



# Attendance and Punctuality Policy

March 2018

# Our Mission

We put Jesus at the heart of everything that we do.

special **kind** unique inventive  
generous awesome gentleness  
**purity** helpful good **positive**  
expressive enjoyable caring  
adventurous bouncy zingy  
fun **truth** colourful superb  
confident **polite** **compassion**  
**friendly** enthusiastic marvellous  
**comforting** nice remarkable  
happy **magnificent** great  
meaningful forgiveness  
exceptional **joy** wonderful  
**interesting** creative hopeful  
incredible **spectacular**  
original **brilliant** **peace**  
**lovely** service outstanding  
dynamic **amazing**  
**dignity** fabulous impressive  
beautiful **sacrifice**  
glorious **fantastic** **tolerance**  
exciting terrific delicious  
**integrity** cool **considerate**  
phenomenal **laughing** funny  
**sharing** **humility** loving  
energetic **smiling** captivating  
**justice** encouraging mercy  
gracious **faithful** important  
**supporting** delightful **thankful**  
hard-working tremendous



**St. Peter's**  
Catholic Primary School

*And so let us consider how we may spur one another on toward love and good deeds, not giving up on meeting together, as some are in the habit of doing, but encouraging one another – and all the more as you see the Day approaching.*

*Hebrews 10:24-25*

### Statutory Duty

The Education Act 1996 Section 7 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise.

**“By law, all children of compulsory school age must get a proper full-time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements which provide an effective education”.**

### Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school daily.

To support parents:

- We will work towards ensuring that all pupils feel supported and valued.
- We will send a clear message that if a pupil is absent, she/he will be missed.
- We will encourage parents/carers to be actively involved in promoting their child’s attendance.
- We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.
- Regular information will be sent to parents and pupils informing them of attendance rates and related issues.
- We will promote positive staff attitudes to pupils returning after absence.
- We will ensure regular evaluation of attendance policy and procedures by Senior Leaders and the School Governors.
- Attendance will be an important feature of the School Improvement Plan.
- Consistent and vigorous monitoring and evaluation procedures will be in place.

St Peter’s Catholic Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance and punctuality are crucial. As a School we do all that we can to ensure the maximum possible attendance and good punctuality for all pupils.

Our School will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance

Good attendance	Poor attendance
<ul style="list-style-type: none"><li>• Children with 100% attendance for the year celebrated in assembly and in newsletter</li><li>• Governor award for 100% attendance all year in July</li><li>• Headteacher congratulatory comment on report if 100% attendance achieved</li></ul>	<ul style="list-style-type: none"><li>• Telephone call from office if no contact made by 10am</li><li>• Attendance monitored by clerical staff and referral made to headteacher</li><li>• Parents contacted where there is an issue regarding punctuality</li><li>• Letter sent home if attendance falls below 96%</li><li>• Headteacher comment on report if there is poor attendance</li><li>• Referral to Attendance, Compliance and Enforcement Service (ACE) if attendance falls below 90%</li><li>• Legal action taken if attendance continues to be an issue</li><li>• Referral to ACE following unauthorised leave</li></ul>

	<p>of absence</p> <ul style="list-style-type: none"> <li>• Attendance procedures put in place where attendance falls below 96%.</li> </ul>
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If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

**We seek to achieve this by:**

- Encouraging **parents/carers** to-
  - Notify the school in advance of any impending absence;
  - Inform the school immediately of the reason for any absence;
  - Take annual leave during school holidays
  - Ensure that their child arrives on time.
- Encouraging **pupils** to develop their own motivation for attending school regularly and punctually.
- Raising **Teacher, Office Staff and Learning Support Assistant** awareness and accountability by-
  - Ensuring a consistent approach to attendance and punctuality across the school;
  - First day notification and recording of who is absent and the reason for the absence;
  - Keeping up to date class (and whole school) records of absence and looking for patterns in absence;
  - Recording late arrivals and looking for patterns in arrival times;
  - Acknowledging and rewarding a successful record of attendance and punctuality;
  - Ensuring that teachers and supply staff are aware of the procedures for maintaining registers and keeping records;
  - Ensuring that clerical staff are aware of the procedures for maintaining accurate records and recording concerns;
  - Ensuring that clerical staff and senior staff are aware of procedures for making a referral.
  - Ensuring that parents/carers and pupils are aware of our procedures.
- Office staff will-
  - Receive all relevant information and guidelines with regard to attendance;
  - Attend relevant courses;
  - Be fully aware of the procedures which operate within the Sims Attendance Module;
  - Regularly meet with the head;
  - Contact the ACE Team promptly when concerns are raised.
  - Maintain records of conversations, e-mails etc.
  - Monitor attendance weekly
- The Headteacher will-
  - Be responsible for providing opportunities for staff training;
  - Providing information about attendance for publication in the prospectus, in the termly report to governors and on the website;

