BEHAVIOUR AND ATTENDANCE POLICY

September 2019
Principles

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community. Through this approach, the school’s mission statements will be achieved, basing behaviour on Gospel values.

Good behaviour in school benefits everyone. Children are able to learn without unnecessary disruption. They develop the necessary social skills which will stay with them as they grow and mature into adults. St Anne’s’ Catholic Primary School aims to promote good behaviour. This is essential if learning is to take place so that each child has the opportunity to achieve his/her full potential.

Behaviour in class, at break times and at lunch times is equally as important. For this policy to be effective, all school staff, including lunch-time supervisors, should be aware of the contents of this policy and should follow the guidelines set out in it. Parents share a responsibility for their children’s behaviour and, when appropriate, they will be contacted if there is cause for concern.

The best interests of the child must be a top priority in all decisions that affect children. Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. (Articles 3 & 12, UN Convention on the Rights of the Child).

Article 29 (goals of education) - education must develop every child’s personality, talent and abilities to the full. It must encourage the child’s respect for human rights as well as respect for their parents, their own and other cultures, and the environment.

Article 31 (leisure play and culture) - every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Links with other policies

This policy should be read in conjunction with other Academy policies, particularly:

- Special Educational Needs
- Drugs Education and the Management of Drugs Related Incidents
- Educational Visits
- E-safety
- Safeguarding
- Anti -Bullying
- Teaching and Learning

For further information please see DFE Behaviour and Discipline in schools’ policy. 

Background information

St Anne’s Catholic Primary School will promote positive behaviour and good attendance through:

- A consistent approach to behaviour management
- Strong school leadership
- Excellent classroom management
- The use of appropriate rewards and sanctions
- Staff development and support
- Liaison with parents and other agencies
- Effective management of student transition
- The provision of good facilities and strong organisation
- The use of excellent curriculum and learning materials.
Good attendance and behaviour by students will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. The standard of behaviour expected of all students is included in the school’s home-school agreement which parents must sign following their child’s admission to the school.

Rewards

St Anne’s Catholic Primary School rewards students in many ways and actively celebrates the achievement of students. It would be impossible to list all of the strategies used due to their extensive nature but they include:

- Regular Celebration Assemblies where children are praised for their excellent work and behaviour.
- Praise postcards from the Headteacher.
- Star Pupil children recognised and celebrated each week.
- Positive feedback on written work.
- Headteacher awards including a sticker and wrist band allowing children to be first into dinner for a week.
- House points; these are collated on a weekly basis and the winning team celebrated.
- Rewards in Classrooms including stickers and certificates.
- Outstanding achievement awards presented at the end of term.

Sanctions

We do not expect to hear shouting and confrontation with the children; we are the adults and need to model the behaviour expected from the children.

Before enforcing a sanction upon a child ensure the following have been implemented:

- Ensure that St. Anne’s School Rules - ‘Trust, Respect, Love’ have been discussed and understood by the children and signed as an agreement.
- Agree with the children the criteria for gaining both positive rewards and negative behaviour points.
- Work has been differentiated ensuring it matches the ability of the children and is in a format that is accessible to them at that given time.
- Use of non-verbal rule reminders have been used, a look etc.
- You have moved closer to the child but not within their personal space.
- Attempts have been made to engage the child in their learning in a way that is appropriate to their age and ability.

Sanctions are also necessary in order for students to learn that there are consequences for any inappropriate actions. Teachers have the authority to impose breaktime and lunchtime detentions and can also confiscate pupils’ property. Sanctions can be applied by all paid members of staff with responsibility for pupils but more serious sanctions such as exclusion can only be issued by the Headteacher or Deputy Headteacher.

Class Sanctions (Class teachers)

Children who misbehave occasionally will be dealt with by their Class teacher, or at lunch-time by the mid-day supervisor. They will be taken to one side and reminded of the school rules. They will be told why their behaviour is not acceptable.

Sanctions should be issued by class teacher. The Senior Management Team will follow-up all issues but teachers are principally responsible for behaviour in the classroom.

Misdemeanours and appropriate sanctions should be recorded on SIMs. A warning should be given for the first offence and an orange warning card is placed in front of the child’s name on the ‘Good to be Green’ chart (if this is considered appropriate).

