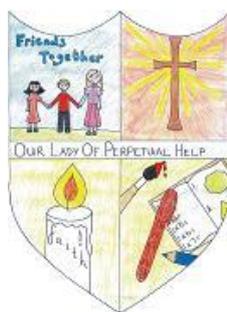


# Our Lady of Perpetual Help Catholic Primary School



## Attendance Policy

| Revision Date | Revision Version | Date approved by Governors and committee | Summary of Changes |
|---------------|------------------|--|--------------------|
| January 2019  | New Edition      | Catholic Nature Committee<br>04/02/2019  | Procedures updated |
|               |                  |  |                    |
|               |                  |  |                    |

*The mission of our schools is to  
'Grow as a community through faith in God giving love and respect to all.'*

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## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

**Promoting good attendance and reducing absence, including persistent absence**

**Ensuring every pupil has access to full-time education to which they are entitled**

**Acting early to address patterns of absence**

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Ensuring a pupil's regular attendance at school is a parental legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

### **3. School procedures**

#### **3.1 Attendance register**

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

**Present**

**Attending an approved off-site educational activity**

**Absent**

**Unable to attend due to exceptional circumstances**

Any amendment to the attendance register will include:

**The original entry**

**The amended entry**

**The reason for the amendment**

**The date on which the amendment was made**

**The name and position of the person who made the amendment**

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.55am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.25am. The register for the second session will be taken at 1pm and will be kept open until 1.30pm.

#### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health as soon as practically possible (see also section 6).

Parents must inform Mrs Chase, our attendance officer on the first day of absence and each subsequent day by ringing the school on 01302 874291.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

#### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. If possible, bring the pupil to school before the appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

#### **3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Pupils who are consistently late are disrupting not only their own education but also that of others.

Where persistent absence gives cause for concern further action may be taken.

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

### **3.6 Reporting to parents**

The school reports a pupil's attendance record termly and annually in the written end-of-year report.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for authorised absence include:

Illness and medical/dental appointments – as explained in sections 3.2 and 3.3

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

**Parents do not have the right to take their child out of school for a family holiday. Leave of absence will not be authorised (unless there are exceptional circumstances) and a fixed penalty notice will be issued.**

### **Exceptional Circumstances**

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in the school holidays. This must be evidenced by production of the policy document of the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.
3. Where a holiday is recommended as part of a child's rehabilitation from a medical or emotional issue. Evidence must be provided.

### **4.2 Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

## **5. Strategies for promoting attendance**

Each class with the highest weekly attendance receives playtime in the 'MUGA' on a Friday. 'Alex the Attendance Dog' also spends time in their classroom. Classes with 100% attendance are given £5 to spend.

Each term certificates will be awarded to those children achieving 100% attendance.

Pupils with greater than 98% attendance and 100% attendance will be rewarded by the school at the end of the academic year with a 'special treat'.

## **6. Attendance monitoring**

The attendance officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

In the case of vulnerable pupils or parents (and other children at the discretion of the headteacher), the headteacher will immediately send a member of staff to the home address when contact cannot be made by phone with the parent of an unexpectedly absent child. If there is no answer when the staff visit the family home, the police will be called.

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

### **Identification and Referral**

- Identification is made by our attendance officer (Mrs Chase)
- Our attendance officer will contact parents/carers with letter 1 if attendance falls below 96%.
- Following the letter there will be three weeks' monitoring of the pupil's attendance.
- If there is no improvement parents/carers will be invited in for a meeting and an Attendance Support Plan will be implemented. An EPN warning letter will be given at this meeting.
- If there are further absences within the next 15 days parents/carers may be issued with an education penalty notice.

## **7. Roles and responsibilities**

### **7.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

Mrs M Cunningham is the governor responsible for attendance.

### **7.2 The headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### **7.3 The attendance officer**

The attendance officer:

Monitors attendance data at the school and individual pupil levels of attendance

Reports concerns about attendance to the headteacher

Works with education welfare officers to tackle persistent absence

Arranges calls and meetings with parents to discuss attendance issues

Advises the headteacher when to issue fixed-penalty notices

## **8. Monitoring arrangements**

This policy will be reviewed annually by the the attendance officer and the head teacher . At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy.