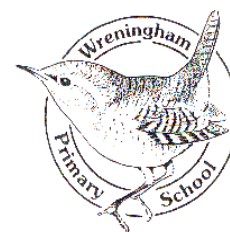


**Together Everyone Achieves More**

Wreningham School is committed to Safeguarding  
And Promoting the Welfare of all children



## Wreningham V.C. Primary school

**1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."**

### **Whole School Attendance Policy (includes Covid Appendix)**

All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

**The Person Responsible for Updating this Policy:** The Headteacher

**Review and Monitoring:** This policy will be reviewed annually by the Raising Standards Committee

**Next Review Date:** Spring 2022

**Chair Full Governing Body:** Mr. Steve Kittle

Wreningham CE VC Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all and 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/carers the importance of regular and punctual attendance. Regular attendance is also essential for Safeguarding and is referenced in our Safeguarding policy.

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. These will reflect both national and Norfolk attendance 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 Good Attendance - Communication with Parents**

The foundation for good attendance is a strong partnership between the school, parents and the child. We support home/school links in the following ways:

- The Home/School agreement, updated annually and signed by parents, children and the Headteacher, contains details of how we work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.
- Information on lateness, illness and absence is given to parents in the School Brochure. This highlights the importance of being at school on time and of notifying the school if their child is absent for any reason.

- We ensure our pupils are made aware of the importance of good attendance and how this will benefit them.
- At the pre-school induction meeting held each year for children about to enter the reception class, the importance of regular attendance is discussed and explained. This meeting also includes explaining the importance of parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left.

### Leave of absence in 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 school will consider any application for leave of absence and will only agree to authorize the absence in exceptional circumstances (in line with Government and Cluster policy). Parents requesting a leave of absence during term time must apply in advance for permission for their child to have leave of absence, explaining why the absence is necessary.

### 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.

Any child collected during the school day and leaves the school site must be signed out. If they subsequently return to school they must be signed back in.

### Registers

The Class Teacher, Teaching Assistant or supply cover completes the register and it is then sent directly to the office. The School will use manual weekly paper registers that are then transferred to 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>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity

<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid) and initialled.

### **Lateness**

Morning registration will take place at the start of school at 8.50 am. The registers will remain open for 30 minutes. Pupils arriving after 9.00 a.m. but before registers close (the end of the registration period) will be marked as present but coded as late before registers close.

Any pupil arriving after this time will be marked as having an 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. Parents must sign the children in when arriving after the start of the school day.

The afternoon registration will be at 1.15 PM. and close 1.35 PM.

### **First Day Absence – First Day Calling**

Parents are expected to contact school during the first day of absence. As a vigilant and caring school we apply first-day response to pupil absence. This means making a determined and sustained effort to respond to unexplained absence on the first morning of absence, usually through a telephone call. If the school cannot make contact with a parent and are concerned about a pupil, a home visit may be carried out to ascertain the child's safety.

### **Second Day of Absence**

If the school has been unable to contact home to ascertain the reason for absence, it will continue to try and contact the parent/carer on each subsequent day until a reason is established. When the reason is established, the relevant information is passed to the class teacher and the relevant code entered into the register.

### **Third Day Absence**

If a pupil is still absent after three days, and there has been no contact, a letter asking parents to contact the school that day is sent home.

### **Continuing Absence**

If a pupils continues to be absent, with no contact from parents, a second letter will be sent stating that if there is no contact from the parents / carers, the school will pass their information across to the Local Authority and Attendance Team for them to investigate the absence. Any pupil who is absent without an explanation for 5 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Staff for the local area. The school will include details of the action that they have taken.

### **Absence Notes**

Notes 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.

### **Attendance Issues**

If a child is regularly late for school or is often absent then the class teacher contacts the parent concerned to have an informal discussion about this. If this persists the teacher then registers their concern with the Headteacher.

Attendance data is analysed at least each term by the Headteacher and so the school is able to quickly pick up on any child developing an emerging pattern of absence. The school will try to resolve the problem as soon as possible.

Parents may be asked to come and discuss the situation and/or a letter may be sent home.

