

SURLINGHAM PRIMARY SCHOOL

Head Teacher: Catrin Parry-Jones



Walnut Hill, Surlingham, Norwich NR14 7DQ Tel/Fax: 01508 538214
E-mail: office@surlingham.norfolk.sch.uk Website: www.surlingham.school.co.uk

Surlingham Community Primary School WHOLE SCHOOL ATTENDANCE POLICY

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

We will endeavor 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.

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 and Skills¹.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk attendance targets².

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.

¹ Appendix 1
Appendix 2

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 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 unauthorised.

Lateness

Morning registration will take place at the start of school at 9am. The registers will remain open for ten 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 authorized absence code will be entered.

The afternoon registration will be at 1.15 PM.

The registers will close at 1.25 PM.

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 and carers are expected to contact the school stating the reason for absence. *If no contact has been made, the school will begin to telephone parents at 9.10 when registers close to try and ascertain the reason why the child has not come to school. Mrs Cerea and Mrs Benfield are responsible for this.*

Third Day Absence

If there has no contact been made by the parent by the third day of absence, a letter will be sent by the school to the parents or carers of the child. Mrs Cerea is responsible for this. If there are further concerns regarding the child's well-being, Children's Services will be contacted at this point.

Ten Day's Absence

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team. This is a legal requirement. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of the head teacher 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 with the parent/s. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Improvement Officer (AIO).

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.

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.

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 Home/School agreement can be used in this way.

Holidays in term time

Holidays during term time are to be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider authorising up to 10 days absence (or more in very exceptional circumstances) but parents must apply in advance for permission.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

Our schools targets are:

2006/2007 95.5%

2007/2008 95.5%

The Norfolk Targets are:

Primary

2006/2007 94.49%

2007/2008 94.62%

Secondary

2006/2007 92.06%

2007/2008 92.35%

The National target is to reduce the level of absence from 2002/2003 by 8% by 2007/2008