



# St Mary's Catholic Primary School

*At St Mary's We Live and Learn Sharing God's Love*

## School Attendance Policy

March 2023

### ***Rationale***

At St Mary's Catholic Primary School, we recognise that attending school regularly has a positive impact on learning, progress and, therefore, the best life chances for children. We will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community.

Department for Education (DfE) guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance, which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

### ***Aims***

We will

- promote a culture across the school which identifies the importance of regular and punctual attendance
- make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors
- further develop positive and consistent communication between home and school
- set targets to improve individual and whole school attendance levels

### ***Rights, Roles and Responsibilities***

We will develop a framework which defines agreed roles and responsibilities for

- parents and carers
- pupils
- school staff
- governors

to complement this policy, and identify how we will deliver our aims in respect of regular and punctual attendance.

This framework will include guidance on

- Registration
- Punctuality
- What constitutes unauthorised absence
- Leave of absence
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence
- Criteria and systems for referral to and working with the Pupil Attendance Support Team (PAST) and School Attendance Consultant
- Systems for monitoring whole school attendance and action planning
- Appropriate alternative curricular arrangements

### ***Leave of Absence***

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. At St Mary's Catholic School, the head teacher - Louise O'Mahony, is the person authorised by the governing body, to make this decision.

Leave of absence **shall not** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

### ***Religious Absence***

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the religious body of which the parent is a member) and this will be marked as 'R' in the register. Parents must request any additional leave in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

## ***Use of Penalty Notices***

The governors of St. Mary's Primary have authorised the use of penalty notices.

Penalty notices may be issued for the following reasons:

- if a child is taken out of school for a reason that is not deemed to be exceptional by the school
- when a pupil is at risk of becoming a persistent absentee (i.e when their attendance is at a risk of falling below 90%)
- when a child is persistently late for school

## ***Partnership Working***

St Mary's Catholic Primary School will work with the Pupil Attendance Support Team, the School Attendance Consultant and other support agencies, as appropriate, to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework.

## ***Monitoring, Analysis, Action Planning***

St Mary's Catholic Primary School will use electronic systems for monitoring attendance at both individual pupil and whole school level. We will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

## ***Persistent Absence***

The minimum attendance level which is expected at our school is 96%. It is when attendance falls below this level that school will consider whether it is appropriate to offer support in order to improve the situation. Both local and central government pay particular attention to reducing the number of pupils who fall into the persistent absence category (PA). A pupil becomes a persistent absentee when their attendance falls below 90% at any point during the school year; whether the absences are authorised or unauthorised. When attendance nears this level, children miss significant amounts of schooling; meaning their educational progress is at risk. We need parents' full support in ensuring attendance does not reach this level. However, if for any reason a child's attendance does fall into this category, parents will be asked to do all they can to improve the situation and all parents with parental responsibility may be issued with a penalty notice.

Families will be supported in this via the school's systems for managing PA. This support may involve the need for parents, and children of an appropriate age, to agree to a parenting contract. Due to the seriousness of PA status, it is highly likely that such cases will be referred to a local authority attendance team (Pupil Attendance Support Team). Furthermore, absence data is provided to the Governing Board of the school, the Local Authority and the Department for Education.



## **Whole school attendance policy procedural framework**

This document forms part of St Mary's Catholic Primary School's whole school attendance policy. It sets out the rights, roles and responsibilities for parents/carers, pupils, school staff and governors; and the systems and procedures in place to identify how the school will deliver its aims in respect of regular and punctual attendance. It will be reviewed annually.

### ***Rights, Roles and Responsibilities***

St Mary's Catholic Primary School believes it is important that parents and carers, pupils, school staff and governors all work in partnership, to encourage good attendance for all pupils. The following is a summary of the rights, roles and responsibilities for individual groups of stakeholders.

#### ***Parents and Carers***

- Ensure child/ren in their care attend school regularly and punctually.
- If child/ren are absent to inform the school office by 9.00am or class teacher by Class Dojo on the first day of absence and provide a reason for the absence. If no reason is given for the absence, a member of staff will contact you so we can accurately record the absence.
- If child/ren are absent for more than one day, to inform the school office of the continued absence and update as to the reason for the absence regularly.
- To avoid leave in term time.
- If exceptional leave is requested, to contact school to request a leave request form and complete at least one week ahead of the anticipated leave. Failure to do so will result in the leave being unauthorised regardless of the circumstances.
- To advise the school, by contacting the family support worker or school office, immediately if they become aware of problems with attendance.
- To co-operate with the school in promoting and improving attendance e.g. attending meetings, participation in parenting contracts and supporting the school in agreed intervention/action plans.
- Adhere to systems for late registration, signing out and signing in.

