

Poringland Primary School and Nursery



Attendance Policy

Date of Policy: Spring 2021
Review Date: Spring 2024

Members of staff responsible: Senior Leadership Team

Happy **A**ctive **H**ealthy **I**nspired **L**earners

Attendance Policy

Name of school:	Poringland Primary School and Nursery
Date of Policy:	March 2021
Next Review:	March 2024
Members of staff Responsible:	Senior Leadership Team

1. Aims

- 1.1 Poringland Primary School and Nursery is committed to providing a full and efficient education to all pupils/students and embraces the concept of equal opportunities for all. We have developed this policy in order to give a consistent response to all students and families in our care.
- 1.2 We will endeavour to provide an environment where all pupils/students feel valued and welcome.
- 1.3 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 communicate the importance of regular and punctual attendance.
- 1.4 Each year, the school will examine attendance figures and set appropriate attendance targets. Within it, this policy will contain the procedures that the school will use to meet its attendance targets.

2. Procedures

- 2.1 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, a member of staff acting on their behalf (e.g. Deputy Headteacher), 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.

3. Lateness

- 3.1 At Poringland Primary School, morning registration will take place at the start of school at 8.45am. The registers will remain open for 25 minutes. Any pupil/student arriving after this time will be marked as having an unauthorised absence, unless there is an acceptable explanation. 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.
- 3.2 The afternoon registration will be at 1.00pm for Infants and 1.15pm for Juniors and close 25 minutes later.
- 3.3 Pupils arriving after the start of school, but before the end of the registration period, will be treated for statistical purposes as present, but will be coded as late before registers close.

4. First Day Absence

- 4.1 On the first day of an absence, parents and carers should contact the school before the registration period closes. If no contact has been made, administrative staff will endeavour to contact parents or carers as quickly as possible during the day and will transfer information

to the registers, alerting the Headteacher, or other key staff, to any wellbeing issues.

5. Third Day Absence

- 5.1 If the child is still absent and no contact has been established with the family, a letter will be sent home and Children's Services may be informed by contacting the Attendance Team.
- 5.2 School staff will use CPOMS to record any concerns about a child's attendance, continuing absence, punctuality or contact with the Attendance Team.

6. Continuing Absence

- 6.1 If the absence continues, further enquiries will continue, including within the local community.

7. Ten Days of Absence

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

8. Frequent Absence

- 8.1 It is the responsibility of all the staff to be aware of and bring attention to, any emerging attendance concerns. School staff will use CPOMS to record any concerns about a child's attendance or punctuality.
- 8.2 In cases where a pupil/student begins to develop a pattern of absences, the school will try to resolve the problem with the parents and carers. If the problem appears to be medical, the school will discuss with parents/carers a referral to the School Nursing Team; the school will work in partnership with other health professionals. In other cases, the school will seek advice from the school's Attendance Improvement Officer (AIO).

9. A Welcome Back

- 9.1 It is important that, on return from an absence, all pupils/students are made to feel welcome. This could include ensuring that the child is helped to catch up on missed work, if necessary, and brought up to date on any information that has been passed to the other young people.

10. Absence Notes

- 10.1 Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil/student that may require further investigation, then the notes may need to be retained for a longer period.

11. Promoting good attendance

- 11.1 The school will use opportunities as they arise to remind parents/carers of their responsibilities regarding their child's attendance, and will make clear the links between attendance and attainment. The Home/School agreement may be used in this way.
- 11.2 Children may be rewarded for good attendance, e.g. 100% attendance certificates.

11.3 Parents will receive information about their child's attendance within their annual school report (% attendance and % unauthorised absence)

12. Holidays in term time

12.1 Holidays during term time are strongly discouraged. Parents will be reminded of the effect that absence can have on a pupil/student's potential achievement. Parents must notify the school of their intention by completing a leave of absence form. Holidays in term time will not be authorised.

13. Monitoring and Review

This policy will be reviewed every 3 years.

