



**ruskinmill**  
sunfield

# Attendance Policy

<b>Date Updated:</b>	April 2018
<b>Lead Person:</b>	Head of Education
<b>Review date:</b>	April 2019

Sunfield School is committed to providing a full, effective and efficient education to all pupils (The Education Act 1996 Part 1, Section 7) 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.

This policy contains within it the procedures that the school will use to meet its attendance targets, and information about the Admissions Register.

### **Admission Register**

On admission to Sunfield, pupils will be entered onto the admission register and attendance register from the beginning of the first day on which Sunfield has agreed, or been notified, that the pupil will attend the school. Sunfield acknowledges that for many of our pupils, this will not be the first day of the academic year.

Sunfield will notify the local authority (Worcestershire) within 5 days of adding a pupil's name to the admission register and will provide the local authority with all the information held within the admission register about the pupil.

### **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 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 unauthorised. If a pupil doesn't arrive by 9.30am (close of register) and no message has been received with regards to absence, the head teacher or class teacher will contact the parent/carer to ascertain the reason for non-attendance.

### **Lateness**

Morning registration will take place at the start of school at 9am. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at	13.00
The registers will close at	13.15

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 before registers close.

### **First Day Absence**

Parents/Carers will be expected to contact the school office and leave a message stating the name of the pupil and reason for absence. If a call has not been received by 09.30 the head teacher or class teacher will contact the parent/carer to establish the reason for absence. This information will then be relayed to the person responsible for each class register, to record as required.

### Leave of Absence in Term Time

Families are not encouraged to take their children out of school for family holidays or trips abroad during term time. Any absence request in term time will be reviewed by the Head teacher and only approved in exceptional circumstances.

Requests for leave of absence during term time should be made to the Head teacher in writing. Each request will be judged on a case by case basis.

### Identified pupils with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Recording absence as authorised
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school
- Provide home visits where appropriate

### Attendance Targets

The school will set attendance targets each year. The Head Teacher will be responsible for monitoring attendance against target.

**Our school target is: 95%**

### The registration system

The School will use 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 <u>or</u> 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 code/description)	Unauthorised absence

<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years.

Entries in paper registers must be in ink.  
All corrections must be visible (no correcting fluid)

### **Register Security**

The registers must be safely stored when not used to record attendance.

### **References**

- Children Missing Education (DfE September 2016)
- Keeping Children Safe in Education (DfE January 2018)