

ST. PAUL'S C. E. PRIMARY SCHOOL



## Attendance Policy

## St Paul's CE Primary School

### Attendance Policy

#### **Purpose:**

The purpose of this policy is:

- To ensure pupils' full attendance
- To give our pupils every opportunity to be successful in their learning
- To ensure that parents understand their responsibilities regarding attendance
- To ensure that parents understand St Paul's approach to dealing with absence

At St Paul's CE Primary School, we strive to maximise each child's attendance as we can only directly influence a child's education if they are in school. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents / carers the importance of regular and punctual attendance.

#### **School Procedures**

Teachers are required by law to take an attendance register twice a day - once at the start of the morning session and once at the start of the afternoon session. We ask that parents / carers ensure their children arrive on time each day. Where children are late or absent, a satisfactory explanation must be given by the parent. Parents may not authorise absence, only schools can do this. If there is no known reason for an absence at registration, then the absence must be recorded in the first instance as unauthorised.

#### **Lateness**

Morning registration will take place at the start of school i.e. at 8.55am. The school day begins promptly at 9.00am. Children arriving after 8.55am will only be able to enter the building through the main entrance and must report to the school office. This will be recorded as 'late after the register has closed' and impacts the child's attendance. Pupils arriving after the start of school but before the end of registration period will be marked as present but coded as 'late before the register has closed'.

The Foundation Stage and Key Stage 1 afternoon registration is at 1.00pm and the Key Stage 2 afternoon registration is at 1.15pm.

### **First Day Absence**

On the first day your child is absent parents / carers should contact school as soon as possible. If no contact has been made by 9.30am, a member of the office staff will contact parents / carers by telephone.

### **Persistent Absence**

From 1 September 2015 the Government has reduced the persistent absence threshold to 10%. A pupil is considered to be a persistent absentee if their attendance falls below 90%.

### **Local Authority (LA)**

The local authority has a responsibility to provide education and promote regular attendance of all statutory age children. The LA provides support to schools, parents and children via Gateway.

Penalty notices are implemented as an early deterrent to prevent a pattern of unauthorised absence developing and will be administered on behalf of the school by the enforcement team. Penalty notices will usually be issued by post to a pupil's home. Non-payment of resulting fines can lead to court proceedings under the Education Act. Cases of absence without acceptable cause may include unauthorised holidays in term time and persistent late attendance after the school register has closed.

### **Parents**

Parents have a responsibility for ensuring that their child attends school regularly and punctually. It is their legal responsibility to ensure their children attend school. Parents should also make sure that their children arrive on time, properly dressed in their uniform and in a fit state to benefit from the education offered to them.

#### **Parents are expected to:**

- Keep requests for their child to be absent to a minimum.
- Offer a reason for any period of absence, preferably on the first day of absence.
- Ensure that their child arrives at school on time; a reason is required for lateness.
- Work closely with school and the Gateway support team to resolve any problems that might impede their child's attendance.
- Take annual family holidays during school holiday periods.

### **School will:**

- Maintain a positive and happy school ethos, creating a sense of Christian community spirit to engage pupils and foster a sense of belonging.
- Meet our statutory duty to record and monitor the punctuality and attendance of pupils (both morning and afternoon sessions).
- Consistently record authorised and unauthorised absences.
- Promote and reward school attendance and punctuality.
- Develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention.
- Develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.
- Encourage open communication channels between home and school.
- Develop procedures for the reintegration of long term absentees working in partnership with parents and alongside external agencies when required.
- Follow Gateway procedures leading to a formal referral to their service.
- Remain an inclusive school meeting the needs of all pupils to the best of our ability.

### **Attendance Codes**

St Paul's applies the standard set of register codes consistently as required by law. These codes are input into the electronic register and are used to give an understanding of why pupils are absent and provide statistical meaning.

### **Monitoring Attendance**

The Pastoral Manager will review attendance half termly to identify any pupils as cause for concern (less than 95% attendance). An attendance postcard will be sent to the parents / carers identified requesting they contact a member of the pastoral team. Support will be offered to resolve any problems that may be impeding their child from attending or being punctual. Monitoring will continue to ensure attendance improves. When attendance does not improve advice will be sought from Gateway and a formal referral could be made.

## Requests for Leave of Absence

If a parent / carer wishes to request a period of leave for their child, a 'Request for Absence' form should be completed and returned to school. The outcome of the request will be notified to the parent / carer and duly noted on the electronic register. Leave of absence will only be granted during term time in exceptional circumstances.

## Promoting Good Attendance and Punctuality

- Praise from staff for good and improved attendance
- Poor attenders will be welcomed back into class in a positive manner
- By involving and informing parents / carers of measures to improve attendance and celebrations of success e.g. letters home, newsletter
- Praise postcards
- Termly 100% attendance badges awarded in assembly
- Whole year 100% attendance badges awarded in assembly
- Pastoral 'Gold Star' badges awarded in assembly to recognise significant improvement in attendance
- Attendance reports sent to parents with school reports
- Communication with parents, highlighting the benefits of good attendance

**Adopted by the Governing Body:-**

**Date**

**17 May 2017**

**Headteacher signature  
Mrs A E Jackson**

A handwritten signature in black ink, appearing to read 'A E Jackson', written over a horizontal line.

**Chair of Governors signature  
Mr M A Roberts**

A handwritten signature in black ink, appearing to read 'M A Roberts', written over a horizontal line.

