



Coppice School
 Ash Hill Road
 Hatfield
 Doncaster
 DN7 6JH
 Tel 01302 844883

*At Coppice
 School we all...*

Attendance Policy

(Including Holiday in Term Time Policy)

Communicate
 to help us to
 shape our
 future

Open doors
 to exciting
 opportunities

Practise the
 skills important
 for life

Promote
 friendships and
 care for each
 other

Include
 everybody

Celebrate our
 individuality
 and
 independence
 Enjoy and excel

Date created:	24 September 2009
Date approved:	18 October 2009
Signed: (Chair of Governors)	P Burns
(Headteacher)	K O'Reilly
Date for review:	Oct 2010
Reviewed:	September 2012
Next Review	September 2014
Reviewed	July 2014
Next review	July 2016

ABSENCE/REGISTRATION POLICY

Aims

- 1 To monitor authorised and unauthorised absences within the school
- 2 To establish clear procedures for registration
- 3 To clarify responsibilities

Registers

- Teachers are responsible for completing all necessary information e.g. dates, percentages.
- Registers should be completed by teaching staff during the 5 minute registration period at the beginning of each morning and afternoon session.
- All late comers should report to the office, where the registers will be amended appropriately.
- Registers will be marked in the following way:

KEY TO CODES		
/ Present (AM)	I illness (not med/dental appointments)	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed)
B Educated off site (not Dual reg.)	L Late (before reg closed)	V Educational visit or trip
C Other authorised circumstances	M Medical / Dental appointments	W Work experience
D Dual registration (attending other estab.)	N No reason yet provided for absence	# School closed to pupils and staff
E Excluded (no alternative provision made)	O Unauthorised Abs (not covered by other code)	Y Enforced closure
F Extended family holiday (agreed)	P Approved sporting activity	X Non compulsory school age absence
G Family holiday (not agreed or days in excess)	R Religious observance	Z Pupil not on roll
H Annual family holiday (agreed)	S Study leave	- All should attend / No mark recorded

- Registers should be kept in a central place not in the classroom
- Manuscript registers must be kept in ink and corrections made so that the original entry and correction are easily distinguishable
- Registers must be marked using the recommended symbols
- Registers are important legal records and they should be kept securely
- Registers must be kept for three years after the date on which they were last used.
- There is no legal requirement for parent's/carers notes to be retained, but if a pupil attends irregularly and there is a possibility of legal action, it may be sensible to keep the notes for a time.
- Lunch Registers (blue or black)
 - ✓ school dinner (to be paid for)
 - F free school meal
 - P packed lunch
 - N although pupil present no meal required
 - A absent (filled in after the half hour)

Monies should be recorded in "money column". If pupils pay for meals NM should be recorded in cases of "no money".

Authorised/Unauthorised Absence

According to circular 1/94 "An unauthorised absence is defined as absence from school without leave from a duly authorised person".

To authorise an absence staff must have received either a note from someone with parental responsibility or a note from the office after a telephone or bus escort message. These notes must be kept at the back of the registers.

If notes seem "to not ring true" e.g. 1 week off for a headache or written by a child the matter should be discussed with head or deputy before the absence is authorised.

All medical, social services or police appointments will be authorised.

When pupils return and absence is still unauthorised

1. Ask the pupil to take letter home (appendix 1)
2. Record on grid at the back of register (appendix 2)
3. If letter returns tick grid
4. If teacher know that parents have some difficulty reading a telephone call may be appropriate
5. If after letter/telephone there is still concern let Head know (appendix 3)
6. Head or Deputy will discuss these concerns with EWO
7. Head or EWO will record action taken. Any details of court action will be kept in the CP File

Holidays in Term Time

Parents are asked to take their annual holiday with the child during school holidays.

If there are reasons that prevent you from taking your holiday during the school holiday period the Headteacher **can consider** allowing leave of absence. The regulations state that this leave is

(A) To take an annual holiday with Parent/guardian; or

(B) To take an annual holiday with a relative or adult other than the Parent/Guardian.

i.e. The regulations do not allow a holiday in term time if a holiday has been taken/will be taken in school holiday time during the school year.

The Regulations do not allow a pupil to take a second holiday with a relative/friend if they have taken a holiday with a Parent/Guardian already during the school year.

Any absence for a holiday which does not meet the Regulations or discretionary criteria will be marked as an unauthorised absence.

Policy evaluation and Review

To maintain and ensure continued success the Head teacher will carry out follow-up discussions with staff/parents/carers and the EWO service.

Statistics will be recorded in the Head teacher's Report at all Governing Body meetings and in the management plan updates.

At the end of each half term attendance statistics will be reviewed by SMT. All pupils with an attendance above 90% will be sent a letter congratulating them and spurring them forward to above 95% attendance. Those pupils below 90% attendance will be sent a letter and followed up by SMT to discuss ways of improving their attendance.

COPPICE SPECIAL SCHOOL

Coppice School
Ash Hill
Hatfield
Doncaster

Headteacher: Mr K O'Reilly

Dear Parent/Carer

_____ was not at school on _____

To ensure that he/she receives the correct attendance mark please fill in one of the following:-

Illness - please state _____

Late for bus: _____

Hospital/Dental/Doctors Appointment: _____

Other - please state _____

Signed

Parent/Guardian

ABSENCES

Name of Child	Date of absence	Date letter send	Received back ✓ Yes	Referred to Head

Name of pupil

Nature of concern

- Long absence and no parental contact
- Frequent short absences
- Frequent lateness
- Not happy about explanation of absence*
- Other*

Please give details

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Date

.....

Signed

Concern - for discussion with EWO

Name of pupil

Nature of concern

- Long absence and no parental contact
- Frequent short absences
- Frequent lateness
- Not happy about explanation of absence*
- Other*

Please give details

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Date

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Signed