### ***Pupils***

- Attend school regularly and punctually.
- Adhere to systems for late registration, signing out and signing in.
- Acknowledge behaviour needed out of school to ensure good attendance e.g. early bedtimes and getting uniforms ready the night before.

### ***School Staff***

The head teacher has overall responsibility for ensuring there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate. The head teacher is also responsible for liaison with individual families, the School Attendance Consultant and the Pupil Attendance Support Team (PAST) to ensure appropriate support is given where attendance concerns are identified. The head teacher is also responsible for liaising with the local authority and DfE to ensure that the school conforms to all statutory requirements in respect of attendance.

However, St Mary's Catholic Primary School believes all staff have responsibilities and a role to play in promoting good attendance by:

- Providing a welcoming atmosphere for children.
- Providing a safe learning environment.
- Ensuring an appropriate and responsive curriculum.
- Providing a sympathetic response to pupil's concerns.
- Being aware of factors that can contribute to non-attendance.
- Being aware of the role all staff can play in ensuring attendance is seen as important for all pupils and parents.
- Adherence to the systems and procedures in place within school to promote good attendance and highlighting any concerns to the head teacher.
- Participation in training regarding school systems and procedures.
- Willingness to communicate with children and parents about attendance.
- Completion of the attendance registers in accordance with the legislation and under the direction of the head teacher.

Some staff will have specific individual responsibilities to support the attendance policy and these are outlined in the procedures section of this framework.

## **Governors**

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Adopt an attendance policy and review it annually.
- Agree targets for attendance at St Mary's Catholic Primary School.
- Reports from the head teacher regarding school attendance as part of school monitoring should be received regularly.
- Where the school is not meeting its attendance target, or when the governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance.
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively.
- Authorise the head teacher (or other designated person) to consider and make decisions regarding leave of absence requests.
- Work with the head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent.

## **Procedures**

### **Registration**

Morning Registration is between 08.50am and 9.00am

Afternoon Registration is between 1.00pm and 1.30pm (depending on the key stage)

Each class teacher, or their nominated representative, is responsible for marking children present or absent in the register at morning and afternoon registration. The registers must be completed promptly to avoid discrepancies between classes. The class teacher must ensure that the marked register, plus any notes received regarding absence, is returned to the school office by 9.05am/1.05pm/1:20pm/1:35pm.

The school office is responsible for entering attendance on the electronic register and for inputting absence codes on a daily basis.

### **Late Registration**

Pupils requiring admittance to school following registration periods must go to the main entrance and request entry via the school office.

For health and safety reasons parents **MUST** accompany late arriving pupils into the building in order to sign their children into school.

The school office is responsible for maintaining the signing in/out register. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and name of supervising adult.

For health and safety reasons, after 9.00am/1.05 – 1:30pm an entry **MUST** be placed in the signing in book before a late pupil is admitted or released.

In accordance with current guidance, the attendance registers are closed at 9.30am/1.30pm. This means that any pupil who arrives after the registration period but before the registers are closed will be given a late mark (L) in the register. This code is classed as a present mark, but displays that the pupil arrived late for school. Any pupil who arrives after the registers have closed, but before the end of the session will be given a "late after registers closed" mark (U) in the register. This code is classed as an unauthorised absence but displays that the pupil was physically present in school for part of the session.

In addition to using the L and U codes, office staff record the number of minutes late for each pupil, on each occasion using SIMS. This facility will allow school staff to monitor and manage developing patterns of lateness more effectively and make a clear link between lateness and missed curriculum; and share such information with parents.

The U code is classed as an unauthorised absence, meaning that when it is used, pupils are likely to be missing significant amounts of schooling; putting their educational progress at risk. For this reason, the use of this code will be considered as serious as any other unauthorised absence and will attract the interest of external agencies, including referral to the local authority attendance team and consideration of the use of legal measures, in just the same way.

### **Authorised and Unauthorised Absence**

In every instance it is the head teacher who determines whether an absence is recorded as authorised or unauthorised. This decision is made based on information provided by parents/carers. However, because the register is a legal document, the head teacher has a responsibility to ensure that it is completed accurately and in accordance with the legislation. For this reason it is not sufficient for an absence to be recorded as authorised based entirely on information provided by parents/carers. Therefore, there may be occasions when it will be necessary for parents to provide evidence of reasons for absence before authorisation is granted. For example, in the case of absence due to illness

or medical appointment, evidence may be requested in the form of: sight of a prescription, prescribed medication, a medical appointment card or similar.

The school office is responsible for maintaining records of reason and length of absence. Parents should be made aware that:

- Parents/Carers are required to contact the school office or class teacher on the first day of absence, advising of the reason for the absence and expected return date; if known.
- Where information is provided to the class teacher, they will pass the absence information on to the school office for recording.
- Where a verbal message is taken by school office staff, this should be noted in the register and the class teacher informed.
- Where a written note is received by the class teacher, this should be returned to the school office with the register.
- Where the absence is for several days, the parent/carer is responsible for informing the school of the continued absence and updating them as to the reason for the absence on a regular basis.
- Where the absence is for several days without explanation, or the reason provided is unsatisfactory, the absence will be recorded as unauthorised and will be addressed with parents promptly. Schools have a responsibility to report such absence to the local authority after a period of 10 school days, or sooner if appropriate.
- The reason for absence should be linked directly to the pupil (e.g. illness or medical appointment of/for the child). Reasons for absence relating to parents or siblings may not be authorised.

If a child is absent and no contact has been made by the family, the school office will contact the family on the morning of first day of absence. If contact cannot be made, the head teacher and designated senior leads will be informed and will arrange for a home visit to be undertaken. In the case of prolonged or repeated absence without justification being given, the head teacher will determine whether a referral to the Pupil Attendance Support Team should be made.

**Examples of authorised absence:**

- Medical or dental appointments, which relate directly to the pupil and unavoidably fall during the school day.
- Illness of the pupil.
- Leave which has been authorised by the head teacher due to exceptional circumstances.

**Examples of unauthorised absence:**

- keeping children off school unnecessarily
- keeping children off school because the parent is unwell
- keeping children off school because the car has broken down
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after the register has closed (after 9.30am)
- shopping, looking after other children or birthdays
- day trips and leave in term time which have not been agreed
- days that exceed the amount of leave agreed by the head teacher

The school office is responsible for inputting the appropriate absence code on the electronic register. Where they are not certain whether an absence is authorised or not they should seek advice from the head teacher.

Office staff may also use the comments facility within SIMS in order to log specific reasons for absence. This facility will allow school staff to monitor and manage developing patterns of absence more effectively and share such information with parents.

***Signing Out***

The school office is responsible for overseeing the procedure for releasing children where parents/carers have requested, and been granted, leave during the school day.

Child/ren can only be released to a parent or authorised carer/family member. When an authorised adult is picking up a child within school time, the school office is responsible for ensuring that they complete and sign the school signing out register (see above for details of requirements). The school office is responsible for inputting the appropriate absence code on the electronic register. To safeguard our children, if you collect a child and are not known to a member of staff, we may ask you to verify your child, please do not be offended, we do this to keep your child and our children safe.

When a child leaves the school site after the morning or afternoon register has been taken, the original mark must remain in the register and the signing in/out register should be referred to during an evacuation situation to ensure all pupils can be accounted for.

## ***Leave of Absence***

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In St Mary's Catholic School the head teacher is the person authorised by the governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings.

Leave of absence **shall not** be granted unless:

- a request for leave has been made in **advance**, by a parent with whom the pupil normally resides, and
- the head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

### ***Additional Factors for Consideration***

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The local authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

If work commitments are stated as supporting evidence towards an exceptional reason for requesting leave, parents may be asked to provide employer details and any additional evidence which shows why leave cannot be taken during the school holidays. Information provided by an employer does not give an automatic entitlement to leave.

Parents/Carers who need to request leave during term time should complete an application form, available from the school office as soon as possible prior to the first proposed date of absence but at least one week. The head teacher will consider the request and advise in writing within 5 days

whether the absence will be authorised or not. The head teacher may request a meeting with parents before any period of leave is authorised.

### ***Retaining information requests***

The school office is responsible for recording leave requests in the electronic register and will retain copies of correspondence regarding requested leave of absence for 3 years. They will also be responsible for highlighting to the head teacher if absence continues after the notified period. In this instance the head teacher will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team.

### ***Monitoring, Analysis and Action Planning***

The governors have determined that the head teacher has overall responsibility for the monitoring, analysis and action planning of school attendance. The head teacher is also responsible for ensuring that data is returned promptly to the local authority and DfE within deadlines. However, it is expected that the day to day implementation of this will largely rest with the class teachers who take the register and highlight causes for concern, and the school office who are responsible for maintaining the school records on attendance and for highlighting causes for concern.

The head teacher will review the attendance records at least once every half term to check that there are no outstanding causes for concern and that codes are being used consistently. In addition, the head teacher will address specific concerns as they arise.

The head teacher is required to review this whole school attendance policy and procedural framework annually and to report on attendance matters to the governors termly. The governors will also review the attendance policy at least annually to ensure that it continues to meet the needs of the school.

If there is a trend of worsening attendance in a particular group of pupils, discussions should be held between the head teacher and appropriate staff to agree action plans to reverse the trend. It should also be reported to the governors at the next full governor's meeting.

