

# Effra Early Years Centre

Date agreed	Review Cycle	Due for review
Signed		



## WHOLE SCHOOL ATTENDANCE POLICY

Effra Early Years Centre is committed to providing a full and efficient education to all children and embraces the concept of equal opportunities for all.

We aim 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.

While we understand we are a Maintained School, we recognise our children are not of statutory school age, therefore the education laws that are in place to monitor attendance do not apply in the same way.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its goals to improve attendance where we identify an issue or pattern of absence.

### **Promoting attendance**

The foundation for good attendance is a strong partnership between the school, parents and the child.

As part of an Ofsted inspection attendance figures are looked at and we do have to justify our attendance figures to an inspector. We are subjected to the same level of attendance scrutiny as a primary or secondary school despite the fact we are not providing for statutory school age children.

## **Leave of absence in term time**

If you plan to take a holiday during term time we request that you complete a simple holiday request form so we are aware of the absence from school in good time. Each key person plans for learning opportunities to meet the needs of individuals. If we know in advance that your child will not be in school, the key person will not plan for your child during their holiday period.

We will not count holidays as unauthorised absence if we know in advance and holiday requests will not be blocked. Nor do we, as a local authority maintained school, 'fine' families for holidays in term time.

## **School Procedures**

Our children access a flexible offer so many are not attending school five full days per week. However, a child who is absent from school at the morning or afternoon registration period when they are due to attend, must have their absence recorded as being authorised, unauthorised. 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 will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education (please see below).

## **Registers**

The Key person for a registration group will take the register in the morning between 9:15 and 9:30. In the afternoon between 12:45PM and 1:00PM. The registers then go to the centre office. If the key person is not on site the register is taken by a member of the staff team or a senior leader.

## **Lateness**

Morning registration will take place at the start of school at 9:15AM. The registers will remain open for 15 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. 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.

If you know you are going to arrive after 9:30AM you **MUST** contact the office if your child is going to have lunch on the day. Numbers for lunch are given at 9:30AM and any child who is not booked in for a lunch at morning registration will not be catered for

The afternoon registration will be at 12:45PM.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

### **First Day Absence**

As soon as you know your child will not be attending school, please contact the office from 8:30 AM to give a reason for absence. This will be recorded in the register by the administration team prior to the registers going to the school classroom.

If we have had no phone call by 10:00AM, we will call to ask the reason for the child's absence. This will be carried out by the office administration team.

### **Third Day Absence**

If a child is absent for three days and we have not been able to reach the parent or carer, we will contact emergency contacts listed for the child.

We ask that parents and carers stay in touch if their child is away from school.

### **Persistent Absence**

Where a child has been offered a free full time place within the nursery school, we expect the child to be in school to benefit from the early education offered with a full time place. Where a child's attendance falls below 80% we will request the parents or carers come in to school to meet with a member of the senior leadership team to discuss how we can support the child to attend more regularly.

If attendance does not improve, or continues to fall we will withdraw the full time place and your child will be offered 15 hours. The full time place will be offered to the next child on the waiting list.

### **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period. An absence can be reported by email. This can be printed and kept on file.

### **Medical Evidence**

Where a Pupils attendance is below 90% medical evidence is required to support absences. Medical evidence can be a medical certificate, a note from GP, a photocopy of a prescription or a copy of the label of any prescription medicine.

### **Frequent Absence**

These absence rates are determined by the DfE and are monitored by Ofsted

Excellent Attendance	98% - 100
Average Attendance	95- 97%
Satisfactory Attendance	93- 94
Unsatisfactory Attendance	92%

Within the school it is the responsibility of the key person 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 school will try to resolve the problem as soon as possible.

We will work with parents and carers to improve the attendance of their child. Poor attendance has a negative impact on a child's progress, and young children can become unsettled if their routine is disrupted.

### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

### **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.

### **Record preservation**

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Attendance is recorded on SIMS

### **Register Security**

Attendance marking sheets must be safely stored. When not with the key person for marking in the morning or afternoon they are held in the Office by the administration team

## The registration system

The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorized absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	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

