



West Earlham Infant and Nursery School

Attendance Policy

1. Introduction/Aim

- A. Regular school attendance is essential if children are to achieve their full potential. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.
- B. At West Earlham Infant and Nursery School we believe that regular school attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. We value all pupils. We will consistently work towards a goal of 100% attendance for all children. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. Every opportunity will be used to convey to pupils and their families/careers the importance of regular and punctual attendance. We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

2. Legal Framework

- A. Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. From September 2015 they will be required to continue until their 18th birthday.
- B. Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.



- C. The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:
- Present
 - Attending an approved educational activity
 - Absent
 - Unable to attend due to exceptional circumstances.

3. Definitions

For the purpose of this policy, the school defines:

A. "Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

B. Regular attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

C. An "authorised absence" as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

D. An "unauthorised absence" as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

E. "Persistent absenteeism" (PA) as:



- Missing 10% or more of schooling across the year for any reason (attendance of 90% and below)

F. "Parent" as

- All natural parent, whether they are married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person (i.e. lives with and looks after the child)

4. Categorising Absence and Attendance

The table below shows the national codes which enable all schools to record and monitor attendance and absence in a consistent way, and to comply with the regulations.

CODE	DESCRIPTION	MEANING	
Present at School			
/	Present (AM)	Present	
\	Present (PM)	Present	
L	Late (before registers closed)	Present	
Attendance Codes for when pupils are present at approved off-site educational activity			
B	Educated off site (NOT Dual registration)	Approved Activity	Education
D	Dual registration (i.e. pupil attending other establishment)	Approved Activity	Education
J	Interview	Approved Activity	Education
P	Approved sporting activity	Approved Activity	Education
V	Educational visit or trip	Approved Activity	Education



W	Work experience	Approved Activity	Education
Absence Codes when pupils are not present in school			
C	Leave of absence authorised by the school. (not covered by another appropriate code/description)	Authorised absence	
E	Excluded (no alternative provision made)	Authorised absence	
H	Holiday Authorised by the school (agreed)	Authorised absence	
I	Illness (not medical or dental etc. appointments) <i>Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.</i>	Authorised absence	
M	Medical/Dental appointments	Authorised absence	
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Gypsy, Roma and Traveller absence	Authorised absence	
Unauthorised Absence from school			
G	Family holiday (not agreed <u>or</u> days in excess of agreement)	Unauthorised absence	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	

U	Late (after registers closed)	Unauthorised absence
Administrative Codes		
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

5. The registration system

- A. The School will use manual paper registers for keeping the school attendance records and enter these electronically onto Pupil Asset
- B. Registers by law must be kept for at least 3 years, and are done so electronically on Pupil Asset
- C. Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid)
- D. The registers must be safely stored. Registers are distributed to classes just prior to each registration and returned to the office after completion.
- E. Class Teachers are responsible for completing a paper mark sheet register at the start of each registration period. The attendance officer is responsible for ensuring the correct codes are entered into the Pupil Asset system on a daily basis.
- F. If pupils are receiving education offsite or attending a school where they are dual registered West Earlham will liaise with the other education provider to check attendance (Monthly).

6. Leave of Absence

- A. Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised holiday within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.
- B. We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances.' At West Earlham Infant and Nursery



School, leave of absence shall not be granted unless there are 'exceptional circumstances'. This may only be granted at the discretion of the Head teacher. West Earlham Infant and Nursery School will respond to all applications for leave of absence in writing.

- C. Parents wishing to apply for leave of absence during term time must request an 'application for pupil leave of absence form' in advance to the Head teacher before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head teacher and it will be marked as unauthorised. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.
- D. A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:-
- The parent fail to submit a leave of absence request in advance of taking the leave
 - An application for a leave of absence is not agreed by the Head teacher but is still taken.
 - A longer period of time is taken in excess of the agreed number of days.
- E. When absence is granted by the Head teacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

7. Pupil Absence for the purposes of Religious Observance

- A. West Earlham Infant and Nursery School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

