



ATTENDANCE AND PUNCTUALITY POLICY

St Philip's RC Primary School believe that every child of compulsory school age is entitled to receive a high quality, full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Regular and prompt attendance allows every child access to the education to which they are entitled by law.

St Philip's will endeavour to work alongside parents, the local community and the Education Welfare Service (EWO) to foster this.

MAINTAINING A HIGH PROFILE FOR ATTENDANCE AND PUNCTUALITY

St Philip's Primary School aim to achieve a minimum of 96% attendance for this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records
- Maintaining clear procedures for recording lateness
- Ensuring unauthorised absences are dealt with promptly
- Raise awareness of attendance issues at parents' evenings, new intake meetings and letters to parents.
- Following the authority's guidance on holidays in term time.
- Early Help Assessment with the support of the Local Authority
- Rewarding good attendance by celebrating class achievements at each weekly assembly.
- To share attendance data with parents as a part of our regular newsletters
- To continue to promote attendance with the support of the Education Welfare Officer
- Applying the Attendance and Punctuality Policy consistently and reviewing annually

ATTENDANCE OF PUPILS ELIGIBLE FOR FREE SCHOOL MEAL AND OTHER FOCUS GROUPS

Attendance of pupils eligible for FSM and other groups of learners will be monitored closely. In 2016, the percentage of pupils absent for more than 10% of sessions was above national averages for FSM pupils, those with a EHC or statement of special education needs and those pupils receiving additional SEN support. The school aims to narrow the attendance gap between these groups and other pupils in the school. The attendance of pupils with SEN or those who qualify as Pupil Premium or for Free School Meals in-line with that of the rest of the school. The school closely monitors the attendance of these groups to ensure that appropriate support can be provided if required.



ROLES AND RESPONSIBILITIES

Of the staff

- To ensure the strategies of the school attendance policy are adhered to by all staff.

Of the pupils

- To understand the importance of regular school attendance and punctuality.

Of the parents/carers

- ensure that their children achieve an attendance figure over 95%.
- ensure that their children arrive at school promptly – 8.40am
- keep school up to date with contact numbers and home addresses
- contact school before 9:00am to report their child's absence
- ensure that non-emergency medical appointments, i.e dental check-ups, are made outside of school hours. Evidence of medical appointments made within school hours will be requested.
- avoid leaves of absence during term time.
- ensure a leave of absence during term time is requested in writing to the Head teacher

Of the Local Education Authority

The Local Authority will provide consultation and support for schools where attendance for a pupil looks likely to fall below 95% for the academic year. This may include:

- Attendance meetings with the Head teacher and/or EWO
- Home visits
- advice on penalty notices
- fast track to prosecution
- To work with school on devising and implementing new initiatives to promote attendance and punctuality

PROCEDURES – WHO DOES WHAT AND WHEN?



- Attendance is inputted by the school office team on a daily basis. It is the responsibility of the class teacher to take the register accurately each morning and afternoon session.
- Head teacher and EWO will monitor school attendance on a ½ termly basis and address concerns following school's attendance procedures.
- Where attendance for an individual/group of children becomes a concern, weekly monitoring will take place.
- Head teacher and EWO will monitor lateness on a ½ termly basis and address concerns with parents.
- Where punctuality for an individual/group of children becomes a concern, weekly monitoring will take place.
- Any child arriving after 9:15 am will receive a U code which is an unauthorised absence.
- A holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.
- Communicating the attendance policy to parents will be undertaken through regular newsletters and school's website.
- When attendance falls below 90% parents will be contacted by the head teacher. If there are exceptional circumstance (i.e. illness falling under a category included in the Disability Discrimination Act), these factors will be taken into consideration.
- If the school does not receive notice as to why a child has not attended school then it is recommended good practise for a staff member to visit the child's home address to seek further information. If a reason for absence cannot be clarified then the school will action this using their safeguarding procedures.

ATTENDANCE AND PUNCTUALITY

- St Philip's RC Primary School values good attendance and punctuality. In order that every child has the opportunity to reach his/her potential regular school attendance is a necessity. The Head teacher will decide if absence is authorised/unauthorised in accordance with our policy.
- The Head Teacher monitors attendance across each ½ term, names and reasons for absence are recorded for those pupils who's attendance is below 90%. Pupils are discussed with the Educational Welfare Officer and if justified parents/carers will be informed by letter that there is an attendance concern, if attendance does not improve parents/carers will be asked to attend an attendance panel meeting with the Head teacher and EWO. This information is shared with staff.



- For religious observance there will be a maximum of 1 day allowed for each religious festival and 2 days in total in any school year unless there are extenuating circumstances.
- From 1st September 2013 amendments to The **Education (Pupil Registration) (England) Regulations 2006** remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers **may not grant** any leave of absence during term time unless there are exceptional circumstances.
- An Absence Request form must be completed and returned to school, where possible, 4 weeks prior to the leave of absence.
- Penalty Notices will be issued to parents/carers taking their children out of school in term time. The associated time period is 10 sessions/5 days; these must fall within a ten week period for a penalty notice to be considered and can be cumulative within a 10 week period. Payment within 21 days of receipt of notice is £80.00 and £160.00 if paid after this but within 28 days; this reduction will only apply with the first fine issued to parents. The fine will apply to each parent for each child who fails to attend regularly.
- Only two penalty notices can be issued within a three-year period. Any further absences may result in the commencement of legal proceedings.
- Notice to Improve letters will be sent to parents where attendance is a concern. These will include links to relevant support services. These letters will include a set period for improvement.
- Medical evidence may be requested for illness or appointment requests if school attendance is a concern. This will be agreed on a case-by-case basis as authorised by the head teacher.
- The school uses the services of the Education Welfare Officer (EWO). If appropriate, the school may request that the EWO conducts a home visit to help support with attendance and / or punctuality.
- Incentives/Rewards: these include weekly celebration events which will be held in assembly and a 'golden ticket' termly prize draw event.

MONITORING AND EVALUATION

St Philip's RC Primary School will evaluate the effectiveness of its strategies by:

- ½ termly monitoring of attendance through SIMS
- regular consultation with the Education Welfare Officer
- referring to the Education Welfare Service
- planning and evaluating initiatives
- Annual analysis of patterns over a 3 year cycle
- Annual feedback to Governors Management and Curriculum subcommittee