



Dereham Church Infant and Nursery School

Attendance Policy 2017-20

for Dereham Church Infant and Nursery School

School attendance is subject to various education laws and this school Attendance Policy is written to reflect these laws and the guidance provided by the Department for Education and Employment. Each year the school will examine its attendance figures and set attendance targets that reflect both national and Norfolk attendance targets.

In order for a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards full attendance for all children and consistently convey the importance of regular and punctual attendance to parents and carers.

The following policy should be read in conjunction with this policy: Safeguarding, including child protection.

Aims of Policy;

1. To provide a full and efficient education to all pupils and ensure equal opportunities for all.
2. To provide an environment where all pupils feel valued and welcome.
3. To ensure that attendance of all pupils is monitored and that the importance of regular and punctual attendance is communicated to parents and carers.
4. To promote high levels of attendance so that each pupil can achieve maximum benefits from the educational, personal and social opportunities available at Dereham Church Infant School.

School Procedures

Any child who is absent from school must have their absence recorded as being authorized or unauthorised. Only the Headteacher or a member of staff acting on their behalf can authorize absence.

Registration

Doors open at 8:45am

The register is open from 8:55am until 9:15am

- ❖ Register is taken 8:55am to 9:05am
- ❖ Any child arriving late – after 9:05am but before 9:15am will be marked late (L on the register)
- ❖ If a child arrives after 9:15am they will be marked as 'U' – Late –Registration closed. This is regarded as an unauthorized absence unless an explanation is given and accepted as grounds for authorizing the late arrival then the appropriate code will be used. These children must be entered in the late book.
- ❖ *Part time pupils in reception who do not attend afternoon sessions are marked with a X.*

Afternoon registration will take place at **1pm** and the registers will close at **1.10pm**.



Dereham Church Infant and Nursery School

Attendance Policy 2017-20

for Dereham Church Infant and Nursery School

First day Absence

Parents and carers are asked to notify the school office by telephone before 9:15am or other means on the first day of absence. If the length of absence is known then the parent/carer doesn't need to ring daily. If the length of absence is unknown, then the parent/carer needs to ring on each day of absence.

The School Secretary passes messages to the child's class teacher and enters the absence in the register if contact is made via the school office. Teachers should inform the office if the message has been passed directly to them from the parent/carer.

Class teachers should ensure that parents/carers receive any letters or information that has been given out during the child's period of absence.

Completing registers

Each class in the school has one page printed in register format each week and this is kept in a named blue register folder. Codes to be used for absences are printed at the bottom of the register page; teachers should seek the advice of the Headteacher if they are unsure of the code they should enter. At the end of the week the School Administrator enters the attendance figures on to the Pupil Asset's computer system.

Registers [and dinner registers] are brought to the office by **9.10am**. The class teacher is responsible for collecting the register at the end of lunchtime from the office and returning it to the office after registration at 1:10pm. All registers must be kept in a central area i.e. the school office to comply with Fire Safety regulations for evacuation.

Students on teaching practice should only complete registers under the direct supervision of their class teacher. Teachers are responsible for checking the register to ensure that it has been completed accurately. When a supply teacher or HLTA is covering a class they are responsible for the register and must report any messages or concerns to the class teacher.

Ten Days Absence

Any pupil who is absent without explanation for ten consecutive days will be referred to the Norfolk Pupil Attendance Service [**This is a legal requirement**]. The school will include details of action that they have taken.



Dereham Church Infant and Nursery School

Attendance Policy 2017-20

for Dereham Church Infant and Nursery School

Child Missing in Education

When a child leaves the school at any stage of the school year (except for transfer at the end of Key Stage 1) a CME form must be completed to enable NCC to track their movement to their next school

Poor Attendance and Frequent Absence

Class teachers should bring any concerns they have over attendance directly to the Headteacher.

Children's attendance is monitored daily and analysed half termly.

Any child whose rate of attendance is below 92% may receive a letter from the headteacher to notify the parents/carers and their attendance will be closely monitored. You may be invited to attend an Attendance Panel Meeting.

Children who have persistent absence (90% or below) will be written to and may be requested to attend a Fast Track to Attendance meeting if absences are unauthorised. At the Fast Track meeting, the Headteacher, Attendance Governor may be accompanied by the LA Attendance Support & Enforcement Officer.

Leave of Absence / Holidays during term time during Term Time

Amendments to the 2006 Regulations in Education -Changes came into force on 1st September 2013; Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. **No holidays will be authorised.**

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where 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 within the Dereham Cluster of Schools, who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued;



Dereham Church Infant and Nursery School

Attendance Policy 2017-20

for Dereham Church Infant and Nursery School

both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. The intervention could be in the form of a Fixed Penalty Notice. Any pupil within the Dereham Cluster of Schools, who meets either of the criteria, will be referred to the Local Authority for action to be considered.

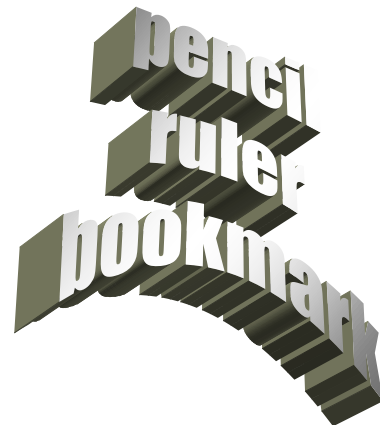
Failure to pay the total amount within the timescale will result in legal action being taken.

Attendance Awards

Attendance Awards will be presented at the end of each half term

Children who have 100% attendance for the half term will receive:

- ✚ A special 100% Certificate
- ✚ A special 100% Attendance Badge
- ✚ A choice of a special attendance rewards



Children who have 97.5% to 99.9% attendance for the half term will receive:

- ✚ A special Good Attendance Certificate
- ✚ A special Attendance Badge

There will also be a **reward for the top class!** The class will be rewarded by a special afternoon party with Mrs Gay! The School Council have decided what games can be played and the winning class can choose 3 to play at their party.

Monitoring and review of the policy



Dereham Church Infant and Nursery School

Attendance Policy 2017-20



for Dereham Church Infant and Nursery School

The Headteacher is responsible for this policy.

The policy will be updated annually and reviewed every three years.