The school will try to resolve a low attendance problem by working with the parents. The school will monitor those pupils whose attendance is heading towards 90% and a letter is sent to parents (see below), as appropriate, explaining the school's concerns with regard low attendance. The school will also speak with the parents to identify any reasons for the absences.

For long or frequent periods of sickness absence the school may require parents to provide medical evidence to authorize the absence e.g. sight of prescription or appointment card. The school may ask parents to give them permission to contact the child's GP and may complete a referral form. The school may also refer to Norfolk Children's and Young Peoples Help Services (school nursing service) and a health assessment meeting is offered to the child/parents.

### **Truancy**

If truancy is suspected, the Headteacher will contact the parent, either by phone, or by home visiting if possible, and will also contact the Norfolk Schools Attendance Team if necessary. Parents will be encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and measures put in place for their resolution. In all cases, the school will seek the views of the child so that any support measures instituted are likely to be successful.

### **Persistent Absence [PA] 90%**

All pupils whose attendance level falls near and below 90% will be contacted by the Headteacher. A letter will be sent to the parents explaining the school concerns with regard low attendance – see below. The school will try to resolve any problems with regard attendance with the parents. Support could be offered through the Family Support Process (FSP).

If after this support attendance is still low, and meets the criteria of 9 sessions of unauthorised absence within a 6 week period or 10 consecutive sessions, the school may then use the Fast Track process. The purpose of the Fast Track to Attendance Panel Meeting is for the parents/carers and child to meet with the Head teacher and attendance governor to identify the reasons for absence and to work together to improve attendance. The reasons for absence will be identified and different strategies to improve attendance will be considered. A supportive action plan will be agreed and an attendance target will be set.

Whilst the intention of the Fast Track to Attendance Panel Meeting is that attendance will improve, consideration will be made to legal action if attendance targets are not met. This could include prosecution in the magistrates' court.

### **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.

### **Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance:

- Pupils with 100% attendance for the term are awarded with a 100% certificate in a presentation assembly
- Pupils with 100% attendance for the year are rewarded with a new reading book in a presentation assembly

### **Categorisation of Absence**

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

1. Unauthorized Absence
2. Authorised Absence
3. Approved Educational Activity

#### **1. Unauthorised absence**

Any absence for which the school has not given permission or where the parent/carer has been unable to provide a reason for the absence which is acceptable to the school. This includes un-agreed holidays during term time.

#### **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.

**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

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.

### **Record preservation**

Computer registers will be printed out each week and stored in academic years. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

### **Register Security**

The registers must be safely stored. They are returned and kept in the School Office after registration is completed.

### **Attendance Targets**

The school will set attendance targets each year. The school will make use of the attendance data available on the Norfolk Schools site when setting its target. Targets will relate to national averages.

% Total Absence (Primary - 3 term) 2018 4.41% (Nat 4.2)

TARGET Wreningham CE VC Primary School 2020 % Total Absence (Primary - 3 term) 3.5%

### **Action Plan**

If attendance becomes a concern across the school, the school will produce an action plan to show how the school will set about achieving its attendance targets.

## **Appendices**

### **1. 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.

### **2. Register and Admission Roll keeping.**

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

### **3. Attendance Targets**

The legal requirements are found in:

The Education (School Attendance Targets) (England) Regulations 2007

### **4. Guidance documents on attendance.**

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.

## **Request for Absence in Term Time**

Below is a list of examples of allowable absences and those which will now be classed as unauthorised absences.

### **Allowed absence**

Sickness/illness

Emergency and planned medical appointments (Parents are requested to make to make routine appointments outside school hours)

Hospital scheduled appointments /treatment

Day/s for specific religious observance

School is closed due to unforeseen circumstances

### **Allowed absence in exceptional circumstances (at the discretion of the head teacher)**

Family bereavement or close friend bereavement

Other compassionate grounds

Family wedding/civil partnership taking part on school day–not travelling to a wedding unless it is abroad.

Family crisis

Examinations off site

Educational Opportunity – Sport & Performance (e.g. drama)

Attendance at an event at the request of a public organisation

Visit to a new school

Family re-location visit

### **Absences not allowed**

Family holiday

Family trips

Leaving school early to travel to an event

All requests for absence due to exceptional circumstances must be made by completing the ‘Request for Absence’ form which can be downloaded from our school website.

