



**Eastgate
Academy**

Eastgate Academy
Whole School Attendance Procedures
*(to be read in conjunction with the CWA Academy Trust's Policy Overview Statement
for Behaviour & Attendance)*

Last reviewed: May 2017

Date of next review: May 2018

Introduction

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 or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance procedures document is written to reflect these laws and the guidance produced by the Department for Education and Skills.

Each year the school will examine its attendance figures and set an attendance target. Performance towards the target is monitored and reported to each Local Governing Body (LGB) meeting.

The Academy's target for 2016/17 is 97%.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

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 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 must be recorded in the first instance as unauthorised. See appendix 1 for categorisation of absence.

Morning registration will take place at the start of school at 9:00 am. The registers will remain open for 30 minutes. Any pupil arriving after 9.30 am will be marked as being late (U – 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.

The afternoon registration will open at 12:30 pm
The registers will close at 1:30 pm

Registers are open for one hour during the afternoon due to EYFS, KS1 & KS2 taking lunches at different times, over an hour and fifteen minute duration.

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

Daily procedures when a child is absent

Parents/Guardians are asked to telephone the school before 9.30am to report their child absent from school.

If a child is absent and the class teacher or office has no knowledge of their absence, then the procedure below will be followed:

1. The class teacher will inform the attendance officer via the register, noting any information they may have received
2. The attendance officer will initiate contact with parents before 10:30 am (through telephone and by texting).
3. If there has been no response by 11:00 am, the attendance officer will again try to make contact with parents or SOS contacts.
4. If the office staff are not present then a teaching assistant will be asked to make the calls.
5. If no response by afternoon registration a standard “day one of absence” letter will be sent home to parents/carers.

The school will continue to try wherever possible to follow this up, daily if necessary, until a satisfactory answer to why the child has been absent has been received. If the child returns to school and no satisfactory answer is received then this will be registered as an unauthorised absence.

Third Day Absence

If a child is still absent from school on the third day and no contact has been made with a parent or guardian the school will write a further letter to express its concerns about the child and ask the parent to contact the school the same day that they receive the letter.

Sixth Day Absence

If there has been no contact for 6 days then a final letter will be sent to the parent/guardian.

If there are any concerns at all regarding the welfare of a child then a home visit will be carried out by the Attendance Officer and the Inclusion Manager. Where the absence forms part of a case currently open to the Fast Track process, the school’s appointed ASEO may well also carry out a home visit with the Attendance Officer.

Ten Days’ Absence

The absence of any pupil 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. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of the School’s Attendance Officer 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 parents through the following stages, moving to the next stage each time if there is no significant improvement in attendance:

Stage 1	At the point where attendance has dropped below 95% the Schools Attendance Officer will contact parents informally by letter to raise concerns and give parents the opportunity to come in and discuss any attendance issues.
Stage 2	At the end of each full term, the parents of any child whose attendance is below 95% will be sent an invitation to attend a 1:1 interview with the Assistant

	Principal of their child's phase group to discuss attendance and progress.
Stage 3	If no improvement is made the Attendance Officer will refer the matter to the School's Inclusion Manager.
Stage 4	The School's Inclusion Manager will contact parents to arrange a pastoral support programme meeting with parents and the school's Attendance Officer. Discussion at this meeting will usually follow the format of the pastoral support programme form (see appendix 2)
Stage 5	Formal referral to the County Attendance Support and Enforcement Officer at which time the fast track or fixed penalty procedures involving legal action will start. (A copy of the fast track and fixed penalty procedures and paperwork can be obtained from the Attendance Officer, and are kept electronically on the school's server).

A Welcome Back

It is important that on return from an absence 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.

Absence notes

Notes received from parents explaining absence should be filed within the individual pupil's file and held in the school office 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.

Promoting attendance

The school will use opportunities as they arise to remind parents/guardians that it is their responsibility to ensure that their children receive their education.

The school uses a variety of rewards for pupils and their parents/guardians who have good or improving attendance: (See Appendix 3 for rewards).