### ***Monitoring the attendance of pupils who are educated off site***

When pupils are dual registered, their registration status will acknowledge this. For sessions when a dual registered pupil is expected to attend St Mary's Catholic Primary School, the usual attendance procedures will be followed. When this pupil is expected to attend the other establishment, our registers will display the D code (Dual Registration). As the Main School we retain responsibility for dual registered pupils. Therefore, the other establishment will be contacted regularly in order to

ensure that this placement continues to be successful. When this is not the case, appropriate action will be taken.

When pupils are **Present** at an approved off-site educational activity, school will decide which of the following codes is most suitable:

Code B – Educated off site

Code P – Supervised sporting activity

Code V – Educational visit or trip

The head teacher is responsible for the pupil's education and wellbeing during these sessions. Therefore, before any of these codes are used, school must ensure that the following criteria are met:

- the activity is broadly educational in nature
- it is suitable for the pupil's age and ability
- it will complement the pupil's curriculum
- it is taking place during the session for which the approved off-site educational activity code is being used and
- suitable supervision arrangements are in place

## ***Criteria and systems for referral to and working with the School Attendance Consultant and the Pupil Attendance Support Team***

The head teacher is responsible for ensuring consistent referral of regular or unjustified absence. The criteria for referral are outlined in the systems below.

In addition to the above, the head teacher can discuss general attendance matters with the School Attendance Consultant. The purpose of such discussions would be to:

- Monitor progress towards targets, highlighting any concerns and identifying any action required
- To receive guidance on latest best practice
- To receive information about local and national trends and benchmarking
- To discuss whether current attendance policy and procedures are effective

### ***School System for dealing with concerns about Lateness and Absence***

The school office is responsible for advising the head teacher of pupils who are persistently late or absent as issues arise. The class teacher is also responsible for raising concerns about lateness or absence of class members to the head teacher as issues arise. In addition, the head teacher will use electronic systems to monitor the attendance of individual pupils at least once per half term.

Once concerns have been raised, the head teacher (or designated person) will discuss the matter informally with the family (including the pupil). Parents and children, if appropriate, will be asked to agree to a parenting contract, or take part in attendance panels, which will include the setting of targets and will be reviewed regularly

When persistent lateness is an issue and/or parents fail to follow procedures by not accompanying late arriving pupils into school to sign them in, this will be communicated to parents via letter, text or a meeting in school as appropriate

If lateness/absence persists, and school procedures fail to promote the required level of improvement, the head teacher will contact the Pupil Attendance Support Team who will attend meetings with the family and designated person, as appropriate, and help school determine whether any further interventions are required. These interventions will include consideration of the use of legal measures (penalty notices and prosecution).

## ***Alternative provision and use of directions***

There are a range of reasons why pupils might be required to access educational provision at a venue other than their main school. The main reasons are listed below:

- Pupils who have been excluded, either for a fixed period or permanently, for more than 5 days.
- When a pupil is unable to access provision at their main school for medical reasons.
- When a pupil is required to attend another venue for the purpose of improving behaviour; either on a temporary basis or with a view to making a permanent move to the alternative provision (managed move).

When a pupil is required to attend alternative provision, the governors of the main school must issue a written 'direction' informing all parents of the alternative provision which their child is required to attend.

### ***Pupils who are unable to attend school for medical reasons***

The introduction of new statutory guidance on 1<sup>st</sup> September 2014 places much more emphasis on the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term. The school will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be as a result of specific practices or resources used within school or by sourcing more appropriate provision at another establishment. When education is to be provided at an alternative location, this will always be done via the use of a direction (please see the relevant section of this policy).

### ***School System for reintegrating pupils who have had long term absence***

When a pupil has been absent from school for an extended period, the head teacher (or designated person), the class teacher and other support services will liaise with the family to ensure that a smooth reintegration is achieved.

### ***Communication of Attendance Policy and Procedure***

It is important that the school's policy on attendance is communicated to all the stakeholders and that parents, pupils and staff know the procedures and systems that are in place to implement it.

The governors have determined that:

- The attendance policy will be placed on the school website.

- Details of the policy and the procedure for requesting absence in term time, and signing in and out of school will be disseminated as part of the new parent induction process e.g. induction package, talks to new parents.
- Reference to the school attendance policy regarding leave during term time is to be made clear when the school calendar of dates is sent out each year.
- Summary of responsibilities under the attendance policy will be contained in the home/school agreement.
- Staff responsibilities will be contained in the staff handbook.
- The head teacher will ensure that staff receive training regarding their responsibilities in relation to the attendance policy and procedures.
- The head teacher will provide a summary of attendance and causes for concern to the governors during termly meeting.s
- Attendance will be reported to parents annually via the end of year report which will include a certificate of attendance.

Date agreed March 2023

Signed LMO'Mahony

Headteacher

Signed \_\_\_\_\_

Chair of Governors

Date of review September 2024