If the child continues to misbehave a sanction will be issued and a red card will be placed on the ‘Good to be Green’ chart. Sanctions issued by class teacher (up to 5 behaviour points) include:

- the teacher explaining in private what is wrong with the behaviour;
- the teacher explaining what is wrong with the behaviour in front of the class;
- being moved to another seat in the classroom;
- sent to work in another class;
- staying in during break-time/lunchtime;
- community service around the school e.g. litter picking
- writing a letter of apology;
- losing privileges;
- being spoken to by a member of the Senior Leadership Team/Headteacher.
- Think Tank – playtimes/lunch time ‘detention’ covered by the teacher

### Misdemeanour

<table>
<thead>
<tr>
<th>Misdemeanour</th>
<th>Behaviour Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>No homework</td>
<td>(1)</td>
</tr>
<tr>
<td>Lack of equipment (e.g. PE kit, Reading Record)</td>
<td>(1)</td>
</tr>
<tr>
<td>Low level inappropriate behaviour</td>
<td>(1)</td>
</tr>
<tr>
<td>Lack of effort resulting in below expected standard</td>
<td>(1)</td>
</tr>
<tr>
<td>Talking in lines</td>
<td>(1)</td>
</tr>
<tr>
<td>Telephone not handed in</td>
<td>(1)</td>
</tr>
<tr>
<td>Uniform infringements</td>
<td>(1)</td>
</tr>
<tr>
<td>Lateness to class</td>
<td>(1)</td>
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<tr>
<td>Leaving class without permission</td>
<td>(1)</td>
</tr>
<tr>
<td>Littering/graffiti</td>
<td>(1)</td>
</tr>
<tr>
<td>Lack of respect towards peers</td>
<td>(1)</td>
</tr>
<tr>
<td>Inappropriate use of ICT in lessons</td>
<td>(1)</td>
</tr>
<tr>
<td>Inappropriate language</td>
<td>(2)</td>
</tr>
<tr>
<td>Use of physical aggression (such as kicking/hitting) towards others</td>
<td>(2)</td>
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<tr>
<td>Rudeness to staff</td>
<td>(2)</td>
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<tr>
<td>Disruptive behaviour in class</td>
<td>(2)</td>
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</tbody>
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### Behaviour Problems

Children whose behaviour becomes a problem, either because of the nature of their bad behaviour or because of the frequency of the behaviour, need to be dealt with as soon as the problem becomes apparent. The Senior Leadership Team should be informed if child receives 10 or more behaviour points during any one term.

The Senior Leadership Team will issue appropriate sanctions for a total of over 50 behaviour points. These include:

- being excluded from a school trip;
- being excluded from break time/lunchtime for a period of time;
- working in isolation;
- being placed on a day-to-day behaviour diary/pupil support plan in order to monitor behaviour – the diary is to be signed each day by both teacher and parent.

With more serious behaviour problems a Pupil Support Plan (PSP) will be drawn up. The PSP will be regularly reviewed in order to assess how well it is meeting the child’s needs.

Parents will be informed by a standard letter if a child receives 10 behaviour points or more during one term. Parents will be invited into the school by a member of the SLT to discuss their child’s behaviour if a child receives 15 or more behaviour points during one term. It is preferable that staff and parents work together to improve the child’s behaviour.

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<tbody>
<tr>
<td>Stealing</td>
<td>(3)</td>
</tr>
</tbody>
</table>
Foul language in the presence of adults (4)
Disobedience/defiance (3)
Persistent disruptive behaviour in lessons (5)
Persistent rudeness to staff (5)
Persistent lack of respect towards peers (5)
Dangerous behaviour (throwing objects) (7)
Vandalism (10)
Fighting or inciting a fight (10)
Bullying (10)

2-5 points = Kept in at break or lunch time
6-10 points = Isolation, sitting on own in classroom or being sent to another class to work

Temporary Exclusion (80 behaviour points)
The following misdemeanours will result in an immediate temporary exclusion.

Serious provoked or unprovoked assault (20)
Deliberate vandalism or damage to school property or others’ property (20)
Deliberate Racial abuse (20)
Deliberate/Persistent Verbal abuse (20)
Inappropriate sexual behaviour (20)
Seriously inappropriate use of ICT (20)

Temporary managed moves may be offered (if the Headteacher and parent(s) are in agreement) to one of our other MAC schools for any misdemeanour that would normally warrant an exclusion. Alternatively, the exclusion will normally be for a fixed period of time of up to 5 days. Any exclusion longer than 5 days will result in the child having to attend one of our other MAC schools from day 6 to satisfy the legal requirements regarding providing an alternative education. This duty is set out in section 100 of the Education and Inspections Act 2006.

Permanent exclusion

Personal Support Plan prior to permanent exclusion 150 behaviour points or more or any of the following misdemeanours may result in an immediate permanent exclusion.

The following will result in permanent exclusion:
Serious actual or threatened violence against another pupil/staff member
Sexual abuse or assault
Bringing an offensive weapon onto the school site
Bringing an illegal drug/alcohol onto the school site
Behaving in a manner that is so contrary to the school ethos and rules that the Principal and Directors feel that the pupil can no longer attend the Primary School without having a detrimental impact on the ethos/learning and/or health and safety of other pupils/staff.

