

St. Joseph's Catholic Primary School

Attendance and Punctuality Policy

This General Attendance Policy has been approved and adopted by the Governing Body on Tuesday 11th May 2021 and will be reviewed annually. Next review date May 2022

Mission statement

As a Catholic School, we value the special identity that God's love has created in each of us. The Gospel inspired values of trust, honesty; self-respect, self-discipline and forgiveness are at the heart of our everyday lives.

Together with parents, families, the church and the community, we encourage each individual to develop their given talents and skills and realise their unique potential.

Our Mission is to live in the way Jesus wanted. He told us to "Love One Another, as I have loved you."

Aims and Principles of Good Attendance

- The school is committed to maximising the achievement of all pupils.
- There is a clear link between good attendance and education achievement.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school
- Parent/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- School will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the school expects of the pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To inform school of any reasons that will prevent them from attending school.

What the school expects of parents:

- To fulfil their responsibility by ensuring their children attend school regularly and on time
- To ensure that they contact the school on the first day their child is unable to attend, by contacting school on 01709 710270 and leaving a message or alternatively contact Mrs Glossop via class dojo. Parents where possible should not message their class teacher.

- To ensure their child arrives on time and is well prepared for the school day (equipment, homework, packed lunch if needed)
- To inform the school and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- To ensure the continuity of the children's education by taking holidays during school holiday period and in exceptional circumstances where this is not possible, to request leave in term time by completing a 'Leave of Absence' form in advance of the absence.

What Parents, Carers, and pupils can expect of the school

- A broad and balanced education that is dependent on regular attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- First day contact with parents when a pupil fails to attend school without providing good reason.
- Prompt action on any problems notified.
- Close liaison with the Education Welfare Service (EWO) and Children Missing in Education (CME) to assist and support parents/carers and pupils where needed.
- Notification to parents/carers of their child's attendance record through regular reports home.
- An invitation to an attendance panel where any support needed will be identified

Procedures

Registration Procedure

- Registration begins between 8:50 and 9:00 am each morning from 12:45 to 1:15 in the afternoon dependent on which class your child currently is in
- School doors open at 8.30 a.m. for children in Years 1 -6 and 8:50 for child in FS2
- Teaching Assistants/Class Teachers should insert a mark in the register for EVERY pupil. If a child is not present when the register is called, class teachers should leave this empty for the Pastoral Manager/School Business Manager to investigate
- The registers close at 9.00 a.m. and 1:15 pm. Any child arriving after that time shall be deemed late and the register will be updated accordingly
- On the first day of absence, SIMS should be updated with the reason by either the Pastoral Manager or School Business Manager
- If no message is received, the Pastoral Manager or School Business Manager will contact parents/carers and update SIMS accordingly.

A reason for the lateness should try to be ascertained and entered in the pupil signing in book, together with the time of arrival. The parent or carer bringing the child to school late should be met at the Reception area by a member of the school staff details of lateness noted and the child, depending on circumstances or age, should be taken or sent to his/her class.

Responding to Lateness

Pupils arriving after morning or afternoon registration report to the school office.

Punctuality will be monitored closely, the school's responses for dealing with persistent lateness are:

- Letter home to parents
- Meeting with parents
- Report the attendance to the local authority
- Home visit
- Referral to be made to Social services via a MASH call

Good punctuality will be recognised

Dealing with Absence Notes

- All staff should be aware that parents should advise school of an absence either by telephone, written note, appointment card or class dojo.
- Class teachers to seek guidance if they are unsure whether to authorise an absence but in most cases, this should be left for the School Business Manager or Pastoral Manager to authorise in line with the Head.
- If no information is available or forthcoming regarding a pupil's absence, it will remain unauthorised unless a justifiable reason is obtained.
- All calls to home will be made by either the School Business Manager or Pastoral Manager.

The School's Response to Attendance Issues

- School will identify and monitor pupils whose attendance gives cause for concern. Appropriate strategies will be employed in order to address the attendance of individual pupils.
- School will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- When a pupil is absent and contact cannot be made by telephone, a home visit will be undertaken
- Where the school has repeatedly failed to contact the home or poor attendance persists, the school should discuss this with the Local Authority via a MASH call.
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern, which has been identified.

Requests for Leave of Absence

- Parents/carers should complete a 'leave of absence' form available from the school office for any leave of absence from school
- Since the Government legislation changed in 2013 all holidays during term time will be unauthorised unless they are for exceptional circumstances (e.g. funerals, recuperation)
- Parents/carers may receive a fixed penalty fine if their child is absent from school without permission and their absence is below 85%.

Rewards and Targets

- Incentives may be made available to promote and maintain good attendance levels, including class competitions, termly attendance assemblies and awards.
- The class with the best weekly attendance will have the attendance mascot in their class for the week
- Attendance will be announced in Assembly each week
- At the end of the year, certificates may be awarded to all those who achieved 100% attendance
- Attendance targets will be set in line with the local authority

Involvement of Parents/Carers

It is very important that parents be actively engaged in promoting good attendance.

- The school prospectus, newsletters to parents, school reports reinforce the importance of regular school attendance.
- School will react positively to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children's attendance.

Reintegration into School after Absence

- The school will endeavour to support pupils returning to school after a long period of absence.
- School staff will liaise closely on this issue and employ appropriate reintegration strategies that may include a pastoral support programme, individual education plans, parenting contracts, Early Help referrals.
- Looked after children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan supported by virtual school.

Roles and Responsibilities

The Headteacher will;

- Develop, monitor and regularly review the Attendance and Punctuality Policy
- Produce and distribute attendance information for parents/carers
- Set and monitor targets for improving attendance within school, including improving attendance within the DEP
- Evaluate targets through the senior management of the school
- Support all staff in their work related attendance
- Collate attendance data for the Governors, Local Authority or DFE
- Liaise with the Local Authority over attendance targets and school strategy
- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely.
- Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families ensure support is in place
- Liaise with other stakeholder agencies and services towards improving and developing strategies to raise levels of attendance.

Class Teachers will;

- Complete the registers accurately and on time
- Have regular discussions with pupils about the importance of attendance
- Collect reasons for absence from pupils and pass these to the School Business Manager or Pastoral Manager

The School Business Manager/Pastoral Manager will;

- Telephone contact parents on the first day of absence when pupils are absent without notification
- Communicate the reason for absence to class teacher and the Head
- Monitor individuals as well as whole class attendance, in line with the school's procedures and identify trends in the attendance of individual pupils and respond appropriately
- Complete statistical returns to the local authority and DFE

The Governors will;

- Monitor attendance through a termly report to the Behaviour and Safety Committee