumstance - to be specified. (C)

Parents & Carers

Parents & carers are asked to inform the school promptly, by telephoning the school office, if their child is absent through illness. They are also asked to inform the school about any planned absence during the school day, e.g. for a dental visit. The school office staff follow up any unexplained absences to ensure the children's safety.

Holidays in term time are no longer permitted, however, parents and carers may write to the Headteacher to explain why it is necessary to take their child out of school during term time. The Headteacher will only authorise these absences in exceptional circumstances.

In the rare event of an unexplained unauthorised absence, the Headteacher will contact the parents to seek an explanation.

Attendance Monitoring

Whole School attendance figures are monitored termly, and reported to the Governing Body.
Individual pupil's attendance is monitored every half term. If a pupil's attendance is causing concern the parents and carers are contacted by

letter, and offered support to improve their child's attendance. If there is no improvement a second letter is sent to parents and carers outlining the potential risks to a child's progress from poor attendance. If there is still no improvement, parents and carers are invited to a formal meeting with the Headteacher. The thresholds for low attendance are below 80% in the Autumn Term, and below 85% in the Spring and Summer Terms.
Punctuality is also monitored each half term, and a similarly graduated response is used. The threshold for punctuality monitoring is if a pupil is late six or more times in a half term.

Nottinghamshire Local Code of Conduct

Nottinghamshire County Council have notified all schools of the Nottinghamshire Local Code of Conduct. This is to ensure that the power to issue penalty notices (fines) is applied consistently and fairly across the Local Authority Area. The Governing Body of this school have adopted this code of conduct. The full code of conduct can be found on the Nottinghamshire website.

Penalty Notices (fines) will be issued as follows:

Persistent Absence
Once a child has reached 3 days (6 sessions) unauthorised absence over a six week rolling period, the School can ask the Local Authority to issue a warning letter. The letter will make it clear that any further absence may result in the issuing of a Penalty Notice (fine).
Should the unauthorised absence persist and rise to 5 days (10 sessions) over the six week rolling period, the School can ask the Local Authority to issue a Penalty Notice (fine) to each parent or carer for each child to whom persistent absence applies.

Holidays During Term Time
If parent or carer removes a child from school for the purposes of a holiday during term time without authorisation, and the level of absence is in excess of 3 days (6 sessions) in total over a six week rolling period, the School can request the Local Authority to issue a Penalty Notice (fine) to each parent or carer for each child to whom unauthorised absence applies.

March 2017.