8. Traveller Absence

- A. The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.
- B. To protect Traveller parents from unreasonable prosecution for non-attendance, s. 86 of The Education Act 1944 states that a Traveller parent shall be entitled to be acquitted if his or her child accrues 200 attendances (i.e. 200 half days) during the period of twelve months ending with the date on which the proceedings were instituted, if the family are of no fixed abode.
- C. However, it should be noted that this provision applies only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does



it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

- D. When trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.
- E. West Earlham Infant and Nursery School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended West Earlham Infant and Nursery School in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at West Earlham Infant and Nursery School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
- F. West Earlham Infant and Nursery School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:
 - Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
 - Inform the school regarding proposed return dates
- G. Traveller children will be recorded as attending an approved educational activity when:
 - The child is on roll and attending another visited school
 - Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- H. Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

9. Unauthorised Absence

- A. Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. That decision is at the discretion of the Head teacher. Examples of unsatisfactory explanations include but are not limited to:
 - A pupil's/family member's birthday
 - Shopping for uniforms
 - Arrangements or appointments for cutting the pupil's hair/treatment for head lice
 - Closure of a sibling's school for INSET (or other) purposes
 - An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
 - A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
 - Holidays taken without the authorisation of the school
 - Veracity of an illness

10. Persistent Absence

- A. A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects.
- B. The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may also be made to external agencies for targeted support and subject to an action plan.
- C. The action plan will include engagement with all parties who can support the pupil's attendance, including but not exclusively to the parent, family support worker, attendance officer and head teacher.
- D. If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.
- E. Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a Section 444 (1a) offence.

11. Late Arrival at School

- A. At West Earlham Infant and Nursery School all pupils are expected to arrive on time for every day of the school year.
- B. The school day begins at 9am. We advise all parents to ensure their child is on site prior to this. Breakfast Club is available from 8:40am. The school register will be taken at 9am and 1.25pm. All pupils arriving after this time are required to report to the main office with their parents and provide a reason for their absence. If their arrival is after 9.15am or 1.25pm it will be recorded as late - L code (Late before the close of register).
- C. The school register will officially close at 9.15am and 1.25pm. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.
- D. *Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.*

12. Deletions from the Register



In accordance with the Regulations, pupils will only be deleted from the register when one of the following circumstances applies:

A	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
B	<p>Change of school/pupil attending another school</p> <p>Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.</p>
C	Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
D	<p>Home education</p> <p>In a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.</p>
E	<p>Moved away/beyond reasonable distance from school</p> <p>Except in the case of a boarder that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.</p>
F	<p>In the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is</p>
G	Pupil deemed not to be in a fit state of health. That he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
H	<p>Where a child has been continuously absent from school and</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with</p>

	<p>regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) The proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
I	<p>Pupil is in custody for a period of more than 4 months. That he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.</p>
J	<p>That the pupil has died.</p>
K	<p>That the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) The pupil does not meet the academic entry requirements for admission to the school's sixth form</p> <p>The pupil will be over compulsory school age by the start of the next academic year and has informed the school they no longer wish to attend</p>
L	<p>In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.</p> <p>Where a Nursery child does not get a place in reception of the same school</p>
M	<p>Permanent exclusion. That he has been permanently excluded from the school.</p>
N	<p>Where the pupil has been admitted to the school to receive nursery education, which he has not on completing such education transferred to a reception, or higher, class at the school.</p>
O	<p>Unpaid boarding fees at maintained school</p> <p>Where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate</p>

West Earlham Infant and Nursery School have shared responsibility with the local authority to conduct joint reasonable enquires to locate pupils who may be missing in education.



13. Roles and Responsibilities

At West Earlham Infant and Nursery School, we believe that improved school attendance is a responsibility shared by governors, school staff, families, pupils and the wider school community.

