



# St Anne's Catholic Primary School



**'It is not enough to love children they must know that they are loved.'  
St. John Bosco**

## Attendance Policy

**This Policy has been approved and adopted by the Local Governing Body in May 2021**

**To be reviewed in May 2022**

## Commitment to Attendance

The staff of St Anne's Catholic Primary School are committed, in partnership with the parents/carers, students, governors, and the Xavier Catholic Education Trust, to building a school which serves the community and of which the community are proud.

All pupils are expected to attend 100% of the time unless the absence is authorised by the Head teacher

Regular attendance is key to achieving the five outcomes of Every Child Matters: staying healthy, enjoying and achieving, keeping safe, contributing to the community, and social and economic well-being. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will encourage parents to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

## Expectations

### All students must:

- attend school every day,
- attend school punctually,
- attend appropriately prepared for the day,
- discuss promptly with their class teacher any problems that may affect their school attendance.

### All parents will:

- encourage regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school on the first day of absence or if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school immediately of any changes to contact details.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.

### The school will:

- provide a welcoming atmosphere,
- provide a safe learning environment,

- provide a sympathetic response to any student's or parent's concerns,
- keep regular and accurate records of AM and PM attendance and punctuality,
- monitor individual student's attendance and punctuality,
- contact parents when a student fails to attend and where no message has been received to explain the absence,
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition,
- regularly inform parents of the % attendance of all students,
- make initial enquiries regarding students who are not attending regularly,
- meet regularly with the Inclusion Officer to monitor and support school attendance and punctuality.
- refer irregular or unjustified patterns of attendance to the Inclusion Service. Failure by the family to comply with the planned support set by the Inclusion Service may result in further actions, e.g. a Penalty Notice, parental prosecution.
- meet the requirements of the UN Convention – The Rights of the Child – by ensuring that whenever possible, students are consulted in all the decisions that relate to them.

#### **Students Leaving During the School Day**

- students are not allowed to leave the premises without prior permission from the school.
- whenever possible, parents should try to arrange medical and other appointments outside of school time.
- parents are requested to confirm in writing the reason for any planned absence, the time of leaving, the expected return time and whether the student is being collected or will make their own way to their destination.
- students must sign out on leaving the school and sign back in on their return.
- where a student is being collected from the school, parents are requested to report to the school office before the student is allowed to leave the site.
- all students leaving with permission will be given a written authorisation slip by the school in case of being stopped by the police.
- if a student leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the students as a missing person.

#### **Punctuality/Lateness**

Punctuality to school is crucial and registration at the beginning of the day with a student's tutor is important. Lateness into school causes disruption to that individual's learning and to that of the other students in the class. It is paramount therefore that all students arrive at school on time.

- Registration takes place at 9:00am and students who arrive after the register has been taken will be recorded as late for school – coded 'L' on the registration certificate.
- Registers close at 9:10am and after this lateness is recorded as an unauthorised absence – 'U' on the registration certificate - and can be subject to referral to the Inclusion Service and possible prosecution by the Local Authority.

- If a child comes in late due to a medical appointment (before 10:30am) it will be recorded as a late (coded 'L').
- Persistent lateness before close of register by a student will be dealt with through school.

### Changing Schools

It is important that if families decide to send their child to a different school that they inform St Anne's Catholic Primary School as soon as possible. A student will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The student's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority.

### Leave of absence

- The school holiday dates, external exam dates and INSET days are published a year in advance.
- Leave of absence in term time will only be authorised in exceptional circumstances.
- Where absence in term time is unavoidable, a Leave of Absence application form must be requested from the school office and submitted for consideration by the Head Teacher on behalf of the school governors, no less than 4 weeks prior to the requested date. If leave is taken in term time without prior authorisation by the school, it will be recorded as an unauthorised absence and liable to a penalty notice.
- ***The Education (Pupil Registration)(England) (Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The head teacher is required to determine the number of school days a child can be away from school if leave is granted. (The amendment has not defined 'exceptional circumstances' and therefore Headteacher/Governing Body will be responsible for deciding what they consider to be 'exceptional circumstances')***

### Penalty Notices for Leave of absence:

- The Head Teacher may now request that the Local Authority consider issuing a Penalty Notice to parents, when students are taken out of school for 5 or more day's leave of absence without school authorisation.

### Penalty Notices

The Penalty Notice fines are as follows:

- **£60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 per parent per child if paid after 21 days but within 28 days.**
- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

### **Failure to ensure regular school attendance**

The Inclusion Service may also issue a Penalty Notice to parent/carers who are failing to secure their Child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school and the Inclusion Service. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

The issue of a Penalty Notice will also be considered where attendance has fallen below 90% and there are no less than 7 unauthorised sessions during the preceding 6 weeks. The parents' failure to engage with supportive measures proposed by the school or the Inclusion Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration.