

	Aspect Policy No. 6	Version: 2 Pages: 5	Last up-dated: Nov 2014 Last Version:1
	Authorised: Full Governing Body	Date: November 2015	Review due: Nov 2016 Reviewed:
Attendance & Collection Policy			

Learning through Faith.

Introduction

At St Clare's, we recognise that good attendance is important for the wellbeing of pupils in both their personal and academic development. We are committed to co-operation between the school, parents and pupils to achieve the best possible attendance. Less than full attendance undermines the educational process and leads to educational disadvantage. Accordingly the school will actively pursue the aim of full attendance and punctuality in relation to individual pupils and for the pupil body as a whole.

All children of compulsory school age should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents / carers (including those with parental responsibilities) have a duty under the Education Act 1996 to ensure that their child attends regularly and punctually. The only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons
- The LA failed to provide transport when required to do so
- The absences were due to religious observance
- Permission was granted by the school or there was unavoidable cause

Aims of the Policy

- To ensure regular attendance of children at St Clare's Catholic Primary School is no less than 95%
- To maximise the opportunities for pupils in St Clare's Catholic Primary School
- To promote children's well being by regular attendance at school

Registration

- The school day begins at 8:55am

- Class teachers take the register and mark present or absent.
- A child arriving late into school but before registration closes (9:05am) will receive a mark in both by the class teacher to indicate this.
- After this time children are recorded as late after registration closes in the book held at Reception - Parents must sign the child(ren) in.
- Each school day is split into two sessions. The second session commences at 1:15pm. Same procedure as above
- If children leave during the school day they must be signed out by a parent/guardian at Reception, providing a reason for leaving.
- Any child who is absent and the teacher is unaware as to why an Absence Slip is sent to the office for a call home (see below).
- On Friday, all registers are sent to the office so that data can be collated on the system. Reports are generated for teachers to insert codes for any absentees. (See appendix for code)

Absence due to Illness

If a child is ill, parents must ring before 9:30am on the first day of absence, so that the teacher can be informed.

A letter explaining the reason for this absence must be sent into school on the first day of the child's return. **If the parents fail to do so this will be recorded as an unauthorised absence.**

If the school office has not been contacted by 11am a phone call or text to parents to confirm the child's whereabouts and reason for absence will be made.

Medical Appointments

Medical appointments during the school day should be avoided. Should it be absolutely necessary to attend a medical or dental appointment, we ask parents to contact the school office **and to provide evidence of the appointment**. Pupils must be returned to school as soon as possible and follow the correct signing in procedure.

Planned Absence During Term Time

Parents must ensure their children attend school regularly and, in particular, during school and national assessment weeks, i.e. May. School Term dates are given out a year in advance and reminders are sent out regularly on newsletters.

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. The following amendments will come into force on 1st September 2013

- Term Time Holiday

The amendments make clear that head teachers cannot grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

Authorisation for absence will be considered in exceptional circumstances. These include:-

- Holidays on religious grounds
- Bereavement
- Compassionate leave of absence
- Unexpected traumatic incidents
- Unplanned emergencies

Whilst there are financial benefits for families of taking holidays in term time we must also acknowledge the problems this creates within schools. This undermines the education of all children in the school, not just those children who might be absent, affects behaviour and places an increased burden on teaching staff. Parents might, after considering the above, still decide that they wish to take a holiday in term time. They will still need to inform school in writing as the school legally has to account for the whereabouts of every registered child on a daily basis in term time. A letter of acknowledgement will be sent in reply to parents.

Penalty Notices & Poor Attendance

Persistent Absence

- The DFE considers a pupil to be a 'Persistent Absentee' when attendance falls below 85% in any fully completed term.

- Where there are concerns about attendance and the prospect of a pupil becoming a Persistent Absentee, parents are contacted and planned interventions begin (letter issued by school stating concern, parents meet with school, close monitoring by school, use of Family Support Worker, Attendance Officer).

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. The following amendments will come into force on 1st September 2013

- Penalty Notices

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60.00 if they pay within 28 days; or £120.00 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescale for paying a penalty notice. Parents must, from 1st September 2013, pay £60.00 within 21 days or £120.00 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

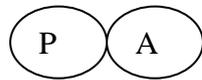
This policy will be reviewed annually by Governors

Reviewed Nov 2015

Date of next review Autumn Term 2016

Appendix 1

Registration codes



shade in relevant box for each session P- present, A- absent, both for late.

- B educated off site
- F extended family holiday agreed
- J interview
- S study leave
- L late (before registration closed)
- C other authorized circumstances
- G family holiday not agreed
- M medical/dental appointments
- T traveller absence
- U Late (after registers closed)
- D dual registration
- H family holiday (agreed)
- P approved sporting activity
- V educational visit or trip
- O unauthorized absence
- E excluded
- I illness
- R religious observance
- W work experience