APPENDIX A

Attendance Codes, Descriptions and Meanings

Code	Description	Category
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT dual registration)	Approved Educational Activity
C	Other Authorised circumstances (not covered by a more appropriate code)	Authorised Absence
D	Dual Registration (pupil attending another establishment)	Approved Educational Activity
E	Excluded (with no alternative provision made)	Authorised Absence
F	Extended Family Holiday (if agreed)	Authorised Absence
G	Family Holiday (NOT agreed or over the agreed length)	Unauthorised Absence
H	Family Holiday (if agreed)	Authorised Absence
I	Illness	Authorised Absence
J	Interview	Approved Educational Activity
L	Late (before the close of registers)	Present
M	Medical/Dental Appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised Absence (not covered by any other category)	Unauthorised Absence
P	Approved Sporting Activity	Approved Educational 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 Educational Activity
W	Work Experience	Approved Educational Activity
X	Non-compulsory school age absence	Not Counted
Y	Enforced Closure	Not Counted
Z	Pupil not on roll	Not Counted
#	School closed to pupils	Not counted

APPENDIX B

PORINGLAND PRIMARY SCHOOL AND NURSERY

The Footpath, Poringland, Norwich, NR14 7RF

Tel: 01508 492530

Fax: 01508 494736

Email: office@poringland.norfolk.sch.uk

Website: www.poringland.norfolk.sch.uk

Head Teacher: Mr P Dean



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

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

Full Name of Child

Class

Leave requested from _____ to _____
(Give first and last day off school)

Reason for application:

Parent's Name.....Home address.....

Signature of parent/carer..... Date:.....

The Head teacher will consider the following points before authorising leave:

1. The child's previous attendance history
2. The child's stage of education
3. The nature of the trip (an exceptional experience)
4. Whether the parents are restricted in terms of leave from their employer.

Leave will **NOT** be authorised in any circumstances for children in Year 6 from January through to the end of SATS week in May, and for the rest of the school during assessment week, which is usually the week after SATS.

Office Use Only

Current year attendance:
Number of days requested:
Absence sessions to date:
Head teacher's signature:

Last years attendance:
Current year Holidays authorised:
Current year Holidays unauthorised:
Register code:

Leave of Absence reply slip (office use only)

DearChildClass.....

Your request for leave of absence from school for a family holiday during term time on the following dates
....., has been considered and recorded as follows:

Number of days authorised -
Number of days unauthorised -

Poringland Primary School and Nursery

Addendum to Attendance Policy in view of COVID 19



1. Aims

1.1 Poringland Primary School and Nursery has an effective Attendance Policy in place reflecting business as usual. This document serves as a COVID-19 annex/addendum and reflects how we have adapted our provision to meet the current circumstances.

2. Registration

2.1 To support social distancing at pick up and drop off times, it might be necessary, in line with government guidance, to operate staggered times for picking up and dropping off children. Any changes will be clearly communicated to parents/carers.

2.2 Likewise, to maintain separate year group bubbles, lunchtimes may be staggered, and afternoon registration completed at a different time to usual.

3. First Day Absence

3.1 If a child is absent, administrative staff will make contact with parents/carers to confirm the reason for the absence, and where appropriate, the symptoms of illness. If it is deemed necessary, the school will provide advice about testing for COVID-19, and the requirements for self-isolation.

3.2 In the event of a suspected case of COVID-19, staff will advise the family to self-isolate and obtain a test. The parent/carer is expected to notify the school of the test result, and provide a copy of the results if requested.

3.3 In the event of a confirmed case of COVID-19, the Deputy Headteacher will contact the Norfolk Incident Room, in line with the school's risk assessment for COVID-19.

3.4 All suspected and confirmed cases of COVID-19 are recorded in a spreadsheet, giving exact details of the circumstances, last date of attendance, date of onset of symptoms (if appropriate), date of test, date of results, and any requirements for self-isolation. This information is shared between the Administrative Staff and the Deputy Headteacher.

4. Safeguarding

The school may be required to provide information about the attendance of children deemed vulnerable via a weekly return to the Local Authority Attendance Team.