



## Attendance Policy

**Head Teacher:** Mrs Sarah Young

This policy was adopted on : September 2017

The policy to be reviewed: September 2018

### Introduction and rationale:

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential.

The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained.

We expect all children on roll to attend everyday, when the school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures to support this.

At St Paulinus we believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:-

- Attainment in school
- Relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work

alongside others

**Each child's attendance at St Paulinus can be summarized as:**

96%+	Excellent
94-95%	Average
85-93%	Poor
Below 85%	Unacceptable—serious cause for concern

**Non Attendance**

Non-attendance is an important issue that is treated seriously. However we recognise and believe that each case is different and the school acknowledges that no one standard response will be appropriate in every case.

Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

- a) In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance; they are reminded of this duty regularly in our newsletters, during parent/teacher meetings and in individual meetings.
- b) Prior to the engagement of the EWO, the school may issue letters to parents clearly defining the concerns within school regarding a pupils' absence. It is hoped that a quick response and change in levels of absence will prevent the need for EWO involvement.

**OUR Practices:**

**Arrival and Registration:**

All children should be in the school ready to register before 8.55a.m. each day although the gate opens at 8.40a.m. and children are encouraged to enter the classroom any time after this.

The register is taken twice a day. A day counts as 2 attendances.

Morning registration ends at 9a.m. If a child arrives after the registration period, he/she must report to the school office and will be marked in as 'Late'.

## **Parental Expectations**

Throughout this policy the term 'parent' represents one parent, both parents/carer with whom the child resides.

Parents are informed of their responsibility to ensure their children attend regularly, during welcome meetings, 'meet the teacher' meetings held at the beginning of each year and regularly throughout the year. Punctuality is also stressed as lateness impacts on learning not only for the individual, but the class as a whole.

## **Illness and Medical Appointments**

When a child is unwell, parents should contact the school before 9am by either leaving a message on the answer machine, coming in to the school office or ringing to talk to someone directly. They need too state the reason for absence. The teacher will record the child absent in the register. If no contact by the parent has been made the school will contact them to enquire the reason for absence and to ensure the safeguarding of the child is being considered.

- a) Every effort should be made to arrange medical appointments outside school hours.
- b) An appointment card or verification by the doctors/dentist/hospital is required.
- c) If necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- d) If your child is absent due to vomiting then they should not return to school for **the next 48hours** after the last time that the child iss sick. This is to reduce the risk of infection to other children and adults at the school..
- e) Medical certificates are required for absence greater than five days.

Attendance is discussed with each parent at consultation evenings, with the current percentage attendance being reported.

Parents have a legal obligation to ensure their children receive a full time education. For Key Stage1children,full time means 21hours. For Key Stage 2 children, full time means 23.5 hours per week. This is achieved by regular attendance at school.

## **School Responsibility-THE LAW and School Attendance**

Under the Education (Pupil Registration)(England) Regulations 2006 the governing body is responsible for making sure that admissions and attendance registers are kept.

Unless stipulated, each regulation applies to all schools in England.

The Education (PupilRegistration)(England)Regulations 2006 restrict leave of absence for family holidays to 10 school days a year and only in **extenuating circumstances**. **The decision rests with schools, and families have no “right” to such leave. The application for leave must be made in advance by the parent the pupil normally resides with.**

The Education (School Attendance Targets) (England) Regulations 2007 require governing bodies of all maintained schools to set overall absence targets, and for some governing bodies to set “ focused absence targets” as required by the Secretary of State. School governors are bound by the statutory requirement under Section 538 of the Education Act 2006 which requires governing bodies to provide information requested by the Secretary of State. This includes absence that will be collected every term through the School Census.

The Senior Leadership Team and all staff work to ensure a high level of enjoyment and commitment to learning as a means of ensuring regular attendance.

Specific responsibilities for attendance matters are identified in the appendix. The Headteacher holds responsibility for attendance matters, supported by the Attendance Administration staff.

Where school attendance problems occur, the school will endeavour to work with parents in the interests of the child to achieve a resolution.

Attendance is recorded and data stored and analysed using the SIMS Attendance module.

It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents, and may be called for as evidence by the court. Class Teachers are legally responsible for marking their class attendance register twice per day at the start of each session.

The Headteacher, not parents, authorizes absence ;St Paulinus C E Primary School adhere to the DfE guidelines in authorizing absence. Absence for any reason during term time is discouraged.

Absence known to be for the following reasons would be authorised:

- Illness
- Religious observance
- Attendance at medical appointments which cannot be made outside school hours

When it has become necessary to make a referral to the Education Welfare Officer [EWO], all further absences will be unauthorized pending investigation. The EWO liaises with the school regarding absences following contact with the parents.

### **Family Holidays/Absence during Term Time**

The Governors recognize that pupil absence during term time can seriously disrupt a pupil’s continuity of learning. **Parents are therefore strongly urged to avoid booking a family holiday in term time.** Parents do not have an automatic right to withdraw pupils from school for a holiday and any requests must be requested in writing to the

headteacher alongside a meeting to discuss the reasons for this request. **Holidays are not authorised.**

When an absence is authorised, parents will be provided with written evidence which can be presented in the event of being stopped as part of a truancy sweep.