

# **WHOLE-SCHOOL ATTENDANCE POLICY**

## **Caton St. Paul's C of E Primary School**

### **Introduction:**

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

### **Why Regular Attendance is so important:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

### **To help us all to focus on this we will:**

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Give you details on attendance in our regular newsletter;
- Report to you termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.
- Carry out transition work with pupils moving between nursery and reception,

and before leaving for high school;

- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school.
- Further develop positive and consistent communication between home and school
- Make attendance and punctuality a priority for everyone associated with school, including parents, pupils, staff and governors.
- Set targets to improve individual pupil and whole-school attendance.

### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- holidays that exceed the amount agreed by the Headteacher

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards that threshold is given priority and you will

be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor, use of circle time, individual incentive programmes, parenting contracts and participation in group activities around raising attendance. All PA cases are also automatically made known to the Local Authority School Attendance Service

### **Absence Procedures:**

#### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence and then each day thereafter to let us know they will be remaining off school;
- Or, you can call into school and report to reception

#### **If your child is absent we will:**

- Telephone you on the first day of absence, by 9.30am, if we have not heard from you;
- Invite you in to discuss the situation with our Attendance Officer and/or Headteacher if absences persist;
- Refer the matter to the School Attendance Consultant linked with school if attendance moves below 85% as per Local Authority protocol.

### **Telephone numbers:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

### **In-School Strategies to Improve Attendance/Punctuality (see appendix):**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. School may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes:

- Meetings in school between parents, pupils, pastoral staff and the Headteacher;
- Parenting contracts;
- Use of the Common Assessment Framework (CAF) and/ or referral to outside agencies (including the Local Authority School Attendance Service
- Penalty notices

## **The Local Authority School Attendance Service**

If difficulties cannot be sorted out using in-school strategies, the school may refer the child to the Pupil Attendance Support Team. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, and unauthorised absences persist, The Pupil Attendance Support Team can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

### **Lateness:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

### **How we manage lateness:**

The school day starts at **8.55** and we expect your child to be in school at that time.

Registers are marked by **9.00am** and your child will receive a late mark if they are not in by that time (Code L).

At **9.05am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but still late, after the register has closed (Code U).

If your child has a persistent late record you will be asked to meet with the Headteacher and/or a member of the pastoral support team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

### **Holidays in Term Time:**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

All applications for leave must be made in advance using the 'Request for leave of absence' form from the school office and, at the discretion of the school a maximum of 10 days in any academic year may be authorised but only in 'exceptional

circumstances'.

**The governing body of this school deems 'exceptional circumstances' to be those that cannot be planned for or foreseen e.g. bereavement, family trauma, etc.**

**Other circumstances may be discussed with the Headteacher prior to application.**

In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Full details of our policy and procedures are available from the school, but it is important that you understand the circumstances when leave in term time is **not** likely to be agreed by us:

- When a pupil is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods (SATS), GCSE or any other public examinations.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below (95%) or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

#### **Extended Leave in Term Time:**

Only in 'exceptional' circumstances will 'leave' of over 10 days (but less than 20) be authorised by the school. Parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date, and readmission cannot be guaranteed.

Lancashire County Council guidelines state:

"It should be recognised that visits to extended family members living overseas can be very rewarding experiences for pupils, both educationally and culturally, whilst for Muslim families, Hajj is regarded as a religious obligation. These experiences can also have direct relevance to various areas of the curriculum as well as enhancing both personal and cultural identity and self-esteem, e.g. they can offer an opportunity for pupils to develop their skills in their home language. Schools should endeavour to build on these experiences in a positive way."

*(Lancashire County Council – 'Guidance for Schools on Registration and Attendance' January 2005: p19)*

Parents will be asked to attend a meeting to discuss educational opportunities for their child whilst on extended leave.

### **Religious Absence:**

The school will authorise one day 'leave' per religious festival, e.g. Eid, but no more than 3 days in any one academic year. Parents must request this leave in advance.

### **Roles and responsibilities for attendance matters in this school:**

#### **Parents:**

- Ensure children attend regularly and punctually
- Contact school on 1<sup>st</sup> day of absence
- Avoid holidays in term time wherever possible and apply in advance using form
- Attendance at meetings in school
- Participation in Parenting Contracts and Common Assessment Framework, and cooperation support and interventions offered by school or other agencies

#### **Pupils:**

- Acknowledge behaviour needed out of school, e.g. early bedtime
- Attend school/registration punctually
- Speak to parents/teacher if issues arise that may have an effect on school attendance
- Cooperate and participate in interventions and support offered by school or other agencies

#### **Headteacher / (School Attendance Lead):**

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school confirms to all statutory requirements in respect of attendance

#### **Designated Staff:**

- First day response: Contact parents if a reason for absence has not been provided
- Input and update the attendance registers
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups
- Regularly communicate pupil attendance and punctuality levels to parents
- Work with children and parents to remove barriers to regular and punctual attendance, following Absence Flowcharts 1 and 2 (see appendix), and using Parenting Contracts where appropriate

#### **All School Staff:**

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns

- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of **all** school staff
- Participate in training regarding school systems and procedures

### **Governors**

- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Agree statutory targets for the school

### **School targets, projects and special initiatives:**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is 97 % attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the area.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in newsletter and we ask for your full support.

### **Summary:**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.

**Date of Policy:** May 2016

**Date Review Due:** Summer 2017

