



HARVINGTON PREP SCHOOL

ATTENDANCE POLICY (INCLUDING EYFS)

AIMS

Our aims for this policy are to ensure good attendance, discourage lateness, ensure that a full record is kept of all absences and for the school to be aware of all persons present on the school site at all times. The policy will also ensure that registers are correctly kept and available for inspection by any appropriate body at any given time.

REGISTERS

In Years 1 – 6 registers are called at 08:40 each morning and close at 08:45. In EYFS registers are called at 09:05 each morning and close at 09:15 for the first session of the day. Registers for the second session of the day are called at various times after 12:00, depending on the timetabled activities for the class. Registers must be marked using the official codes (see Annex 1).

BACKGROUND AND REGULATIONS

The parent of a child of compulsory school age is required by law to ensure that the child regularly attends the school at which he/she is registered. Should a parent fail to ensure that his/her child attends that school regularly, the parent is guilty of an offence. (Parents who are convicted of this offence may be fined up to £2,500 and/or sentenced to up to three months in prison. Alternatively, parents may be subject to a fixed penalty notice.) When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised, (see the Education

(Pupil Registration) Regulations 2006). Should the absence be authorised by the school, the parent cannot be convicted.

AUTHORISED ABSENCE

Authorised absence is where the school has either given approval in advance for the child to be away or where an explanation offered afterwards has been accepted as a satisfactory explanation for absence.

Parents may not authorise absence; only schools can do this. Should school staff have reason to doubt that the explanation offered about a particular absence is not genuine, the absence should be treated as unauthorised.

Children are not allowed, without permission from the Head, to leave early or to be absent for any cause other than illness or emergency.

Parents/carers are required to telephone or email the school office prior to 9am on the first morning of a child's absence. Parents are then asked to notify the cause of absence by letter to the class teacher when the child returns to school. In the case of an extended period of absence through illness, parents/carers are asked to update the school of the child's progress.

Absence may generally be authorised for the following reasons:

- Illness, medical or dental appointments
- Days of religious observance
- Exclusion
- Traveller child travelling
- Family bereavement
- A child caring for a sick or disabled family member (authorisation should, in such instances, be of limited duration)
- Involvement in a public performance
- Family holidays (when the school has given approval in advance and for no more than 10 days)

- Off-site examination
- Senior school visits
- Special occasions - the nature of such special occasions will be determined by the school on an individual basis;
- Lateness (when the child arrives after the register has closed and offers a satisfactory explanation)

Excessive amounts of authorised absence may often be as damaging to continuity of learning as unauthorised absence. Schools should therefore only authorise absence sparingly and only after careful consideration, particularly where children have a history of irregular attendance. Inappropriate authorisation of absence may seriously undermine effective intervention by the local education authority and compromise any potential legal action. When leave of absence is required for some special reason, a form (available from either school office) **must be completed and sent to the Head at least two weeks in advance of the day for which absence is requested.**

UNAUTHORISED ABSENCE Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable. Absence should not be authorised in the following circumstances:

- No explanation is offered by the parent/carer;
- The explanation offered is unsatisfactory (shopping, minding the house);
- Family holidays (which are taken without the school's prior consent or knowledge and/or are in excess of any time agreed with the school;)
- Lateness when the child arrives after the register has closed at 9.00am and fails to offer a satisfactory explanation;
- Special occasions (when the school does not agree that these should be given).

Persistent absence is absence of 20% or more. An individual child is considered to be a persistent absentee, therefore, if his/her attendance is less than 80%, regardless of whether or not the absence has been authorised. In

such cases parents will be asked to attend an interview with the Head.

APPROVED EDUCATIONAL ACTIVITY Children who are registered off-site or dual registered, or who are engaged in supervised educational activities away from school premises, need not be marked as authorised absence, provided that such activities are:

- of an educational nature
- approved by the school
- supervised

These children may be recorded as being on an approved educational activity. This means that for statistical purposes, for particular activities, such as field trips, educational visits and approved sporting activities they can be counted as 'present'. The nature of the activity must, however, be recorded in the class register by use of the appropriate code. This is important to ensure that an accurate record of those children physically present on site at any given time is instantly available.

LATENESS

Repeated lateness at the beginning of a school session can amount to a failure to attend regularly for the purpose of Section 444 of the 1996 Education Act.

REGISTER CODES

^ Present

- . B Educated off site (NOT Dual registration)
- . C Other authorised circumstances (not covered by another appropriate code/description)
- . D Dual registration (i.e. pupil attending other establishment)
- . E Excluded (no alternative provision made)
- . F Extended Family Holiday (agreed)
- . G Family Holiday (NOT agreed or days in excess of agreement)

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- . H Family Holiday (agreed)
 - . I Illness (NOT medical or dental etc. appointments)
 - . J Interview
 - L Late (before registers closed)
 - . M Medical/Dental appointments
 - . N No reason yet provided for absence
 - . O Unauthorised Absence (not covered by any other code/description)
 - . P Approved sporting activity
 - . R Religious observance
 - . S Study leave
 - . T Traveller absence
 - . U Late (after registration closed)
 - . V Educational visit or trip
 - . W Work experience
 - . X Untimetabled sessions for non-compulsory school-age pupils
 - . Y Enforced closure
 - . Z Pupil not on roll
- // School closed to Pupils