A. The Governors of West Earlham Infant and Nursery School will:

1. Ensure that the importance and value of good attendance is promoted to pupils and their parents
2. Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
3. Ensure that the Regulations and other relevant legislation are complied with
4. Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
5. Monitor the school's attendance and related issues through reporting at Governors' meetings
6. Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
7. Ensure that there is a named senior manager to lead on attendance
8. Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
9. Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
10. Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

B. The Senior Management Team at West Earlham Infant and Nursery School will:

1. Actively promote the importance and value of good attendance to pupils and their parents
2. Form positive relationships with pupils and families
3. Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve
4. Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
5. Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
6. Ensure that the Regulations and other relevant legislation are complied with
7. Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource



8. Return school attendance data to the Local Authority and the Department for Education as required and on time
9. Report the school's attendance and related issues through termly reporting to the Governors and on a half termly basis to the lead governor for attendance
10. Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
11. Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
 - a) Interpret the data to devise solutions and to evaluate the effectiveness of interventions
 - b) Develop a multi-agency response to improve attendance and support pupils and their families
 - c) Document interventions used to a standard required by the local authority should legal proceedings be instigated
12. Set out how Pupil Premium may be used to support pupils with irregular attendance

C. All staff at West Earlham Infant and Nursery School will:

1. Actively promote the importance and value of good attendance to pupils and their parents
2. Form positive relationships with pupils and parents
3. Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
4. Comply with the Regulations and other relevant legislation
5. Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
6. Ensure that registers are recorded accurately and in a timely manner.
7. Contribute to the evaluation of school strategies and interventions
8. Work with other agencies to improve attendance and support pupils and their families

D. Pupils will:

1. Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents, and the school timetable
2. Talk to a trusted adult in school if they are experiencing difficulties at school or at home which may impact on their attendance
3. Attend lessons ready to learn.

E. The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of



staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

1. Monitoring and analysing pupil attendance data
2. Undertaking attendance meetings with the Designated Safeguarding Lead and other relevant staff members
3. Implementing the identified strategies for promoting good whole school attendance
4. Implementing the identified strategies for tackling unsatisfactory attendance
5. Managing individual pupil casework files
6. Coordinating Individual Action Plans for pupils causing concern including the instigation of a Family Support Plan (FSP) and/ or the implementation of a parenting contract
7. Ensuring first day calling procedures are adhered to, if a child is absent from school without contact from parents
8. Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes
9. Making referrals to appropriate external agencies

F. West Earlham Infant and Nursery School requests that parents will:

1. Ensure their child has regular attendance at school
2. Contact the school if their child is absent to let them know the reason why and the expected date of return.
3. Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
4. Ask the school for help if their child is experiencing difficulties with any aspect of their school work or home and family life
5. Inform the school of any change in circumstances that may impact on their child's attendance
6. Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home
7. Maintain effective routines at home to support good attendance
8. Attend all meetings requested to discuss attendance issues
9. Take a positive interest in their child's work and educational progress

14. Expected absence procedure for parents:

A. A parent has a legal responsibility to ensure that their child attends school regularly.



- B. If a child is unavoidably absent from school parents are expected to:
- Contact school by telephone call on the first day of absence and each subsequent day, identifying the reason for absence and the expected date of return
 - If no contact is received, the Attendance protocols will be instigated

15. Attendance Protocols

- A. Along with all the other schools in Norwich Community West cluster we operate a 'Traffic Lights' system. We ensure a system of frequent communication with parents on the subject of attendance. This system begins with a regular assessment of each child's attendance pattern and letters are automatically sent home if attendance does not reach the expected minimum levels. Letters are also sent home applauding those parents whose children's attendance is above the benchmarks. We use the traffic light initiative system to improve attendance levels. Every term families will be given a letter informing them what traffic colour their child achieved for the previous half term, along with an attendance print out detailing their child's attendance from the start of the academic year.

First Day Contact

- B. Parents are expected to contact the school with a reason for pupil's absence before the start of the school day. School will make telephone/text contact to those with no contact. This is to happen as soon as possible after registers close, but before 10.30am.
- C. If a child is absent, the following will be initiated by the school:
1. The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.15am and where no reason for absence is known
 2. If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned
 3. If school cannot make contact with a parent and are concerned about a pupil, a visit to the family home will be carried out to establish the pupil's whereabouts.
 4. If ongoing risk assessment suggests the child could be at risk if harm, schools DSL will contact Norfolk Police and seek advice from the children's advice duty line.
- D. In certain circumstances the School may also:
1. Visit the family home of the pupil or request a welfare check to be made by the police
 2. Write to the parents of a pupil to highlight attendance or punctuality issues
 3. Invite parents to a school attendance support panel to discuss how school can support the family to make improvement
 4. Refer to an external agency/ support service to offer support, guidance and advice
 5. Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures
 6. Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken

7. Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or referring to Children Services, where there are safeguarding concerns
8. Liaise with others schools to clarify reasons for absence.