Holidays in term time

Holidays during term time are actively discouraged. Parents are reminded of the effect that absence can have on a pupil's potential achievement. The current regulations from the Department for Education say that Headteachers/Principals may not give permission for leave of absence during term time for any reason unless there are exceptional circumstances. Parents must apply in advance for permission for any leave of absence.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention when they have:

1. 85% attendance or less, with at least 15% unauthorised absence over a 6 week period; or,
2. below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Eastgate Academy who meets either of the criteria, will be referred to the Local Authority for action to be considered.

The registration system

The School uses manual paper registers on a daily basis which are entered onto the computerised system daily 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

CODE	DESCRIPTION	MEANING
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	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 attendances
#	School closed to pupils	Not counted in possible attendances

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

Computer registers must be printed out at least once a month and bound into annual volumes. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid)

Register Security

The registers must be safely stored. Registers are returned to the School Office after morning registration. They are returned to the classes between 12 pm and 1 pm ready for afternoon registration. They are then returned once again to the school office until the end of the school day. Registers are handed to the class teachers at the beginning of each school day. Past registers are stored in the School Office and archived securely, kept for the appropriate period of time for record retention.

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he/she 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

1. Unauthorised absence

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

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
- Most types of dual registration

Appendix 2
EASTGATE ACADEMY PASTORAL SUPPORT PROGRAMME
DATE: _____

CLASS: _____

Name of Pupil:		DoB:	
Address:		Tel No:	
		Post Code:	
Ethnicity:			

Purpose of Pastoral Support Programme:

- To prevent permanent exclusion and/or improve attendance
- To help _____ better manage his/her behaviour/attendance and to identify precise and realistic behavioural outcomes for him/her to work towards.
- To improve achievements

Does the pupil have a Personal Education Plan?

YES	NO
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Does the pupil have a Statement of SEN or EHCP?

YES	NO
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Specific Areas of Concern	
1.	
2.	
3.	

Number of Days Exclusion
(last 12 months)
(current academic year)

Attendance
 %

<u>Pupil's views</u>	<u>Guardian's views</u>

Other involved Agency Views (eg. Governors, Attendance Team, Behavioural Unit, Social Worker, etc

Agency
1.
2.
3.

Aims & Targets:	Target	Target Dates	Monitored By Whom
1.			
2.			
3.			
4.			
5.			

Rewards (if applicable)

Contingency Plan (Intervention if circumstances demand)
1.
2.

Date/Time of Review Meeting (Approx. 4 Weeks)		Venue:	
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Signed:

Pupil: _____ **Parent(s) Guardians:** _____

School Rep: _____ **Agency 1:** _____

Agency 2: _____ **Agency 3:** _____

Appendix 3

Attendance Rewards

Each week the class that achieve the highest attendance, over 97%, for the duration of that week, win a reward of a non-uniform day, usually for the following Friday. If a class achieve 100% for an entire week they win the non-uniform day and in addition have the choice of choosing from a games afternoon or a movie afternoon.

At the end of each term an Attendance Rewards Assembly is held, wherein all pupils who have achieved 100% attendance for the entire term achieve a gold 100% certificate from the Principal. All those pupils who have achieved 97% - 99% during the term achieve a silver certificate from the Principal.

The names of all pupils who achieve 100% are entered into a prize draw. The pupil whose name is selected first wins a main prize, donated from local company Uptech, which is usually an electronic device, e.g. camera, iPod, tablet etc. There is then a second & third prize which usually consists of books or book tokens.

There is also a parent draw for all parents of those pupils who have achieved 100% for the duration of a term. A pupil's name is drawn and the parents of that pupil win a £50 shopping voucher, usually from either Tesco or Morrisons.

There is an attendance leaderboard in the assembly hall and this is updated at the end of each week. This board shows the attendance progress of each individual class. The class at the top of the leaderboard at the end of the academic year is rewarded with a session at Strikes. Depending upon the age of the pupils in the winning class they choose from either a game of ten-pin bowling or a play session within Planet Zoom.

At the end of the academic year all pupils who have achieved 100% for the entire year win a book of their choice from Waterstones. Each book is signed and presented to the pupils by the principal in the end of year attendance rewards assembly.