

## **St. Clare's Catholic Primary School Attendance Policy - September 2015**

### **Statement of Intent**

St. Clare's Catholic Primary School aims to work together with all stakeholders in order to ensure the achievement of high levels of attendance and punctuality for all pupils, with the intention of enabling all students to take full advantage of the educational opportunities available to them. We aim to encourage excellent levels of attendance and punctuality.

### **Rights, Responsibilities and Roles**

The school:

- expects pupils to attend school regularly and to arrive on time in a fit condition to learn.
- will encourage good attendance and will investigate all unexplained and unjustified absenteeism.
- will promptly investigate all absenteeism and lateness.
- will work closely with parents should attendance or punctuality give cause for concern.

The Headteacher is the named person responsible for monitoring the impact of this policy. Governor responsibility for monitoring policy effectiveness has been delegated to the Curriculum Committee which meets at least termly. Attendance is a standing agenda item and the committee's discussions/decisions relating to attendance are reported by the committee chair at termly full governing body meetings.

Pupils:

- will ensure that they attend school regularly and on time.
- will attend all lessons punctually.
- will not leave the school without permission.
- will have individual records of attendance/punctuality acknowledged by the school.

Parents:

- are legally responsible for ensuring their child's regular and punctual attendance.
- are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- are responsible for immediately informing school of the reason for any absence by phone call on the first morning of any absence.
- will avoid arranging family holidays during term time.
- can expect the school to keep them fully informed of their child's attendance/punctuality record.

### **Registration (including Punctuality)**

Registers will be taken punctually each day at 9.05am and at 1.15pm (KS1), 1.20PM (KS2). (Registers will close at 9.15am and 1.25pm)

Each pupil should be called by name and respond in the prescribed formal manner - 'Here', 'Present', etc.

Registers must be returned to the school office immediately after registration.

Should a pupil arrive in school after the registers have closed, they will be entered in the lateness book at reception, providing an explanation for his/her lateness.

Lateness will be recorded in registers and on the SIMS attendance module using DCSF statutory codes.

### **Authorised/Unauthorised Absence**

All absences must be explained in person or in writing by a parent. The school will then decide whether or not it will authorise the absence. Note that a letter containing a written explanation does not in itself authorise an absence; only the school's acceptance of the explanation offered by the letter authorises the absence.

Absence from school may be authorised if it is for the following reasons:

sickness

unavoidable medical/dental appointments

days of religious observance

exceptional family circumstances, such as a bereavement.

Parents should be reminded that all medical/dental appointments should be made, whenever possible, outside of school hours.

Parents should also be strongly urged to avoid booking family holidays during term time. Parents do not have any entitlement to take their child out of school for such holidays.

Absence from school will not be authorised for:

shopping

looking after brothers, sisters or unwell parents

minding the house

birthdays

### **Procedures for Following Up Absence/Lateness**

Should a pupil be absent at morning registration, unless a message explaining the absence has been received, the Admin Officer or Assistant will attempt that day to make contact with the pupil's home.

Should a pupil be persistently late or absent, the Headteacher will invite the parents into school.

All explanations for absence are recorded.

All notes from parents regarding a pupil's absence will be stored in the child's file

If no explanations for absence are received, the Headteacher will invite the parents into school. If no response is forthcoming the Headteacher will write to the parents.

When a pupil is persistently late or absent without good reason and the school's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Education Welfare Officer.

### **Strategies for Promoting Attendance/Punctuality**

In the belief that all pupils are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed.

Attendance statistics will be collected and used to inform pastoral and curriculum practices.

Parents, pupils and staff are to be regularly reminded of the types of absence which are recognised as authorised and as unauthorised.

Weekly 'best class' awards are made

A display in the school entrance records class and whole school attendance for the week and year to date

Certificates are awarded termly for all pupils with 100% attendance

'Regular, structured meetings are held with the school's Education Welfare Officer in order to identify and support those pupils whose attendance/punctuality is a source of concern.'

Parents will be kept regularly and fully informed of all concerns regarding attendance and punctuality.'

Termly reports will be made by the Headteacher to the school's governing body (Curriculum Committee) on the issue of attendance/punctuality.

Pupils are to be constantly reminded of the importance and value of good attendance.

All issues which may cause a pupil to experience attendance difficulties are to be promptly investigated by the class teacher/headteacher.

### **Collection of Attendance Data**

Each term the following data will be collected and analysed in order to assess performance and trends:

whole school attendance rates;

numbers and proportion of persistent absentee pupils;  
rates of unauthorised absence;  
attendance/absence rates for particular cohorts (weekly)

Links between attendance and attainment are investigated using SIMS assessment modules as part of the school's termly attainment tracking exercise.

Pupil-level attendance data will be analysed in order to identify persistent absentees and those pupils at risk of becoming persistent absentees.

This policy was approved and adopted at a meeting of the Governing Body on .....

Reviewed and updated

.....

Signed:

Chair of Governors

Signed:

Headteacher

Date:

To be Reviewed: