

# **Jerry Clay Academy**



## **Attendance Policy 2020-21**

# **ATTENDANCE POLICY 2020-2021**

Jerry Clay Academy is committed to providing a full and effective 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/carers the importance of regular and punctual attendance. School attendance is subject to various education laws and this school's attendance policy is written to reflect these laws and the guidance produced by The Department for Education.

Each year we will review our attendance figures and set attendance/absence targets. These will reflect national attendance targets.

Here at the academy we will review our systems for improving attendance at regular intervals to ensure that we are achieving our set goals.

This policy contains within it the procedures that we will use to meet our attendance targets.

## **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, unexplained or as an approved educational activity (attendance out of school). Only the head teacher 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 unexplained. If the absence remains unexplained this will be changed to unauthorised.

## **LATENESS**

All children are expected to be present on the school playground from 8.50am where they will be able to enter school for the start of the school day. Any pupil arriving after 9am will need to enter via the main academy reception. Children arriving after 9.00am will be coded as late before registration close. The registration period is 9.00am to 9.10am. Any child arriving after registration at 9.10am will be coded 'U' which is classed as late after close of registration.

Pupils who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, parents/carers will be contacted by a member of the Pastoral Team to discuss what support can be offered.

The afternoon registration will be at 1.00 p.m.

## **FIRST DAY ABSENCE**

If a child is absent, parents/carers should call the school on the first day, stating the reason for the absence.

If no contact is made by parents/carers explaining the absence on the first day, the academy will try to phone to secure an explanation. Where the school is unable to make contact by phone, a letter or text message will be sent.

If attendance falls below 95.2% a letter will be sent home outlining the importance of good attendance and offering support. If the attendance rate does not improve the Headteacher may contact the parents/carers by letter, do a home visit or invite parents/carers to a formal meeting.

## **PERSISTENT ABSENCE (DEFINED IN LEGISLATION AS 15% OR MORE ABSENCES)**

Either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment.

## **FREQUENT ABSENCE**

It is the responsibility of the Pastoral Team 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 academy will try to resolve the problem with the parent/carer. If this is unsuccessful the academy may refer to appropriate agencies.

## **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 the 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.

The academy website may be used in this way to promote attendance.

## **HOLIDAYS IN TERM TIME**

Term time holidays and extended leave are not permitted and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

The school will only grant leave of absence in exceptional circumstances that are not related to holidays.

In the event of an exceptional circumstance arising whenever possible parents/carers must complete the leave of absence form in good time (at least 6 weeks before a trip/ the absence ) to request permission to take their child out of school during term time. The 6 week time period is necessary in order for the school to give due consideration to the request.

If the request is denied school will inform the parent/carer of the reason by letter. If the parents/carers choose to continue with the planned holiday/absence it will be taken as an **unauthorised absence** and could result in a fixed penalty notice.

In the rare circumstance when the Head Teacher is satisfied that there are genuine reasons for an absence, they will determine the number of days a child can be away from school if the leave is granted.

## **ATTENDANCE AWARDS**

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

- Attendance Trophy awarded each week during Good Standards Assembly to the Class with the best attendance record
- Termly Certificates awarded to pupils with a 100% attendance record
- Individual medals to pupils who have a 100% attendance record for the whole of the academic year

## ATTENDANCE TARGETS

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Academy Office Manager, alongside the Headteacher will be responsible for overseeing this work.

**Our school's targets are: 2020/2021 - 97.40%**

## THE REGISTRATION SYSTEM

The school will use a computerised system and/or manual paper registers 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                  |
| 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 or 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                                       | 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                                 | 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 |

## 1. 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 their age, ability and aptitude and
- b. To any special needs they 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.

Register and Admission Roll keeping: The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

### CATEGORISATION OF ABSENCE

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

- **Unauthorised Absence** - This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.
- **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. If the reason for absence is for the purpose of filming or modelling a discussion with the Head teacher **MUST** be had prior to the Parent/Carer agreeing to the opportunity. School reserves the right to decline such requests if the nature of the opportunity is deemed to be inappropriate e.g. post watershed programmes.
- **Approved Education 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

# **PROCEDURES FOR TRACKING AND IMPROVING ATTENDANCE**

1. First day of Absence :

If absence is not authorised – Phone call/text to parent requesting reason for absence.  
If no reply - letter sent to parent requesting explanation

2. Weekly –

- a. Analysis of all codes for monitoring purposes
- b. Analysis of Late Log detailing all late children. (Both before and after registration closes).  
Letters sent to parents/carers;
  - If there has been more than 3 occurrences of 'Late before registration close' (L)
  - If there has been one occurrence of 'Late after registration close' (U)
- c. Letter sent to parents for attendance less than 90% in the Autumn Term and 95.2% in the Spring and Summer Terms
- d. Attendance cup awarded to individual class with best attendance

3. Half Termly –

- a. Send letter to Parents/Carers for persistent absence (Less than 90%)
- b. Send letter to Parents/Carers for persistent lateness (more than 4 'L' or more than 2 'U' in a half term period)

4. Termly –

- a. Bronze certificates awarded to pupils who have attained 100% Attendance for one full term, Silver Certificates for 2 Full Terms
- b. Analysis of all codes for further monitoring

5. Yearly –

- a. Gold Certificates and Prize awarded to all pupils who have attained 100% Attendance
- b. Summary of statistics analysed for monitoring and assessing targets and implementing improvement procedures.