Two to twenty Day's Absence

- E. Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral (CME1) to the Children's Services Attendance Team [*This is a legal requirement*]. The school will include details of the action that they have taken.

Note: Where the school has reason to believe that the pupil may be a child missing in education, the school and CME team must undertake and exhaust joint reasonable enquiries to establish the whereabouts of the pupil prior to agreeing removal from roll and or if other grounds are met for removal from roll.

Frequent Absence

- F. It is the responsibility of school administrators to be aware of and bring attention to, any emerging attendance concerns.
- G. 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 Norfolk healthy Child program services for children and young people aged 5-19 if the problem appears to be a medical one.
- H. In our school the following actions are taken to help families improve attendance;
 - Term time leave is not authorised unless considered by the head teacher as exceptional.
 - Termly traffic light letters inform families what traffic light colour their child has achieved for the previous half term record with % cumulative attendance reported (Green 96%+ - appropriate attendance; Amber 90 -95.9% - attendance could be improved; Red – below 90% persistent absentee)
 - Green – As appropriate the school celebrates excellent attendance; children are awarded 100% attendance stickers monthly.
 - Amber – attendance at this level is monitored and if there are recurring issues a letter will be issued to request a meeting with families or there will be an formal discussion.
 - Red – Families will be required to attend a meeting to discuss how attendance can be improved and ways in which school can support.
- I. The school regularly communicates the importance and impact of good attendance to families.
- J. The school communicates what action will be taken should attendance not improve
- K. The school informs the families how using the fastrack process is used as a legal process and of the Local Authority power to issue fixed penalty notices for each parent.
- L. Attendance data for classes are displayed in the foyer
- M. Absence notes
- N. 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 with any annotations or comments by staff. This may include any “unauthorisations” and the reasons for them.

16. Support Systems

- A. School recognises that poor attendance can be an indication of difficulties in a family’s life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child’s attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.
- B. We also recognise that some pupils are more likely to require additional support to attain good attendance.
- C. The school will implement a range of strategies to support improved attendance. Strategies used may include:
 - I. Discussion with parents and pupils
 - II. Family Support Worker
 - III. 1 to 1 mentoring
 - IV. Reward systems
 - V. Additional learning support
 - VI. Behaviour support
 - VII. Reintegration support packages
 - VIII. Attendance panels
 - IX. Parenting contracts
 - X. Engaging the support of other agencies e.g. Norfolk healthy child programme/services for children and young people aged 5-19
- D. Support offered to families will be child centred and planned in discussion and agreement with families and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Head teacher will consider the use of legal sanctions following consultation with the Local Authority.

17. A Welcome Back

It is important that on return from an absence that all children are made to feel welcome. This should include ensuring that the child is helped to catch up on missed work and families are brought up to date on any information that has been passed to the other families.



18. Attendance Awards

At our school we promote good attendance, as young children should not be penalised for attendance issues as it is an adult's responsibility. In our school children receive a 100% attendance stickers on a monthly basis.

19. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding policy
- Admissions
- Anti-bullying
- Special educational needs
- Teaching and learning
- Behaviour policy
- Supporting pupils with a medical condition
- Home School Agreement

20. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- School attendance, DfE (2019)
- School attendance parental responsibility measures: statutory guidance, DfE (revised March 2017)
- Norfolk County Council Children Missing Education Practice & Procedures
- 'Keeping Children Safe in Education', DfE (2019)
- The education (pupil registration) England regulations 2016.
- Children missing in Education DfE 2016 working together to safeguard children

Appendices:

- Leave of Absence Application Form



Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy was reviewed and approved in **February 2020** The date of the next formal review will be **February 2021** and every year thereafter, unless statutory legislation changes.

Policy approved by the **Head Teacher** of West Earlham Infant and Nursery School.

