## Attendance Policy

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<td>Performance and Standards</td>
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<tr>
<td>Signed: Head</td>
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This Policy has been developed in conjunction with DfE and LA Guidance

St. Mary’s Catholic Primary School
(A Voluntary Catholic Academy)

Aims and Principles of Good Attendance

- The school is committed to maximising the achievement of all pupils
- There is a clear link between good attendance and educational achievement.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependant on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the school expects of the pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to the school office if they arrive later than 9:15am
- To inform their Class Teacher of any reason that will prevent them from attending school.

What the school expects of parents/carers

- To fulfil their responsibility by ensuring their children attend school regularly and on time.
- To ensure that they contact the school on the first day their child is unable to attend and that their child returns to school with an absence note.
• To ensure their child arrives on time and is well prepared for the school day [equipment, reading books and diary, completed homework etc.]

• To contact the Class Teacher or Head Teacher in confidence whenever any problem occurs that may keep their child away from school.

• To inform the Class Teacher and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.

• To ensure the continuity of their children’s education by taking holidays during the school holiday period and, in exceptional circumstances where this is not possible, to request leave in term time by completing the application in advance of the holiday.

**What parents and pupils can expect of the school**

• A broad and balanced education that is dependant on regular attendance at school.

• The encouragement and promotion of good attendance.

• Regular, efficient and accurate recording of attendance

• First day contact with parents when a pupil fails to attend school without providing good reason.

• Prompt action on any problems notified

• Close liaison with Earle Help locality team to assist and support parents and pupils where needed.

• Notification to parents/carers of their child’s attendance record through regular reports home.
ATTENDANCE PROCEDURES

Registration Procedure

- Children should be in their class by the time registration begins at 8:55 each morning and at 1pm (EYFS and KS1) 1:15pm (KS2) for the afternoon.

- Class Teachers should insert a mark for every pupil whether it is a present mark or an absent mark. All marks must be made accurately in black ink or in accordance with computerised registration systems.

- Staff should be in their classroom at the start of the Registration period.

- If pupils arrive after 8:55 a.m. they will be deemed to be late.

- The morning register closes at 9:15am.

- The register will be brought to the school office immediately after morning and afternoon registration.

Responding to Lateness

- Parents of pupils arriving after morning registration should report to the school office.

- The school’s responses for dealing with persistent lateness are a letter home to parents; followed by a meeting with the appropriate member of staff (Headteacher / attendance officer). If no improvement is then made, consideration of a referral to Early Help will be made.

- Good punctuality will be recognised.

Dealing with Absence Notes

- Class Teachers should ensure parents are aware of the requirement to provide a note on the first day of return from absence.

- Class Teachers will deal with all absence notes. They will collect in notes and enter appropriate symbols in the register. Where pupils have brought a note giving a justifiable reason for absence, Class Teachers may authorise the absence by using the appropriate symbol.

- Class Teachers should seek guidance if they are unsure whether to authorise an absence.

- If no information is available or forthcoming regarding a pupil’s absence, it will remain unauthorised unless a justifiable reason is obtained.
• Home contact will be made by a member of the school office initially.

The School’s Response to Attendance Issues

• The school will identify and monitor pupils whose attendance gives cause for concern.

• If the child has more than 10 days’ worth of illness absences within the same academic year, no more will be authorised without medical proof of illness. After 10 days of non-authorised absences, the case will be referred to the authority.

• Appropriate strategies will be employed in order to address the attendance of individual pupils.

• The school will record all attendance related incoming messages from parents, notify the Class Teacher and place copies in registers.

• The school will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil’s absence.

• When a pupil is absent and contact cannot be made by telephone, a standard letter may be sent home.

• Where the school has repeatedly failed to contact the home or poor attendance persists, the school should discuss this with their Early Help Link Worker.

• School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.

Rewards and Targets

• Incentives may be made available to promote and maintain good attendance levels. These will include a range of rewards such as the following:
  o Stickers
  o Extra breaks
  o Non-uniform days
  o Days out.

• Attendance targets will be set.

• Certificates may be awarded to pupils with significantly improved attendance.
• At the end of each term, certificates be awarded to all those with excellent attendance.

Involvement of Parents/Carers

It is vitally important that parents are actively engaged in promoting good attendance.

• The following actions may be taken to engage parents.
  o Home:School Agreements,
  o Newsletter to parents,
  o School Reports,
  o Schools own leaflets which set out and reinforce the importance of regular school attendance, etc.
  o Letters home to parents.
  o Inviting parents to meet with the relevant person within school.

• The school will react positively to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children’s attendance.

Reintegration Into School After Absence

• The school will endeavour to support pupils returning to school after a long period of absence.

• School staff, and Early Help staff, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating Pastoral Support Programmes, Individual Education Plans and Parenting Contract Forms as required.

• Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan. Pupils could be referred to the Education Support Team for LAC for support with reintegration, where appropriate.

ATTENDANCE ROLES AND RESPONSIBILITIES

Senior Management

• The senior member of staff with responsibility for attendance is currently. Mr. N. Harris (Headteacher)

• They will develop, monitor and regularly review the Attendance and Punctuality Policy.

• Produce and distribute attendance information for parents/carers.
• Set and monitor targets for improving attendance within school, including improving attendance within the SDP.

• Evaluate targets through the senior management of the school.

• Support all staff in their work related to attendance.

• Ensure attendance data is collated for the DfE, LA and Governors.

• Liaise with the LA over attendance targets and school strategy.

• Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely.

• Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school.

• Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance.

**Class Teachers**

This is an important role within the school and requires the Class Teacher to:

• Complete registers accurately and return as soon as possible to the school office.

• Have regular discussions with pupils about the importance of regular attendance and punctuality.

• Collect reasons for absence from pupils, i.e. absence notes, and complete relevant absence sheets in accordance with the school’s procedures.

• Monitor individuals, as well as whole class attendance, in line with the school’s procedures.

• Identify trends in the attendance of individual pupils and respond appropriately.

• Liaise regarding any queries surrounding absence, e.g. no note, odd reasons etc.

**School Secretary/Administrator/Other Designated Person**

Is responsible for:

• Messaging / Telephoning parents on the first day of absence when pupils are absent without notification.
- Communicating the reason for absence to the relevant member of staff.
- Completing statistical returns for LA, DfE.
- Working alongside the SLT to produce appropriate reports.

**The Governing Body**

- Receives information from the Head Teacher on attendance.
- Will be involved in setting school targets on attendance.
- Will report to parents in their annual report on issues relating to attendance and punctuality.
- Will contribute to plans in response to where attendance is a cause for concern.
- Support the school in its efforts to raise attendance.
- May wish to contribute to the school’s strategies to improve attendance, e.g. school based Non School Attendance Panels.

Parents, staff and pupils will be made aware of this Policy and periodically reminded of its contents.