

Review date	Version	Date of next review	Approved
Spring 2018	1.3	Spring 2020	

St. Mary's Catholic Primary School
A Catholic Voluntary Academy
Attendance and Punctuality Policy

OUR MISSION STATEMENT

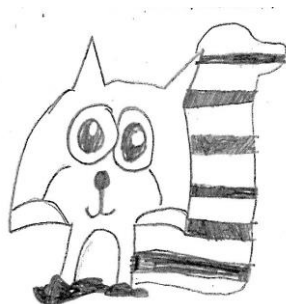
In our Catholic School we provide a:

- S**afe, loving and enriching environment
- T**rust, and patience
- M**otivation to reach individual's full potential
- A**cceptance and celebration of uniqueness
- R**espect for all
- Y**oung people nurtured in the Spirit of God.
- S**chool full of awe and wonder

St. Mary's School is a Rights Respecting School and as such the needs and well being of our children are at the heart of all policies in accordance with the United Nations Convention on the Rights of the Child

Article 28

You have the right to a good quality education



This Policy has been developed in conjunction with DfE and LA Guidance

Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

Introduction

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.

Aims

To work with parents and carers to ensure that children attend school regularly and on time.

What the school expects of parents/carers

- 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 contact the class teacher or headteacher 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. As September 2013 headteachers may not grant any leave of absence during term unless there are exceptional circumstances.

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 the Attendance Officer (EWO) to assist and support parents and pupils where needed.
- Notification to parents/carers of their child's attendance record through regular reports home.

Registration Procedure

- Registration begins at 8.55 am each morning and at 1.15 pm in 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 or red ink.
- The register will be brought to the school office immediately after morning and afternoon registration.

Responding to Lateness

- Pupils arriving after morning or afternoon registration report to the school office.
- The school's responses for dealing with persistent lateness are to discuss the issue with parents. If the persistent lateness continues, advice will be sought from the Education Welfare Officer.

Dealing with Absence

- Class teachers enter appropriate symbols in the register. Class teachers may authorise the absence by using the appropriate symbol in black ink if they have been given a justifiable reason for the absence.
- 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 the office staff.

The School's Response to Attendance Issues

- The school will identify and monitor pupils whose attendance gives cause for concern.
- 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 the EWO.
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.

Parents can be referred to the LA Fixed Penalty Notice panel if the child(ren)'s attendance is below the LA average of 94.8% and at least 10 consecutive sessions (5 school days) are lost to due unauthorised absence. This decision to be taken by Community Sub-Committee. See also Charges and Remissions.

Involvement of Parents/Carers

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

- School promotes good attendance through its home-school agreement, prospectus, newsletter, end of year reports.

- 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 EWOs, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating Pastoral Support Programmes, Individual Education Plans and EWS Parenting Contract Forms (EWS 3) 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.

Roles And Responsibilities

The headteacher will;

- Develop, monitor and regularly review the Attendance and Punctuality Policy.
- Produce and distribute attendance information for parents/carers.
- Set, monitor and evaluate targets for improving attendance within school.
- Support all staff in their work related to attendance.
- Collate attendance data for the DfE, LA and governors.
- 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 will;

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

Secretarial staff will

- Telephone parents on the first day of absence when pupils are absent without notification. If contact cannot be made with any of the persons listed on the contact form and there is reason for concern school will notify MASH (Multi-agency service at LA) Tel: 823987
- Communicate the reason for absence to the relevant member of staff.
- Complete statistical returns for LA, DfE

The Governing Body will;

- Receive information from the Headteacher and/or EWO on attendance.
- Be involved in setting school targets on attendance.
- Contribute to plans in response to where attendance is a cause for concern.
- Support the school in its efforts to raise attendance.