



## ATTENDANCE AND PUNCTUALITY POLICY – REVIEWED SEPTEMBER 2019

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 97% 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.
- Consideration to be given to the completion of a CAF (Common Assessment Framework)
- Rewarding good attendance by celebrating class achievements at each weekly assembly.
- 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.

### 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 – 8.45am
- keep school up to date with contact numbers and home addresses
- contact school before 9.30am to report their child's absence
- ensure that non-emergency medical appointments, i.e dental check-ups, are made outside of school hours
- 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 schools 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 9.30am 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.

#### 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 Education 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 1<sup>st</sup> 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.
- Penalty Notices will be issued to parents/carers taking their children out of school in term time (10 sessions/5 days) Payment within 21 days of receipt of notice is £60.00 and £120.00 if paid after this but within 28 days. The fine will apply to each parent for each child who fails



to attend regularly.

- Medical evidence may be requested for illness if school attendance is a concern.
- Incentives/Rewards: these include weekly attendance certificates and an 'own clothes' day given to any class with 100% attendance for the week.

## 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