



## St. Mark's Catholic Primary School.

### **Attendance Policy**

School: St Mark's Catholic Primary School

Head teacher: Mrs Kate McKenna

<b>Academic year</b>	<b>Head teacher</b>	<b>Deputy Head</b>	<b>Attendance Officer</b>	<b>Chair of Governors</b>
2022-23	Kate McKenna	Melanie Henderson	N/A	Monica Lowes

Policy review dates:

<b>Review Date</b>	<b>By whom</b>
September 2023	Mrs McKenna
Reviewed Sept 2023, next review Sept 2024	Mrs McKenna

**Our school target is 97%**



## **Attendance Policy**

### **Introduction**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law.

St Mark's Primary and Nursery fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

A child whose attendance drops to **90%** each year will, over their time at primary school, have missed two whole terms of learning.

### **Aims and Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

### **Through this Policy we aim to:**

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 97% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.

- Work in partnership with pupils, parents, staff and the Attendance Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.
- Recognise the role of class teachers as they will be able to identify where attendance is having an impact on attainment.

**We maintain and promote good attendance and punctuality through:**

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Procedures

**Our school will undertake the following procedures to support good attendance:**

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality.
- To refer to the Attendance Service or appropriate agencies of any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to the Local Authority and the DfE where requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the nominated person with responsibility for monitoring attendance.

## Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Class teachers are responsible for:**

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- Informing the nominated person where there are concerns and acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation which should be recorded appropriately.
- Discussing attendance issues at parents' evenings where necessary.

### **The Head teacher is responsible for:**

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Making referrals to the Attendance Service.
- Providing reports and background information to inform discussion with the school's LA Attendance Officer.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

### **Staff in the School Office are responsible for:**

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Ensuring that the Late register is completed.
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late, go home early or are collected late.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Head teacher.
- Sending out standard letters regarding attendance and lateness.
- First Day Response: Contacting home if no reason for absence is received (phone call or text message).

### **Attendance Officer is responsible for:**

At St Mark's Primary we work with the Local Authority Attendance Officers to offer additional support to Parents / carers and pupils. This includes support as follows:

- Improving school attendance by attending meeting with the parent / carer.
- To identify with parents the reason for poor attendance and work with parents to achieve improved attendance and reduce exclusions.
- Monitor attendance levels & punctuality.
- Offer parent contracts and attendance plans.
- Identify patterns of absence.
- Talk to pupils on a 1:1 basis regarding attendance related matters.
- Work with schools where referrals for fixed penalty notices may be required.

### **Parents/Carers are responsible for:**

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time, for the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter).
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the school can make an absence authorised.

Parents do not have this authority. Consequently, **not all** absences supported by parents will be classified as authorised.

### Unauthorised absence

An absence is classified as unauthorised when a child is absent from school and we have had no communication with the parent for the reason why they are absent.

Therefore, the absence is unauthorised if a child is away from school without good reason.

## Registers

- Registers are legal documents and will be marked twice a day
- Parents must always give reasons for absence to the school.
- Schools are to determine whether absence is authorised or unauthorised in exceptional circumstances, considering factors such as frequency, duration, attendance patterns, i.e. within reason. Staff must be observant of situations where absence is continually condoned by parents.

The guidelines below clarify possible actions

<b>Authorised Absence</b>	<b>Unauthorised Absence</b>
Illness	Absence without a valid reason
Medical Appointment / Dental (For the time of appointment including travelling)	Latecomers beyond 30 minutes after the session has started
Family Bereavement	Persistent lateness within the first 30 minutes of the day
Religious Observance	Babysitting children including siblings.
Interview / Work Experience	Shopping during school time.
Excluded Children	Special occasions, e.g. birthday.
Sports / Music / Exams	Holidays
Agreed other educational activity at the discretion of the Head teacher	

## Registration

The school doors will open at 8.40am and will remain open until 8.50am, this time is sufficient for all pupils to come into their classroom.

The bell will ring for the start of the day at 8.50am

Each class teacher has the responsibility for keeping an accurate record of attendance.

Any pupil who is absent must be recorded at the beginning of the morning and afternoon session.

The attendance register must be completed by the class teacher by 9.00am and by 1.20pm.

All attendance records are documented using Integris, which is supported by the Local Authority.

## Lateness

The school seeks to improve general punctuality and to improve attitude of persistent offenders by: -

- Informing parents of our expectations and offer ways of helping combat lateness.
- Parents of persistent offenders must be contacted, and reported to the Attendance Officer if no improvement.
- Praise and acknowledge latecomers who improve.
- Ensure that staff set a good example by arriving punctually for lessons.
- All children and parents must understand that lateness is actively discouraged, although sensitivity may be appropriate in some cases.
- Schools may use other incentives to improve levels of punctuality.

Once the doors are closed at 8.50am the only way to get into school is via the school office. Any pupil who comes into school this way from 8.50am will be marked as late in the attendance record.

Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9.30am will be marked as having an unauthorised absence for the morning. (Attendance code U).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

## Absences.

Parents/carers should contact the school on the first day of their child's absence.

When parents/carers notify us of their child's absence it is important that they provide us with full and accurate details of the reason for their absence and expected date of return.

This information is used to determine whether the absence is authorised or unauthorised.

The Head teacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we will send parents a text requesting these details.

If a parent does not respond to the request then the absence will be recorded as an unauthorised absence (Attendance Code O)

### First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will attempt to contact the parent to check the reasons for the child's absence.

### Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card/letter or copy of a prescription. We may seek written permission from you for the school to make their own enquiries. Alternatively, we may make a referral to the School Health Advisor to offer support.

### Parental Request for Absence from School for Holiday

From December 2022 the Governing Body will be notifying the Attendance Service about any pupil taking holidays in term time and will be requesting Penalty Notices. This policy is in line with Newcastle Local Authority.

If any child has missed 10 sessions (5 days) of unauthorised holidays in any three-month period, it will be referred to our Local Authority Attendance officer for consideration of a fixed penalty notice.

Please note that a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 22 and 28 days. Thereafter, if the Penalty remains unpaid this may lead to prosecution through the Magistrates Court.

### Addressing Attendance Concerns

The school expects attendance of at least 97%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Head teacher and the governors to support good attendance and to identify and address attendance concerns promptly.

In our school parents are to ensure their child attends school regularly and punctually and therefore when become concerned about attendance we will inform parents/carers of our concerns. Initially concerns about attendance are raised with parents via letters which are sent home, there will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.

Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the LA Attendance Officer.



The Attendance Service will look at each case and may issue fixed penalty notices to parents where there is poor attendance.

The LA Attendance Service working jointly with Legal Services may also consider:

- Applying for a parenting order
- Applying for an education supervision order
- School Attendance Order (If parent has not registered their child in a school)
- Community Order

The LA Attendance Officer can remotely check and monitor attendance levels. The LA Attendance Officer regularly carries out register checks to identify children with low attendance.

### Monitoring Attendance

Our office staff have the responsibility for ensuring that all of the attendance data is accurately recorded on the Integrus attendance software. Regular meetings are held with the Head teacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.