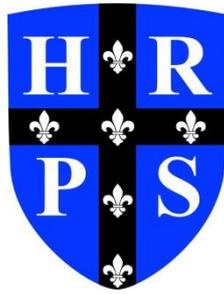


Holy Rosary Catholic Primary School



Attendance Policy

“Building loving hearts and strong minds in union with God and each other.”

This code of conduct has been approved and adopted by the Governing Body on 18th May 2017 and will be reviewed in May 2018.

Signed by Chair of Governors:

Cecilia Foreman

Mission Statement

We, at the Holy Rosary Catholic Primary School, work together to provide our children with a happy and secure environment in which they develop spiritually, academically and socially, based on the values and teachings of the Gospel.

As a Catholic school we seek to work in partnership with our parents and carers to ensure the best possible start for each child entrusted to our care. Regular attendance and punctuality are an essential part of this partnership.

The principles of this policy are:

- Promoting excellent attendance is the responsibility of the whole school community.
- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent people who are able to realise their full potential and make a positive contribution to their community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the wellbeing of children including safeguarding, behaviour, bullying and support for children with medical needs.
- All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable.
- Schools are required to take an attendance register twice a day. This shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required.
- To ensure the Holy Rosary achieves at least its target of 96.5%.

Arrival Times and Term Dates

School gates open at 08.50 am
Children should arrive no later than 9.00 am

Parents will receive a list of term dates including INSET days and bank holidays at the start of the academic year. If they are in any doubt about particular days, parents should contact the office before that date.

Notification of Lateness or Absence

Parents should phone the school office on 01283 562686 between 8.00 am and 9.00 am on the same day and advise the school if the child is going to be late or absent by leaving a message on the designated absence line. The reason for absence or lateness must be as specific as possible. Parents are expected to call the absence line every day of their child's absence.

Children arriving after 9.00 am are required to report to the school office.

Registration procedures

1. Registers will be completed clearly by the class teacher.
2. Morning registers will be completed between 9.00 am and 9.30 am; afternoon registers will be completed between 1.10 pm and 1.40 pm.
3. Late slips will be given (by the office staff) to pupils who arrive after 9.00. Arrivals after 9.30 am will be marked "U".
4. The number of pupils who are in attendance will be marked on the classroom door.

Authorised Absence or Lateness

Only the school can authorise an absence.

1. Where the school is satisfied with parent's explanation for the absence and there have been no previous issues with the child's absence or punctuality record the school will authorise the absence.
2. As long as children return to school straight after doctor/dentist appointments they are not counted as absences unless the child misses the whole session. The situation is the same for a child who leaves after registration for a good reason such as illness etc.
3. Children should not be kept off for the whole day for such visits unless they are too unwell to attend, in which case the parent must contact the school and send a note in confirming the reason for their absence the next day and it will be counted as an absence.
4. The special circumstances code will be considered for issues such family bereavement, moving house etc.

The school office will keep a record of the reasons given for all late arrivals and absences and these will be frequently reviewed by the Headteacher.

Other agencies, such as the Educational Welfare Officer, will be involved where lateness or absence drops below 90%. To maintain positive relationships and encourage a working with approach to attendance, where a pupil's attendance drops below 93%, 'informal' contact will be made by a member of the SLT or other designated person.

Information about individual pupils' attendance will be shared termly with parents.

Unauthorised Absence

The school office will advise the SLT accordingly when:

- No satisfactory explanation has been given to the lateness or absence
- A child is frequently arriving late
- There is a reason to doubt the accuracy of the reasons given for the lateness or absence
- The child's overall attendance falls below 93%

In cases of persistent lateness/absence the Headteacher and office will contact other agencies such as the Educational Welfare Officer. Persistent absentees are defined as those pupils missing around 10% or more of the typical amount of possible sessions across a given period. Attendance information is recorded and reported for national comparisons.

At Holy Rosary we believe in supporting the whole family; our first duty of care, however, is to the child; where there is doubt regarding the safety and well being of a child the Headteacher will report it immediately to Social Services. Our preferred option is an open and honest relationship with our parents or carers; if there is a genuine problem, parents and carers are requested to talk to the Headteacher.

Leave of absence during term time

Parents who take their children out of school during term time and the absence has not been authorised, a penalty notice may well be issued according to the local authority's code.

A penalty notice for leave in term time is that there must be 10 school days (20 sessions) of unauthorised absence. These 10 days of unauthorised absences must all be within a period of two consecutive half terms. The unauthorised absences do not have to be consecutive.

Absences will be recorded in the End of Year individual school report.

School Responsibilities:

- We will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately.
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Educational Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents or Carers Responsibilities:

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the school day.
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance.
- Encourage good routines at home which promote a healthy lifestyle including enough sleep
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time – this will only be authorised in exceptional circumstances.
- See advice from your G.P if you are not sure how long to keep your child off school with an illness
- Ensure school has all your up to date contact details
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

The importance of good attendance and its link to attainment:

There is a clear link between attendance and attainment.

Lateness = Lost Learning (Figures below are calculated over a school year)

5 minutes late each day = 3 days lost!

10 minutes late each day = 6.5 days lost!

15 minutes late each day = 10 days lost!

20 minutes late each day = 13 days lost!

30 minutes late each day = 19 days lost!

Your child's future...

Of pupils who miss more than 50% of school, only 3% manage to achieve five A* to Cs, including English and maths

Of pupils who miss between 10% and 20% of school, only 35% manage to achieve five A* to C GCSEs, including English and maths

Of pupils who miss less than 5% of school, 73% achieve 5 A* to Cs, including English and maths

Admissions Register:

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school. All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they:

- Have been taken out of school by their parents and are being educated outside the school system, eg. Home education (see below)
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- Have been permanently excluded

Elective Home Education

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority via Entrust at enquiries@entrust-ed.co.uk of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

Appendix A

Staffordshire Code of Conduct for issuing Penalty Notices

Appendix B

NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Untimetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
Y	Partial and forced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances