



## **St. Joseph's Catholic Primary School** **Attendance Policy and Procedures**

### Policy Rationale

At St. Joseph's Catholic Primary School we believe that good attendance and punctuality are essential for a child to reach their educational potential and enjoy a feeling of belonging to their class and school community.

In promoting the belief that attendance and punctuality are important values we are preparing children for life and for a successful future.

Prolonged and consistent absence, in any year group, results in limited progress and low levels of achievement. The children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge.

Repeated and consistent lateness is an unsettling start to the school day for both the child and school. Children will miss out on important learning opportunities at the start of the day.

As a school we follow the Department for Education guidelines and expect children to maintain an attendance figure above 95% throughout the academic year.

### Celebrating Good Attendance

The class who achieve the best attendance each week are congratulated in the weekly newsletter. In July we also congratulate children who have attended 100% of the school year, from September to the week before the end of the academic year.

### Roles and Responsibilities

#### Pupils

- To attend school regularly and punctually.
- To arrive at school between 8.50 am and 9.00 am.
- To attend registration promptly for both morning and afternoon registration.
- To inform the school office if they arrive after the register has been taken.

#### Parents

- To ensure their child attends school regularly, punctually, properly equipped and ready to learn. Regular attendance is a legal requirement.
- To notify the school of absence by 9.15am by telephone, email or in writing.
- To take family holidays in the school holiday period.
- To collect children from the playground promptly at 3.30 pm.

- To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. If contact details change then we must be informed of new details immediately. .  
To sign the late register at the school office if your child is late, giving a reason.
- To respond to communication from the school as requested.

### Teachers

- To keep an accurate attendance register.
- To praise pupils for punctuality and good attendance.
- To monitor pupil absence and inform the Headteacher when absence is impacting on achievement.
- To ensure doors are open at 8.50 am and closed at 9.00 am and are supervised for the safe arrival of children.
- To ensure that children are ready to be collected from the playground at 3.30 pm each day.

### Senior Management

- To have a named member of SLT responsible for attendance (Headteacher).
- To inform parents of school policy and procedures.
- To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% attendance is met.
- To intervene early when individual pupil absence or punctuality gives cause for concern, by contacting parents by the appropriate staged letter.
- Develop a multi agency response to attendance.
- Utilise the support of available specialists in relation to the attendance.
- Report termly to the Governing Body.

### Office Staff

- To monitor late entrants into school and see that the late register is completed.
- To inform class teachers of messages regarding absences.
- To contact parents on the first day of absence if no reason has been provided.
- To monitor register codings and alert staff of inconsistencies.
- To produce individual or class summary sheets.
- To carry out an attendance review on a half termly basis, informing the Headteacher of any pupil with attendance below 90%.
- To carry out a punctuality review on a half termly basis, informing the Headteacher of any pupil causing concern.
- To produce attendance figures for end of year reports.

### Procedures – Following the Department For Education guidelines.

#### Punctuality

We expect children to arrive at school between 8.50 am and 9.00 am.  
Registers open at 9.00am. They close 30 minutes afterwards at 9.30am.  
Pupil Entrances will remain open until 9.00am.

When children arrive after 9.00am in the morning they will need to be signed in at the main school office by a parent or an adult and a reason for the lateness must be given. Children in

Years 5 and 6 can bring a note from home, as they may not be accompanied by an adult.

Children who arrive after 9.00am and before 9.30am will be given a late mark.

If a child arrives after the register has closed at 9.30am an unauthorised late is recorded.

#### If a child is regularly late:

1. The Headteacher will write to parents to inform them of the number of days the child has been late and to reinforce the school policy and expectations.
2. If lateness persists the Headteacher will invite parents to a meeting to discuss ways in which the school can support the family in getting the child to school on time.
3. The Headteacher may withdraw the privilege of the late mark for children who arrive persistently late after 9.00a.m and before 9.30a.m. An unauthorised late would be recorded.
4. When a child has accumulated 20 unauthorised lates in a term the Headteacher will refer the family to the Local Support Team. They will take the late issue on as a case and investigate why a child has been late on the dates given. This investigation could result in parents receiving a warning notice. Alternatively a fixed penalty fine could be issued per child to each adult who has parental responsibility.

#### Attendance and Illness

If a child is ill the parent's first action is to call or email the school before 9.20am and notify the School Office of the absence and the reason for the absence. 01543 263505.

If a child is not in school and we have not had a phone call by 9.20am, one of our Office Staff will call parents to find out why a child is not in school.

It is expected that routine medical and dental appointments should be made out of school hours. The school will not authorise routine appointments.

#### Leave of Absence

From 1st September 2013 the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

It is expected that families take holiday in the school holiday periods.

Any request for leave of absence/holiday must be made in advance. Parents should submit a leave of absence request form to the Headteacher. Forms are available from the School Office.

If leave of absence/holiday is taken without authorisation a referral will be made to the Local Support Team. The LST can issue warning notices and fixed penalty fines of £60 per child (payable within 21 days or £120 payable within 28 days) to each adult with parental responsibility.

#### Other Authorised Absence

The Headteacher may grant compassionate leave as authorised absence.

#### If a child's attendance falls below 90%

1. The Headteacher will write to parents to inform them that their child's attendance has fallen below 90%. Parents will be reminded of their legal duty and of the school's policy and expectations.
2. If attendance does not improve the Headteacher will invite parents to a meeting to discuss ways in which the school can support the family in getting the child to school every day.

3. If persistent absence from school continues, the Headteacher has the right to unauthorise any absence without the support of medical evidence.
4. The Headteacher will refer the family to the LST when a child continues to be absent (unauthorised) for:
  - 15% unauthorised absence in an academic year
  - 10 consecutive days with no reason for absence

The LST will take the absence issue on as a case and investigate why a child has been absent on the dates given. This investigation could result in parents receiving a warning notice. Alternatively a fixed penalty fine could be issued per child to each adult who has parental responsibility.

This policy was reviewed January 2016  
It will be reviewed in the January 2017