

LONG FURLONG PRIMARY SCHOOL ATTENDANCE POLICY

It is recognised that:

- Pupils want to attend school to learn, to socialise with peer groups and prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of the community.
- Some pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- In the first instance it is the responsibility of pupils and their parents to ensure attendance at school, as required by law.

EXPECTATIONS

Long Furlong School expects from our parents/guardians and pupils that:

- Pupils will attend school regularly
- Parents/guardians will contact the school as soon as is reasonably practical whenever their child is unable to attend school
- A parent/guardian will notify the school, in advance, of any planned absence
- Pupils will arrive on time and be adequately prepared for the day, including having completed any homework set
- Parents/guardians will contact the school in confidence whenever any problem occurs that may keep their child away from school
- They will work in partnership with the school to address difficulties
- They will ensure they comply with statutory responsibilities

Parents/guardians may expect the following from Long Furlong School:

- Regular, efficient and accurate recording of attendance (the registers will be completed once at the beginning of the school day and again after the lunch break)
- Early contact with parents/guardians when a pupil fails to attend without providing good reason
- Immediate action on any problem notified to us
- Referral of specific issues to supporting agencies where appropriate
- Access to Attendance Policy

RESPONDING TO NON-ATTENDANCE

When a pupil does not attend when expected, the school needs to respond effectively:

- Where contact is not received from parents by 9:30 a.m. on the first day of absence, administrative staff will telephone a parent. If the telephone call is unanswered, a voicemail message will be left (where possible) asking the parent to contact the school immediately. A text message will also be sent.
- Where there is no response a letter should be sent within three days of unexplained absence.
- Where there is no response to the school intervention and the absence has persisted without explanation, the school should consider a referral to the appropriate agency

LIAISING WITH VARIOUS AGENCIES WHEREVER APPROPRIATE

Good relations and working practices are essential. Agencies have difficult roles in that they endeavour to support the school in meeting its legal obligations as well as supporting home and pupil to ensure that the latter's educational opportunities are maximised to the full. Some parents need the support of these agencies so that they can fulfil their legal obligations to their children.

THE LEGAL FRAMEWORK

Statutory responsibilities on parents, governing bodies, head teachers and the Local Authority relating to the registration of pupils and the attendance of pupils at school are derived from the following regulations:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 as amended
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education Act 2005
- The Education and Inspections Act 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007

- The Education (Penalty Notices) (England) Regulations 2007 as amended
- The Education and Skills Act 2008

The statutory framework outlined above includes clear guidance in relation to how, where and when attendance issues should be addressed but also places statutory responsibility on all those in the education arena to ensure that all aspects of these regulations are adhered to. This includes clear and appropriate guidance on the registration of pupils and in particular on the correct symbols to be used for registration purposes (see Appendix 1.)

Procedures have been outlined for dealing with registration and unauthorised absence but a significant contributor to the absence rates from schools is often the authorisation of that absence for extended leave and in particular for holiday absence.

Family Holidays during Term Time

The 2013 amendments to the 2006 regulations remove references to family holiday and extended leave, as well as the statutory threshold of ten school days. The amendments make clear that headteachers may **not** grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if leave is granted.

REINTEGRATION

It is recognised that for some pupils there may be periods when they will be absent from school for extended periods. Reasons for this absence can be numerous and may include:

- Extended periods of unauthorised absence due to extended periods of truancy
- Extended absence due to illness/injury
- Extended periods of absence for holidays

In any circumstance where a pupil has had extended absence, the school will work to enable the pupil to re-engage successfully with the education system. To this end, for pupils who are being re-integrated to school - and especially for those who dropped out because of disaffection with the system -

The schools would expect to consider reintegration packages, which might include:

- Planned, staged re-admission on a time limited basis
- Identifying and providing a mentor (usually the pupil's class teacher) to provide help, guidance and support to address difficulties
- Provision of additional work to enable the pupil to catch up
- Ensuring that all staff are aware of the pupil's return and are supportive and encouraging to this return
- Regular reviews of progress with appropriate attendance from family, child and support services

Long Furlong school recognises that, if conducted appropriately, a reintegration package for a pupil returning after absence for any reason can raise individual achievement and therefore assist with overall school performance.

Attendance Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised	Late for session
B	Educated off site (not Dual reg.)	Absence	Out for whole session
C	Other authorised circumstances	Approved Educational Activity	Out for whole session
D	Dual registration	Authorised	Out for whole session
E	Excluded	Absence	Out for whole session
F	Extended family holiday (agreed)	Approved Educational Activity	Out for whole session
G	Family holiday (not agreed)	Authorised	Out for whole session
H	Family holiday (agreed)	Absence	Out for whole session
I	Illness	Authorised	Out for whole session
J	Interview	Absence	Out for whole session
L	Late (before registers closed)	Approved Educational Activity	Late for session
M	Medical/Dental appointments	Authorised	Out for whole session
N	No reason yet provided for absence	Absence	Out for whole session
O	Unauthorised Abs	Unauthorised	Out for whole session
P	Approved sporting activity	Absence	Out for whole session
R	Religious observance	Approved Educational Activity	Out for whole session
S	Study leave	Authorised	Out for whole session
T	Traveller absence	Absence	Out for whole session
		Authorised	Out for whole session

U	Late (after registers closed)	Absence Unauthorised	Late for session
V	Educational visit or trip	Absence Approved Educational Activity	Out for whole session
W	Work Experience	Approved Educational Activity	Out for whole session
X	DCSF #: School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
!	DCSF X: Non-compulsory school age abs	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DCSF Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session