



ST LOUIS CATHOLIC PRIMARY SCHOOL

# Attendance Policy

“We work together, we pray together, we grow together”

*‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school’.*

(School attendance - Departmental advice for maintained schools, academies, independent schools and local authorities (October 2014))

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. St Louis Catholic Primary School 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 on our school website. 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.

Children who are persistently late or absent soon fall behind with their learning. 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 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 95% 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 valued by all.
- 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 Early Years aged children in order to promote good habits at an early age.

- Work in partnership with pupils, parents, staff and the attendance lead 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.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils and celebrating good attendance
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- 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.

## **DEFINITIONS**

### 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. Only the headteacher can authorise an absence. 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 away from school without the permission of the school. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## **PROCEDURES**

Our school has the following procedures in place to support good attendance:

- Registers are maintained appropriately and completed at the start of each session.
- Attendance data is maintained appropriately which details any absences or lateness.
- First-day absence procedures are in place to ensure all children are safe and attending school regularly.
- Attendance procedures and expectations are communicated to all staff, governors, parents and pupils.

- Persistent absences and lateness is followed up.
- Not authorising family holidays taken during term time.
- Working with parents to improve individual pupil's attendance and punctuality.
- Working with County Attendance Team to support any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- Report attendance statistics to Buckinghamshire LA and the DfE where requested.

## **RESPONSIBILITIES**

All members of school staff have a responsibility for identifying trends in attendance and punctuality.

### Class teacher Class teachers are responsible for:

- Maintaining accurate registers at the start of each session.
- Informing the attendance lead where there are concerns and acting upon them
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance issues at consultation evenings where necessary

SLT lead for attendance:

### The SLT lead for attendance is responsible for:

- Overall monitoring of school attendance.
- Identifying 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 County Attendance Team.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

### Administration staff

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

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Contacting parents of absent children where no contact has been made and informing HT / DSL where no contact is received.
- Recording details of children who arrive late or go home using Inventory.
- Providing attendance / punctuality reports to the attendance lead on a half-termly basis.
- Monitoring attendance where identified.

- Sending out standard letters regarding attendance.

### Parents

#### Parents/Carers are responsible for:

- Ensuring their child attends school regularly and punctually unless prevented from doing so by illness.
- Contacting the school office on the first morning of absence and indicating a date for return to school.
- Wherever possible, making medical appointments outside of school hours and in any case, 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)
- 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.

### **REGISTRATION**

- St Louis operates a 'soft-start' and therefore the school doors open at 8:40am.
- The school day begins and registers are taken at 9am. After this time, children must enter the school via the school office.
- Registers close at 9.10am. Any child who arrives after the register has been taken is recorded as 'late before the register closed' (L). These children must be accompanied to the school office to be signed in.
- All registers are completed electronically and recorded in the SIMS management system.

### **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 contact the parent to check the reasons for the child's absence.

### **PARENTAL REQUEST FOR ABSENCE FROM SCHOOL FOR HOLIDAY**

With effect from September 2013 the government abolished the right of head teachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, head teachers will only be allowed to grant leave of absence for any reasons if they are satisfied exceptional circumstances exist.

Holidays will not be authorised and parents should not under any circumstances make travel arrangements during term time without discussing it with the Headteacher first. If parents feel they have an exceptional circumstance to take their child out of school they must complete a Leave of Absence form.

## ADDRESSING ATTENDANCE CONCERNS

The school expects attendance of at least 95%. It is the responsibility of the attendance lead, Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly.

### Outcomes of unauthorised absence or high levels of leave of absence

Attendance percentage	Action by school
Below 95%	Letter to inform parents termly Monitored closely by attendance lead
Below 90%	Letter to inform parents termly Parents contacted by attendance lead on telephone
Below 85%	Letter to inform parents termly Parents called in for a meeting with attendance lead and action plan agreed Continue to monitor weekly
Below 80%	Letter to inform parents termly Attendance team at Bucks contacted to support school and family

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 County Attendance Team. The County Attendance Team may issue penalty notices to parent's poor attendance patterns continue despite support from the school and County Team.

## CELEBRATING GOOD ATTENDANCE

Every term, children who have 100% attendance for that term will receive a certificate and have their name entered into a raffle to have the chance to win some prizes. There will also be a second raffle before the Easter and Summer holidays for the children who have 100% attendance for the whole year.

Attendance lead: Miss C Sitkowski (Assistant Head)

Policy Date ; Oct 2024