The Headteacher will then review each request and decide if it meets the criteria for authorisation. Parents should keep their copy of the authorisation in case they are required to prove their child has authorised absence during term time.

For absence relating to illness of five days or more, schools may request a doctor’s note to confirm the absence.

# Wreningham V.C. Primary School

Ashwellthorpe Road

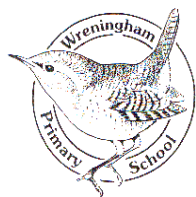
Wreningham

Norfolk

NR16 1AW

Tel / Fax: (01508) 489355

E mail: office@wreningham.norfolk.sch.uk



Head Teacher: Mr R Jones M.A.

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## DATE ATTENDANCE – ACADEMIC YEAR 2019/20

Dear Parents/Carers,

Child Attendance: %

School Average: %

You will be aware that the law requires all parents to ensure their child attends school regularly. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

When a child's attendance stands at 90% this equates to half a day off each week, which would be over 19 days missed each academic year; 85% equates to a day and a half each fortnight, which would be over 29 days missed each year. The Local Authority has introduced a system where any pupil who has an attendance of 85% or less with at least 15% unauthorised absence over a 6 week period will meet the criteria for possible legal intervention involving the County Council.

This letter is for your information only and is intended to make you aware of the attendance information that both the school and county has access to.

The school has a duty to monitor the attendance of all children and limit the amount of absence a child has during an academic year. Whilst I appreciate that the above absence percentage may include genuine cases of illness, an authorised leave of absence, medical appointments or lateness, it is still teaching and learning time that the children have missed.

With your child's current attendance being below 90% this is flagged as a Persistent Absentee. In order to support you with your child's attendance I would like to offer you an appointment on *Monday 23 June at 11 AM* to discuss this and how we can improve the attendance and any actions to improve the attendance so your child does not miss out on their learning.

Please do not hesitate to contact school if you wish to discuss this further. I would be happy to meet with you to discuss any strategies required to support *child's name* attendance at school.

Yours sincerely,

R Jones

Chair of Governors: Mr Jon Gent



Reviewed 8/12/2020 Next Review Date Spring Term 2022  
Raising Standards Committee





**Wreningham VC Primary School**

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR FAMILY HOLIDAY**

*Please note: taking your child out of school during term time could be detrimental to your child's educational progress*

Full name of child(ren)

Address

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Reason for application:

Signature of parent(s)/carer(s) \_\_\_\_\_  
\_\_\_\_\_

Date

**Office use only**

Seen by Head Teacher

Date    /    /

Agreement reached

Other outcome

Parent informed of outcome

**PLEASE NOTE:** Amendments to the 2006 regulations state that **Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.** This came into effect from September 2013.

**EXCEPTIONAL CIRCUMSTANCES:** •Medical, dental or optometric consultations •Religious observance •A one-off significant family event or circumstance •Representative or elite sporting, musical or drama activity approved by the school •Deployment of a parent/carers who is a member of HM Armed Forces.

## Completing the Educational Setting Status Form

This form will help you complete the DfE's Education Setting Status Form.

**(Updated January 2021)**

When recording attendance from 6/1/21, if a pupil has a case of COVID-19 confirmed with a positive test result, their absence should be recorded with an '**I**' code. All other COVID-19 related absences should now be recorded as '**X**' codes (**including self-isolating**). X is used for all the pupils currently not attended in the partial re-opening of schools. The '**c**' code is used for critical and vulnerable pupils when they have a day out of school not related to sickness, self-isolating or medical reasons.

When recording marks with an X you will get the option to mark whether this is due to:

- Suspected case of COVID-19
- contact with someone outside your school with a suspected or confirmed case of COVID-19 (Contact outside school)
- contact with someone inside your school with a suspected or confirmed case of COVID-19 (Contact within school)
- a period of quarantine after travel (**not currently collected**)
- If the pupil has symptoms and waiting for a test result

Once a pupil receives either a positive or a negative test result, all further absences due to illness should be recorded as an **I** code.

Pupils who have tested positive for COVID-19 should be marked as an I code with a tick for Covid.

With either a positive **or** a negative case, you **should not** change the X codes that were recorded before the test result.

