

HILL VIEW SCHOOL
ATTENDANCE POLICY
Reviewed Dec 2016

Introduction

Hill View School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour 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 or carers the importance of regular and punctual attendance including e.g. through the website, at information sessions, in newsletters, at parents evenings and in end of term reports.

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 (DfE).

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Oxfordshire 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.

School Procedures

1. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised (I, M, C or H), unauthorised (O) or as an approved educational activity (V) (attendance out of school).
2. 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 must be recorded in the first instance as N which will initiate investigation by the attendance administrator.

Lateness

Morning registration will take place at the start of school at **8.55am** am. The registers will remain open for **15 minutes** until **9.10am**. [DfE guidance suggests a maximum of 30 minutes but schools can choose to use a shorter period.] The

afternoon registration will be at 1.10pm. The registers will close at 1.20pm (Y5/6 afternoon registration opens at 1.40pm and closes at 1.50pm)

1. Any pupil arriving after this time will be marked as having an unauthorised absence (U) unless there is an acceptable explanation i.e. school transport was delayed. If the explanation is acceptable, the Headteacher may authorise the arrival as a late (L).
2. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate absence code will be entered.
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 (L) before registers close.
4. Parents/Carers must inform the school if their child is going to be absent on each day of an absence.
5. When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours but we acknowledge that this is not always possible. Medical/Dental appointments must be accompanied by an appointment card or other written confirmation.

Absence from School

The safety of the children at our school is our prime concern. Ensuring each child is accounted for, as soon as possible, each day is essential. Therefore:

- On each day of absence
 - Parents MUST contact the school BEFORE 8.30am to inform of absence. This can be done by:
 - sending an email to absence@hill-view.oxon.sch.uk
 - using the comment form on the website <http://hillview-school.co.uk/attendance-and-absence/>
 - leaving a message on our 24 hour dedicated absence line 01295 227149
 - calling the school office 01295 251205
- 'Unaccounted for' absences
 - At 8.30am the school's attendance administrator begins a process to establish if there are any 'unaccounted for' absentees this includes:
 - Listening to the dedicated answerphone
 - Collecting messages from the school office
 - Running an N/missing code report when registers close
 - Reviewing the late book and replacing missing marks
 - Checking with class teachers for arrivals
 - Calling parents and other contacts
 - Texting parents and other contacts
 - Discussion with siblings
 - Recording information available against each absence
 - As soon as an absence appears to be 'unaccounted for', it will be reported to the Headteacher, Deputy Headteacher and/or the Home

School Link Worker. They will decide the course of action to be taken which may include:

- Further calls home
- A home visit
- Call to the police and/or Social Care

• Ten Day Absence

Any pupil who is absent without an acceptable explanation for 10 consecutive days will be referred to Oxfordshire County Council. *[This is a legal requirement]*. The school will include details of the action they have taken. This would include failure to return at the expected time after a notified absence from school (eg leave of absence).

Frequent Absence

It is the responsibility of the Attendance Administrator to be aware of and bring attention to, any emerging attendance concerns. This will be reported to the Headteacher and/or Deputy Headteacher who will plan action and support to improve the situation.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve any concerns with parent/s.

Where incidents of poor attendance and/or lateness are identified through monitoring parents/carers will be notified in writing that this is a cause for concern. If this continues, the school will invite parents/carers in to discuss causes and ways forward.

Penalty Notices and Legal Action

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 VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

In cases of persistent absenteeism, the school reserves the right to issue a Penalty Notice Warning which could result in a referral to The County Attendance Team to issue a fine or take further legal action through the courts.

A Penalty Notice is a fine that the County Attendance Team may decide to issue instead of taking legal action through the Magistrates' Court system.

A Parent/Carer can be issued with a penalty notice if:

- they fail to ensure that their child attends school, or other education provision regularly, usually defined as 6 or more unauthorised absence sessions over a 6 week period;
- they allow their child to take leave of absence during term time without the school's authorisation;
- they fail to return their child to school on the agreed date after a period of authorised leave of absence;
- their child persistently arrives late for school after registration is closed (usually defined as 6 or more sessions missed due to late arrival in a period of 6 weeks.)

A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

The school monitors all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully by the school and a parenting contract meeting will be offered between parent, pupil and school to try and help resolve any issues. PA cases maybe referred to the County Attendance Team and if necessary, they have a range of legal powers open to them to enforce attendance including parenting orders, education supervision orders and prosecutions. If convicted of an offence a parent could face a fine of up to £2,500 per parent and/or 3 months imprisonment.

A Welcome Back

It is important that on return from an absence that 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 other pupils.

Promoting Attendance

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

Our 'Safety Matters' Document, which is distributed annually, stipulates each parent's, child's and the school's responsibilities towards attendance at school.

Leave of Absence

As of 1st September 2013, the Headteacher cannot grant any leave of absence during term time unless there are *exceptional circumstances*. Parents/Carers should seek permission from the Headteacher prior to the leave of absence period in question.

The Headteacher will determine the number of school days a child can be away from school *if* the leave is granted. Parents/carers who remove their children from school without authorisation or do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine/prosecution (see Penalty Notices and Legal Action above).

Attendance Awards

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

- Weekly 'highest attending' class recognition
- 6 x 100% attendance certificates (one for each half term) each year
- Voucher rewards for children achieving 99.5%+ annual attendance
- Rewards for children with highly improved attendance *eg* swimming vouchers
- Annual 'trip' for best attending class *eg* ten pin bowling

Attendance Targets

The school sets attendance targets each year. A system for analysing performance towards these targets is in place and The Deputy Headteacher is responsible for overseeing this work. Our schools targets are published on our website.

Register and Admission Roll keeping.

The legal requirements regarding register and admission roll keeping can be found in The Education [Pupil Registration] (England) Regulations 2006.

- Attendance 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 (Phoenix report AO2) - 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)

The registers must be safely stored. When paper registers are required (eg, in the case of internet failure, computer maintenance or when a supply teacher is in class) they are transported to and from classes in a dedicated tray. They are taken directly to and from the office team who use them to update computer records and establish the safety of all children.

Categorisation of Absence

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

- [1] Unauthorised Absence; (O or G)
- [2] Authorised Absence; (I, M, C or H)
- [3] Approved Educational Activity. (B or V)

An N code will be used until the reason for absence is identified by the attendance administrator (as detailed above)

1. Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without a valid reason including, where a request for Leave of Absence has been declined.

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. This would include:

- Field trips and educational visits;
- Sporting activities;
- Link courses or approved education off site;
- Most types of dual registration.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.

This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.