

Wayland Junior Academy Watton Attendance Policy

Our Values which underpin all our policies:

Respect and understanding, share and learn, trust and honesty, attitude and belief, succeed and celebrate.

Aims:

- 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 as we recognise the link between attendance and attainment.
- Every opportunity will be used to convey to pupils and their parents/ carers the importance of regular and punctual attendance.
- School attendance is subject to various education laws and this academy's attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Promoting Attendance at WJAW:

1. Partnership with Parents/ Carers:

The foundation for good attendance is a strong partnership between the school, parents and the child.

The Academy 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. Parents will receive regular communication about the importance of ensuring their child has good attendance.

2. Leave of absence during term time:

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement.

The academy will only agree to authorise absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence. Parents will be required to provide evidence to support their application.



The Principal will only authorise up to five days leave of absence under exceptional circumstances.

Exceptional circumstances may include:

Family bereavements: Wayland Junior Academy will respond sensitively to requests for leave of absence to attend funerals or associated events and will normally authorise such absences.

Days of religious observance: a request from a parent/carer to participate in a day set aside exclusively for religious observance by the religious body to which the parents/ carers belong will be classified as authorised absence. It is expected that parents/ carers shall give the academy advance notice of religious observance days.

Gypsy, Roma and Traveller children: On days when a pupil from a Gypsy, Roma or Traveller family is known to be out of the area due to family travelling and is not in educational provision, the academy will use the letter code T (authorised absence) to record absence.

3. Academy Improvement Plans (AIP)

The academy will include any actions relating to promoting attendance in the academy improvement plans, which are updated annually.

4. Attendance is part of our Safeguarding procedures. There is a named Governor for Safeguarding: Mr Dean Rosemburt

5. Attendance Target:

Each year the academy will set attendance/absence targets.

The academy 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 academy will use to meet its attendance targets. Our academy targets are:

Absence rate of or below:

2017/2018 3%

Attendance: 97%

Persistent absence target of:

2017/2018 4%

6. Message to our children:

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them. We will regularly celebrate good



attendance as part of our rewards systems and end of term assemblies.

Attendance Awards

The academy rewards pupils who have an attendance percentage of 100% through the presentation of Gold Attendance Certificates on a termly basis. Silver and Bronze are also celebrated. Where a child has improved their attendance this is also acknowledge through a letter being sent home to congratulate the child and thank the parent for their support. Class attendance is awarded weekly in assembly.

The Education Act:

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full- time education suitable- [a] To his age, ability and aptitude and [b] To any special needs he 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.

Academy Procedures:

Absence

- Any child who is absent from the academy at the morning or afternoon registration period must have their absence recorded as authorised, unauthorised or as an approved educational activity [attendance out of academy]. Only the Principal 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.
- Registration occurs at 8.50am and 1:15pm – and remains open for 20 minutes. Any lateness, before registers close, is recorded as thus.



**WAYLAND
JUNIOR ACADEMY
WATTON**

First Day Absence:

All parents are expected to inform the academy for each day of their child's absence. If a parent does not ring in, the academy office will contact the parents and seek a reason for absence. The register is then amended accordingly.

Third Day Absence If a child is absent on a third day, and we have received no contact from the parents, and been unable to contact them by phone, a letter will be sent to the home address. Parents will be asked to contact the school immediately on receipt of the letter. The absence will be recorded as unauthorised.

Continuing Absence The above procedure relating to letters will be repeated after 5 days and 7 days.

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 Staff for the local area and following the 'Children Missing Education' procedure (see CME guidance-appendix 1). Within the referral we will include details of the action that has been taken to gain a reason for absence. The academy will follow the procedures for issuing a fixed penalty notice.

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.

Frequent Absence

It is the responsibility of the Principal 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 academy will try to resolve the problem as soon as possible.

The academy's escalation plan for attendance is to meet with the family, ensure all staff know of children of concern in relation to attendance, and to discuss concerns with the Inclusion Manager.

If necessary Fast Tracking will be initiated to ensure children receive the education to which they are entitled.



Persistent Absence [PA]

Details of pupils whose attendance level fall below 95% will be shared with the class teacher on a regular basis. There will be an expectation for class teachers to initiate discussions with parents / carers and to pass information from these discussions to the Inclusion Manager. Where persistent absence has reached 95% a letter will also be sent to parents to advise them of our concerns regarding their child's attendance.