Lunch-time Supervision

Good behaviour is expected from the children at all times. Particular difficulties can arise over the lunchtime period. The mid-day supervisors are responsible for upholding the values and expectations held by the school. In particular their role includes:

- supervising the children in the playground and in the dining room during lunchtimes;
- ensuring the children are in the correct place at the correct time;
- dealing with any accidents and making lunchtime safe and sociable for everyone;
- ensuring the children are supervised in their own classroom during wet playtimes;

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- ensuring the children are in the correct place at the correct time;
- dealing with any accidents and making lunchtime safe and sociable for everyone;
- ensuring the children are supervised in their own classroom during wet playtimes;
• encouraging good table manners;
• rewarding good behaviour with praise, stickers and certificates.

If problems with behaviour arise at lunchtime children should be taken to one side and reminded of the aims of the Policy (see front page). Problems should however be kept in perspective. Sanctions administered by mid-day supervisors will include ‘time-out’ from playtime or for more serious offences being sent to a member of the Senior Leadership Team. If a child misbehaves persistently during lunchtimes, or if an incident occurs, the matter should be reported to the child’s class teacher who will inform a member of the Senior Leadership Team. The Class Teacher or a member of the SLT will decide what course of action to take. Serious misbehaviour during lunchtime should be logged on SIMS by a Senior Leader/Office Staff. If there are particular behaviour problems during the lunchtime period the Principal may decide to:

• write to the parents to discuss the problem;
• warn the parents of possible exclusion at lunchtimes.

The Power to Discipline Beyond the School Gates
St Anne’s School takes seriously any bad behaviour which takes place beyond the school gates and students understand that they may be subject to sanctions where necessary and where lawful. This is particularly true where the behaviour:

a) results in offsite bullying
b) results in repercussions for the orderly running of the school
c) poses a threat to another student or member of the public
d) adversely affects the reputation of the School
e) occurs when the student is taking part in any Academy-organised or Academy-related activity
f) occurs when the pupil is travelling to or from school
g) occurs when the student is wearing their school uniform
h) is in some other way identifiable as a student at a school within the Academy.

In all of these circumstances the Headteacher will consider whether it is appropriate to notify the police of the actions taken against a pupil. If the behaviour is criminal or poses a serious threat to a member of the public, the police will always be informed.

Power to Search and Confiscate
Staff are authorised to confiscate items which are deemed as contraband or which are being used contrary to school rules. A member of staff may search a student for prohibited items without consent which include:

• Knives and weapons
• Alcohol
• Illegal drugs
• Stolen items
• Tobacco and cigarette papers
• Fireworks
• Pornographic images

The member of staff may confiscate, retain or dispose of the student’s property as a punishment and the staff member is protected from liability for damage or loss of any confiscated items.

Continuous Poor Behaviour
St Anne’s school staff will consider whether the misbehaviour may be linked to the child suffering, or being likely to suffer, significant harm. In this case the school staff will follow the safeguarding policy. The school will also consider whether continuous disruptive behaviour might be the result of unmet educational or other needs.

Pupils who exhibit continuous poor behaviour will be supported through a variety of mechanisms such as:

• Pastoral Support Plan
Pastoral Care for School Staff
The Academy will not automatically suspend a member of staff who has been accused of misconduct, pending an investigation. The Headteacher will take advice from the guidance on “Dealing with Allegations of Abuse against Teachers and Other Staff” document when setting out the pastoral support Academy staff can expect to receive if they are accused of misusing their powers.

Attendance
Any problems that arise with attendance are best resolved between the school involved, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent. The School, like all schools, has a duty in law to refer any absence of 10 days or more where we have been unable to make contact with the parent/child or have general concerns about the absence, to the Education Welfare Service.

St Anne’s Catholic Primary School is required to take an attendance register twice a day, and this shows whether the student is present, engaged in an approved educational activity off-site, or absent. The morning register will close at 8.55am and the afternoon register will close at 1.20pm. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only St Anne’s Catholic Primary School can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing. All register marks other than for presence will have a comment to indicate reason and/or action.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. This includes:

- parents keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after the close of registers
- holidays taken during term time for which permission has not been granted by the school
- continued absence after previous letters regarding attendance have been sent to parents

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the Headteacher in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Education Welfare Worker from the County Council. The EWW will also try to resolve the situation with voluntary support, if other ways of trying to improve the child’s attendance have failed, these Officers can issue statutory Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Alternatively, parents or children may wish to contact the EWW themselves to ask for help or information. They are independent of the Academy and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.
Procedures

The St Anne’s Catholic Primary School applies the following procedures in deciding how to deal with individual absences:

- Contact from parent is requested by 8.55am of the first morning of absence.
- If school has not been notified of a student’s absence by 9.30am a phone call will be made asking for an explanation of the absence. If contact has not been established by the second day of absence a home visit will be made.
- Parents are asked to confirm the reason for absence via email or telephone call.
- Parents are asked to contact the Headteacher if there are any causes for specific concern.
- Attendance is monitored by the Deputy Headteacher weekly and those pupils whose attendance falls below the 90% threshold and classed as persistent absentees will be contacted.

