



St Clare's Catholic Primary School

Following in the footsteps of Jesus

Attendance Policy

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 have attendance as an item on the agenda of meetings with Head teacher and Chair of Governors.
- 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 and Standards Committee which meets twice 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/Carers:

- 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 before 9:30am 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 on SIMs punctually each day at 9.05am and at 1.15pm (KS1), 1.20pm (KS2), (Registers will close at 9.15am and 1.25pm) a U will be recorded for unauthorized absences- this may incur a Fixed Penalty Notice.

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

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

Parents will be regularly reminded 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. All explanations for absence are recorded on the child's file in SIMs.

If no explanation for absence is forthcoming the Headteacher will write to the parents to meet and discuss any challenges which might be causing the situation of a pupil being persistently late or absent without good reason. Parents/carers will be invited to a meeting in school.

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 in assemblies. A display in the school entrance records class and whole school attendance for the week and year to date. Certificates are awarded for all pupils with 97% + attendance

Regular, structured meetings are carried out by the Education Welfare Service to inspect and analyze school attendance and procedures used.

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

Twice termly reports will be made by the Headteacher to the school's governing body (Curriculum and Standards 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 Family Support Worker/Headteacher who will hold frequent attendance panels to identify children with attendance below 90% and work closely with families to improve this situation through advice and support.

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

Links between attendance and attainment are investigated 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.

Signed: Chair of Governors

Signed:  Headteacher

Date: 13th November 2019

To be reviewed: Spring 2021