If persistent absence reaches 90% a meeting will be held with parents and an action plan put into place to support their return to full attendance. These action plans will be set up by the Inclusion Manager in conjunction with the Principal.

The action plan will include engagement with all parties who can support the pupil's attendance. Including details of systems such as Fast Track, Attendance Panels, Family Support Process, utilised by the academy. PA is currently 90% therefore intervention should be happening before attendance falls to this level.

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. This is organised by the class teacher, with the support of Pupil Support where appropriate.

Categorisation of Absence

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

Unauthorised Absence

Authorised Absence

Approved Educational Activity

Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason e.g: domestic reason not acceptable to school such as minding a sibling or taking the dog to the vet, shopping trips.



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.

Approved Educational Activity

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

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

Lateness

- Morning registration will take place at the start of school at 8.50am. The registers will remain open for 20 minutes. **Any pupil arriving after this time will be marked as having an unauthorised absence (U – late after registers close)** 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.
- The afternoon registration will be at 1:15pm
- Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close (L). Class Teachers will be supported in this activity by the Inclusion Manager and / or a member of the Senior Leadership Team, who will be on duty on the playground until 9.05am, in order to record the arrival of late attendees. This information will be passed to the office staff and may, if necessary, over-ride any previous mark that may have been recorded by the Class Teacher.

Persistent Late Attendance (PLA)

- We know that the late arrival of pupils not only adversely affects their own education but also disrupts the learning of others. Since September 2017 we have been closely monitoring the late attendance of our pupils.



There is an expectation that all children will have arrived at school before the morning bell is sounded at 8:50 a.m., so that the start to their school day is as calm and focused as possible.

- All parents will be given a letter about the importance of regular and punctual attendance when their child starts school. Persistent late attendance letters will be issued to parents once their child has been late on two or more occasions.
- This communication will be triggered by a weekly print out of pupils with the codes L and U which will be monitored by the Inclusion Manager and summarised for the Senior Leadership Team on a half-termly basis.
- Parents will have been advised that continued late attendance will result in the following:
 - a) Their child will be asked to make up the learning time lost through late arrival by catching up with their work at break or lunch time;
 - b) Parents will be asked to come in to school to discuss their child's persistent late attendance with a member of the Senior Leadership Team and the Inclusion Manager;
 - c) Their family may be put in contact with external organisations who can provide support in getting their child to school on time. A log of communication and the responses or outcomes will be maintained by the Inclusion Manager.

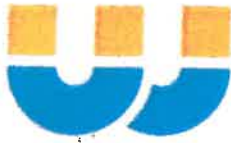
Home educated children:

If a parent/ carer decides to home- educate then the academy will only remove the pupil from roll after receiving a letter or email from the parent/ carer confirming that they are removing their child to educate at home.

Fixed Penalty Notice:

With the implementation of the Anti -Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate.



Absences of 10 consecutive half days and where absence falls below 95% will be referred to the Local Authority for a Fixed Penalty Notice fine.

In making a decision the school will consider the circumstances of each application individually.

A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 28 days, this increases to £120 payable between 29-42 days. Failure to pay usually results in prosecution in the Magistrates' Court.

Record preservation

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Monitoring and Review

This policy is reviewed on an annual basis as part of our Safeguarding Procedure reviews.

The Principal regularly reports attendance figures including absence rates of vulnerable groups to the Governing Body as part of The Principal's Report.

Signed:

(Principal)

Signed:

(Named Safeguarding
Governor)

Date: January 2018

Reviewed: Annually- January 2019



Appendix 1: The registration system

The schools use a computerised system for keeping the school attendance records. 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

G Family holiday in term time, not authorised by Headteacher Unauthorised absence

H Family holiday in term time 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 attendance# School closed to pupils Not counted in possible attendances

Please also see:

'Children Missing Education (CME)' Practice and Procedures, Norfolk County Council.

Revised September 2016

The following DfE documents are used to guide attendance recording:

Absence and Attendance codes (Guidance for Schools and Local Authorities)

Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)

These and other guidance documents are available on the DfE website.