When an individual student’s attendance level falls below 90% in any term without good reason, a referral to the EWW may be made by the school involved. 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.

Penalty notices ranging from £60 to £120 can be issued to parents in the following circumstances:

- Days lost due to unauthorised absence over a 12 week period.
- Persistent late arrival at school (at least 10 sessions in a 12 week period).

The timescale for the payment of penalty notices issued to parents for non-school attendance offences is 28 days.

It is not appropriate for St Anne’s Catholic Primary School to authorise absences for shopping, birthday treats, looking after other children, haircuts, holidays in term time except in exceptional circumstances etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

Promoting Good Attendance and Punctuality

- Students are openly and actively encouraged to attend regularly.
- Attendance figures are sent home annually via the student’s school report.
- Good punctuality is also actively encouraged.
- Poor punctuality is dealt with in the first instance by the class teacher. Information on students with persistent problems of lateness will be passed on to the SLT / EWW. Punishments may be given in the form of a detention if a student fails to comply with the registration procedures. Persistent lateness to school (over 10 sessions) can result in the issue of a penalty notice.
- Attendance figures are analysed at the end of each term and the best attendance is rewarded.

Holidays in term time

It is illegal for the Headteacher to grant permission for holidays to be taken during term time except under exceptional circumstances. Students who are absent from school are severely disadvantaged. Requests for holidays to be taken in term time need to be made in writing to the Headteacher using the holiday request form. It is worth stressing that these will not normally be granted.

Interim criteria and guidance

Penalty notices for leave in term time may be considered appropriate if the following criteria are met:

Any period of unauthorised leave of absence during a 12 week period.

Children Missing Education

The DFE defines CME as:

‘All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately or in an alternative provision) and who have been out of any educational provision for a substantial period of time (usually four weeks or more)’
When a child is expected to join and does not arrive, St Anne’s School will initially try to contact the parents/carers by telephone or email/letter to find out why. If, after one week this has not been successful, we will contact the School Admissions Team to establish if the child has been registered elsewhere. If the child is not found to be on roll elsewhere, we will contact the LST to investigate.

If after four school weeks (20 school days) the child has not been located, we will complete and submit a CME Referral Form to cme.referrals@staffordshire.gov.uk. Once the referral is acknowledged by the CME team, the child can be removed from roll.

If a child is absent from school for a prolonged period, or fails to return from an agreed holiday, we will follow our normal procedures for investigating the absence. If this is not successful, an Early Help Assessment request will be made to the LST for them to investigate further.

If a child is absent from school because they are believed to have moved away, and parents and emergency contacts cannot be reached, we will contact the LST.

When the LST has investigated, but not located the child and four school weeks (20 school days) have elapsed, St Anne’s Catholic Primary School will follow the procedure outlined above.

It is the decision of the Headteacher when to remove a child from roll. Deletions from a school roll can usually be made after four school weeks (20 school days) continuous absence where all reasonable attempts have been made to trace a child and the CME team have been notified. In these circumstances the child’s details will also be uploaded onto the Teachernet s2s lost pupils database.

St Anne’s Catholic Primary School will follow statutory guidance governing on deleting children from the admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

When a child is deleted from the school’s admissions register, we will update the school management information system and clearly indicate the date and the reason for removal from roll. On the “i” tab next to “Reason for Leaving” the new school’s name will be given together with its seven digit school identifier number (English and Welsh schools) or the school name and locality (Scottish, Northern Irish, Isle of Man, Channel Islands, Armed Forces or Gibraltarian schools).

When the new school is unknown, the “Reason for Leaving” on the school management information system will be amended to show “Unknown Destination”. The Common Transfer File will be completed, and coded XXXXXXX (destination unknown) or MMMMMMM (moved to independent sector or out of England and Wales). It will then be uploaded onto s2s in the normal way.

Elective Home Education
St Anne’s Catholic Primary School is responsible for informing the EHE team and the local DIP when a child has been de-registered to be home educated.

Summary
St Anne’s Catholic Primary School has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. Academy staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Reviewed: September 2019
Next review due: September 2020