



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, HEDNESFORD

- THIS DOCUMENT IS THE SCHOOL'S ATTENDANCE POLICY
- IT WAS APPROVED by the governing body on 15th November 2017
- THIS POLICY WILL BE REVIEWED annually

Principles :

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well being of children including safeguarding, behaviour, anti-bullying, and support for children with medical needs.
- All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable

School Responsibilities :

- We will promote positive behaviour and attendance through the use of curriculum and learning materials and will recognise good attendance appropriately.
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents or Carers Responsibilities :

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the school day

- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance
- Encourage good routines at home which promote a healthy lifestyle including enough sleep
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time – this will only be authorised in exceptional circumstances
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness
- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

The importance of good attendance and its link to attainment :

- The Department of Education has published research (February 2015) into the effect that missing time from school can have on chances of succeeding in tests and exams. The research is based on data from all schools in England going back several years.
- The results are very clear – missing even small amounts of time from school can have a significant effect on achievement.
- For example, where pupils miss up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to achieve level 5 or above in reading, writing or maths tests than those with no absence.

Admissions Register :

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they ;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

Elective Home Education :

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority at electivehomeeducation@staffordshire.gov.uk of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

**Attendance data and targets :
State Funded Primary Schools Two terms data (Autumn 2013 and Spring 2014)**

	England	Staffordshire	School	Target 2017-2018
Overall attendance %	96.1	96.3	96.8	96
Authorised absence (%)	3.2	3.2	3.0	
Unauthorised absence (%)	0.7	0.5	0.2	
Persistent Absence % (based on 15 % absence)	2.8	2.4	0.6	
Attendance of 4 year olds	94.7	95.3		

Definition of persistent absence :

Persistent absentees are defined as those pupils missing around 15% or more of the typical amount of possible sessions across a given period. From September 2015 this definition will change to include pupils missing 10% or more of possible sessions. For the Academic Year 2015-16 only, data will be collected and published nationally for both measures to allow continued comparison.

School Specific Procedures:

The school applies the following procedures in deciding how to deal with individual absences:

School opens at 8.45 a.m. each day with the school bell ringing at 8.55 a.m. in order for registration to take place. If a pupil is not in school by 9.00 a.m. they will receive a late mark in the register which closes at 9.15 a.m.

Where a child is unable to attend school due to sickness, a telephone call to the school is required before 9.15 a.m. If the school has not heard from the parent by this time then the class teacher will inform the school office. The school bursar or clerical assistant will contact the parent by telephone to ascertain the reason for non attendance. A letter confirming the absence must be provided to school upon the pupil's return.

Where a child is unable to attend school due to a leave of absence then an application for pupil leave should be completed by the parent. The school will administer the application form in line with Government procedures introduced in September 2013.

When an individual pupil's attendance level falls below 85% in any term without good reason, a referral to the Locality Support Team will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

Good attendance is recognised through assemblies with certificates and rewards presented at the end of the school year. The Headteacher reports attendance data, policy and procedures to the Governing Body at each Full Governing Body meeting.

The Local Authority is informed of the absence of any child that is absent for a continuous period of 10 days or more without school's permission. School seeks the support of the Local Support Team where absence of a particular child is less than 10 days but presents a cause for concern.

Medical or dental appointments taken during the school day are recognised as authorised absences. Any leave of absence during term time should be requested by the parent/carer through the completion of a leave of absence form (appendix 1)

Monitoring and analysis of attendance data is undertaken on a 1/2 termly basis by the Headteacher and Bursar. This monitoring and analysis includes vulnerable groups.

The school uses Local Authority Fixed Penalty Protocol as a parental measure to improve pupil attendance in accordance with the Department of Education School Attendance Parental Responsibility Measures Statutory Guidance January 2015

Legal Framework :

- The Education Act 1996 ;
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011. ;
- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010

Appendices :

- Staffordshire Code of Conduct for Issuing Fixed penalty notices
- Department for Education Guidance –Pupil Attendance including use of national codes to record attendance or reasons for absence in registers

Appendix 1

Request for leave during term time

To: The head teacher of:..... (School)

Date.....

I request a leave of absence from school during term time for:

my child (full name)

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are: -

.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))School(s) attended

(Signature of 1st parent/carer(s) Print Name.....

(Signature of 2nd parent/carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....%

Number of school sessions taken as leave during term time(this academic year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request :

SignedHead teacher . Date

Notification of decision: Date letter sent to parent/carer.....