



# St Alban & St Stephen Catholic Primary School & Nursery

## ATTENDANCE POLICY

‘Learning and growing with God by our side’

Reviewed and ratified by the Governing Body	July 2021
Next Revision	3 Yearly
To be reviewed	July 2024

## 1. Aim

The aim of St. Alban & St. Stephen Catholic Primary School's attendance policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to as much as is possible.

St Alban & St Stephen Catholic Primary School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

This policy is supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

## 2. Legal framework

### **The *Education Act 1996* states that:**

**The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —**

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

**A person begins to be of compulsory school age —**

- (a) when he attains the age of five, if he attains that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

**A person ceases to be of compulsory school age** at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if he attains the age of 16 after that day but before the beginning of the school year next following,
- (b) if he attains that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

St. Alban & St. Stephen Catholic Primary School is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance policy accordingly.

### 3. Roles and responsibilities

#### Governing body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents and children to implement the policy effectively
- nominate or identify a member of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff
- work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the LA within an agreed timescale each year
- take time at governors' meetings to review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year
- ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- ensure that they are clear on how to analyse attendance data and how to communicate the findings effectively to parents and staff
- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future.

#### School leadership team

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.
- coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full policy review.
- ensure that all staff are up to date with the school's attendance policy, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues.
- ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them.
- nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job.
- report to the governing body termly and the lead governor for attendance half-termly on attendance records, data and provision.

- ensure that systems to record and report attendance data are in place and working effectively.
- develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend.
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

### **Teachers and support staff**

As part of our whole-school approach to maintaining high attendance, the school's teachers and support staff will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.
- ensure that they are fully aware and up to date with the school's attendance policy, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily.
- contribute to strategy meetings and interventions where they are needed.
- work with external agencies to support pupils and their families who are struggling with regular attendance.

### **Parents and carers**

As part of our whole-school approach to maintaining high attendance, we request that parents:

- engage with their children's education – support their learning and take an interest in what they have been doing at school.
- promote the value of good education and the importance of regular school attendance at home.
- encourage and support their children's aspirations
- follow the set school procedure for reporting the absence of their child from school (**see section 4**), and include an expected date for return.
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours.
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises.
- keep the school informed of any circumstances which may affect their child's attendance.
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance.

- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the head teacher (**see section 4.5**).
- sign our Home School Agreement, agreeing to adhere to our attendance policy.

## Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- be aware of the school's attendance policy, and when and what they are required to attend. This will be communicated to them through assemblies, by their class teacher, by their parents and the school website.
- speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the school day.
- bring a note of explanation from their parents or carers to explain an absence that has happened or is foreseen.
- follow the correct school procedure if they arrive late (**see section 4.7**). Parents and pupils are held responsible for this and it is made clear to all pupils what this procedure is by their class teachers. This will help the school to monitor attendance and keep accurate records for the child's individual attendance, and is also vital for health and safety in the event of a school evacuation

## 4. Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences they should follow the school's safeguarding procedures.

When a child is to be absent from school without prior permission, parents should inform the school by telephone on the first day of absence and let them know what date they expect the child to return. For a prolonged absence, this should be followed up with a letter from the parent/carer of the child. Alternative arrangements will be made individually with non-English speaking parents or carers.

### 4.1 Illness

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on the first day and each subsequent day of absence. When the child returns to school they should bring a letter from their parent explaining the absence – this is for the school records.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a letter from the child's doctor, an appointment card, a prescription paper or medication bearing a pharmacist's label.

### 4.2 Medical or dental appointments

Parents should make every effort to ensure these appointments are made outside school

hours. Where it cannot be avoided, children should attend school for as much of that day as possible.

#### **4.3 Authorised absences**

There may be some instances where the school will authorise absence such as for a family bereavement, but this is at the discretion of the head teacher.

#### **4.4 Exclusion**

Exclusion is treated as an authorised absence. The class teacher will arrange for work to be sent home

#### **4.5 Family holidays and extended leave**

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time. Requests for leave of this type must be made in writing, using the Request for Term Time Absence Form (available on the school website or obtained from the school office) to the Headteacher 4 weeks in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

Retrospective applications will not be considered and this time will be processed as unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances and the Head teacher's decision is final on whether the request is approved and the length of absence approved.

All requests for authorised absence will be responded to in writing, and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

When deciding whether to authorise absence, the Head Teacher will take the following into account:

- The child's previous attendance history.
- The frequency of request.
- The child's academic progress and attainment.
- The purpose of the leave.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be issued with a penalty notice.

#### **4.6 Religious observance**

St Alban & St Stephen Catholic Primary School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times.

Parents will be aware of these dates and should give the school written notification in advance.

#### **4.7 Late arrival**

Registration takes place at 8:55am. Pupils who arrive after this time will be marked as late.

Pupils who arrive after the registration period has ended should go straight to the school office to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that pupils sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

A register is also taken at 1pm and any unexplained absences reported back to the school office.

If a child has been late three times a letter will be sent to the parents requesting that the situation be addressed. Where a child continues to be late, the parents will be invited to meet with a member of the Senior Leadership Team to discuss how punctuality could be improved.

Persistent lateness may result in disciplinary action.

### **5. School action: following up absences**

Class registers are saved and closed at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents or carers. If a pattern of unauthorised absences emerges, the Attendance Lead will contact the parent or carer to discuss possible reasons and school support systems that could help.

A member of the office administration team will request a written explanation from parents for their child's absence, where no explanation has been given.

At the end of each term, letters will be sent to parents of pupils with attendance below 95%. Persistent absentees (90% and below) will be referred to the Educational Welfare Officer for follow –up.

Where pupils have been away for either short or long term, the school will support that child when they re-enter school to help them catch up on any work that they have missed.

Where a child has been absent from school for a period of more than 20 school days, and where the absence was unauthorised and both the school and LA have been unable to contact the parents, the school may remove the child from the school roll. The school will notify the local authority when such action is taken.

The school will take disciplinary action against any pupils who are discovered to be truanting and parents or carers will be contacted to discuss possible reasons and school support systems that could help. The school may take further action against the parents, including referral to the local authority to begin criminal proceedings against the parents.