- Maintaining a high level of attendance and punctuality by encouraging pupils to take personal responsibility;
- Track individual attendance including vulnerable groups
- Contacting parents/carers in cases when:
  - School has not been contacted about an absence;
  - When a pattern of absence is seen to be regular;
  - Where punctuality is irregular

### **Punctuality**

Excellent punctuality is insisted on, and the gates are closed promptly at 8.55am. If a child arrives for school after that time, they have to come through the main entrance and a 'late book' is signed to explain the reason.

Registration closes at 9.10am and 1.40pm. At each registration session any child not present is marked as absent. If the child subsequently arrives before 9.30am the child is marked as present but late. If a child arrives after 9.30am the absent mark will be coded as Unauthorised late after the close of register. If children are persistently late the School Office Staff will inform the Headteacher who will speak to the parents/carer and about the impact on the child of arriving late. If this persists a formal letter will be written.

### **Attendance**

Children are expected to attend school for the full 190 days of the academic year unless there is a good reason for absence. There are two types of absence:

1. Authorised- school is able to approve the pupil absence and correct procedures have been followed.
2. Unauthorised- School is unable to approve pupil absence. Correct procedures may not have been followed.

If a child is absent, parents/carers should contact the school on the first day of absence stating a reason and should keep the school informed throughout the absence supplying a written note on the child's return to school. If the school is unable to authorise an absence they should inform the parents/carer.

- The school day begins at 8.55am and all pupils are expected to be in school for registration at this time. Any child arriving later than 8.55am should enter school via the main entrance reporting to the School Office. If accompanied, a parent/carer should give a reason for the lateness which will be added to the lateness register.
- Registration is closed at 9.10am and 1.40pm all registers should be returned to the office as promptly as possible but certainly no later than these times.
- There is a laminated sheet of guidance on the accurate completion of registers and staff are asked to adhere to these guidelines. Incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. They also contribute to pupils' end of year report and to records of achievement.
- Punctuality is vitally important. Pupils who are persistently late are disrupting not only their own education but also that of others. 15 minutes of lateness a day is equal to a whole year of a child's education being missed.

### **Leave of Absence**

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**

### **Monitoring and Evaluation**

Targets for attendance 2017/18 are set at 96% (absences of 4% maximum).

We look in detail at any child who attendance falls below 96%.

We continue to carry out a monthly attendance check whereby a report is produced. This breaks down into looking at individual year groups as well as vulnerable groups. Reports can be found in the head teachers office.

When evaluating success the school will consider whether or not:

- Attendance has improved.
- Punctuality has improved.
- Parental response to absence has improved.
- Re-integration plans have been successful.
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community.
- Pupils/students are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school.
- Attendance issues have been included as topics in school assemblies, Personal and Social Education (PSE) lessons, or as a theme for any other lessons.

### **Roles and Responsibilities**

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school’s admission roll.

### **Practice**

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately.
- Prompt investigation on **day one**.
- Class teachers, in the first instance, speaking to parents and keeping a record if there are any concerns about punctuality. Further instances and concerns will then be reported to the head and to Office staff for thorough investigation.
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Liaising closely with the ACE team.
- Recording carefully, all telephone messages and retaining these, E Mail messages and parental letters of explanation for a minimum period of one year
- The Headteacher will monitor attendance and produce an attendance report (including information on vulnerable groups e.g. FSM, LAC) each half term.
- Good class attendance will be celebrated and individuals achieving excellent attendance (100% or significant improvement) will receive a certificate of congratulations at the end of the year.
- Attendance reminders and data will be included in the Newsletter.

The process following the identification of poor attendance can be found in the school office and is attached. It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting good attendance is the responsibility of the whole School.

***Statistics to promote good attendance:***

- *One day a week absence over a whole school career is equal to 2.5 whole years of education missed;*
- *10 days of holiday leave a year equals to whole terms of education missed;*
- *15 minutes of lateness a day equals 1 whole year of education missed*

**See supporting documentation:**

**School Attendance and the Law: What Parents Need To Know**

**School Attendance Legal Process Leaflet**

**Warwickshire County Council Penalty Notices for non-school attendance**

**Is your child missing out? DCSF guidance for parents**

**Term Time Leave of Absence Step by Step Guide to Assist the Decision on Authorisation**

**Amendments to Education (Pupil Registration) England (2006) 2013**

**Documentation from Attendance Compliance and Enforcement Service**