



# NORWICH SCHOOL

## Attendance Policy

This policy is reviewed by the Principal Deputy Head and Designated Safeguarding Lead (DSL) annually. This policy was last reviewed and agreed on Trinity 2023. It is due for review in Trinity 2024.

Confirmed by:

Nicky Fairweather	Principal Deputy Head / DSL	Trinity 2023
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## Version Control

The version control table should be updated each time:

- a **change** is made to an **agreed version** of a document; or
- a previously agreed document version is **reviewed with no changes** (i.e. at annual review no changes are required and the document continues to be live for the following year).

Use the following convention: version 1.0 (first version), version 2.0 (major change to version 1.0 and issued as a new version), version 2.1 (second version with minor change)

Version number	Date issued	Author / key contact	Change(s) summary
			<ul style="list-style-type: none"><li>• Minor changes can be authorised by a senior staff member and do not need formal approval.</li><li>• Major revisions require approval through the confirming authority (typically a Committee)</li></ul>
1.0	Trinity 2022	Nicky Fairweather	
1.0	Trinity 2023	Nicky Fairweather	No change

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## Purpose and Aims

Regular school attendance is essential if pupils are to achieve their full potential – academically, socially and emotionally.

Norwich School believes that regular school attendance is the key to enabling pupils to maximise the opportunities available to them. The school values all pupils and we will work with families where attendance is difficult and try to resolve any difficulties.

## General Principles

Parents must ensure that children of compulsory school age receive full-time education suitable to their age, ability and aptitude.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age.

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

## Attendance and Absence: Categorising absence

Where pupils are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence due to illness can be authorised by the Attendance Officer or the Health Officer.

Parents must advise the school by telephone or email by 8:30am on the day of absence and provide the school with an expected date of return.

If a pupil has an attendance record which causes concern, it may be necessary for any absence to be followed up with medical evidence from a doctor / dentist etc. This can be in the form of an appointment letter / card or a copy of a prescription.

All other absences can only be authorised by the Principal Deputy Head – authorisation should be sought by completing the 'Absence Request Form' on the 'My Child' tab of the school portal.

Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. If permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised.

As the school's Terms and Conditions make clear, unsatisfactory attendance will lead to a pupil being required to leave the school. Any pattern of unauthorised absence is unsatisfactory and can often point to other underlying problems; the school takes this seriously and investigates appropriately as absence patterns can often flag a safeguarding or welfare concern.

All absences will be treated as unauthorised unless a satisfactory explanation has been received.

Absence will be categorised as follows:

- Illness
- Medical / Dental Appointments - Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day.
- Other Authorised Circumstances - This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.
- Excluded - Exclusion from attending school is counted as an authorised absence. The school will arrange for work to be sent home.
- Religious Observance – Norwich School understands that on some occasions, religious festivals may fall outside school holidays or weekends, and this necessitates a consideration of authorised absence.
- Study Leave Study leave is granted for Upper 5 and Upper 6 pupils approaching exams.
- Late Arrival - Registration begins at 8.30am and the register will close at 9.00am - pupils arriving after the close of register will be recorded as late.
- Unauthorised absence – absence will not be authorised unless a satisfactory explanation is provided. Family Holiday's during term time cannot be authorised.

## Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils can be deleted from the register when one of the following applies and once the Local Authority has been informed.

The Registrar will carry this out:

- Permanent exclusion has occurred, and procedures have been completed.
- Transfer between schools.
- Pupil is withdrawn to be educated outside the school system.

- Pupil has left the school, but it is not known where they have gone after the school has tried to locate the pupil.
- Death of a pupil.

## Using Attendance Data

Good attendance and punctuality are essential to ensure that pupils make good holistic progress.

Attendance statistics will be regularly produced by the Attendance Officer and discussed with the Principal Deputy Head; while the circumstances of individual pupils and families will always be considered, the following steps are available:

### Step 1

Pupils with attendance below 97.5% during the academic year. Contact by email or telephone from pastoral staff to advise that the pupil's attendance is becoming a cause for concern. Discussion of pupil's circumstances and an agreement to improve attendance (Green alert).

### Step 2

Pupils with attendance below 95% during the academic year. Meeting between parents / carers and appropriate pastoral staff. Discussion of pupil's circumstances and agreement of an attendance improvement plan. Monitoring and attendance targets put in place. Additional support and / or sanctions applied as necessary (Amber alert).

### Step 3

Pupils with attendance below 90% during the academic year. Meeting with parents / carers and appropriate pastoral staff. Discussion of pupil's circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme at Norwich School. Agreement of a high-priority attendance improvement plan. Monitoring and attendance targets put in place. Additional support and/or sanctions applied as necessary (Red alert).

Pupils with attendance below 80% for the academic year will receive a formal review with the Head and Principal Deputy Head. This may include giving consideration to repeating the academic year and a review of the pupil's place in the school, in accordance with the school's Terms and Conditions.

Where a pupil has been through steps 1-3, then improved their attendance only for it to decline again, it is at the discretion of senior pastoral staff to decide which stages of the process the pupil should be placed upon, involving pupil and parents accordingly. Outside agencies, such as an Education Welfare Officer, a GP or a Counsellor, may be contacted at any stage in order to support the pupil.

Pupils with a poor punctuality record can expect to receive appropriate sanctions such as "earlies" or behaviour detentions, in accordance with the school's Behaviour Support and Intervention Policy.

## Support Systems

Norwich School recognises that poor attendance can be an indication of challenges for a pupil. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce / separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

The school will implement a range of strategies to support improved attendance where necessary. Strategies used can include:

- Discussion with parents and pupils
- Referrals to support agencies
- Peer support networks
- Time limited part time timetables
- Additional learning support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Norwich School will liaise with the Local Authority and may consider the use of legal sanctions.

## Cathedral Attendance

All pupils are expected to attend Cathedral or other assemblies unless they are meeting with a member of school staff at that time, or have specific permission not to attend.

## Behaviour and Discipline

Exclusion from school, in accordance with the school's Terms and Conditions, can be a temporary withdrawal for a fixed term or a permanent exclusion.

The school's procedures for dealing with temporary and permanent exclusions are mindful of the guidance Behaviour and Discipline in Schools (DfE, January 2016).

The Head may, at his discretion, require parents to remove or suspend a child from the school, if he considers that the child's attendance, academic commitment or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head removal is in the school's, the child's and other children's best interests.

## From the Norwich School Terms and Conditions

Non-payment of fees may result in a pupil's attendance being suspended until the matter is resolved. Parents and carers should contact the Bursar to discuss any concerns over the payment of fees.

## Document control

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Prepared by:	Nicky Fairweather, Principal Deputy Head and DSL
Authorised by:	Nicky Fairweather, Principal Deputy Head and DSL
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Other internal policies / documents referenced:	<ul style="list-style-type: none"><li>▪ Behaviour Support and Intervention Policy</li><li>▪ Terms and Conditions</li></ul>
External documents referenced:	<ul style="list-style-type: none"><li>▪ DfE Behaviour and Discipline in Schools (2016)</li><li>▪ Education Act 1996</li><li>▪ Education (Pupil Registration) (England) Regulations 2013</li></ul>