

Attendance Policy

For a child to reach their full educational achievement a high level of school attendance is essential.

We feel at St Thomas' we have a central role to play in every child's social, spiritual and moral development. We ensure this by promoting Christian values of honesty, respect, faith, community, determination and trust as identified by the children, staff and governors. These values underpin this policy and its related practices.

Aims and Objectives

- ✓ To ensure all pupils take full advantage of opportunities for learning in school
- ✓ To ensure the well-being and safety of children at St Thomas' Primary School
- ✓ To set school targets for attendance
- ✓ To monitor pupil absence and the reasons

Intentions

- ✓ To actively promote and encourage 100% attendance for all pupils
- ✓ Each week the best attending class will be applauded and celebrated in assembly
- ✓ To celebrate at the end of every term 100% attendance in individual pupils
- ✓ To monitor regular or extended absence and take steps to resolve this
- ✓ To work with EWO (Educational Welfare Officer) to ensure no child is absent without school being aware of the reason
- ✓ To ensure that discretionary power to grant leave is only used in exceptional circumstances
- ✓ To use the School Information Management System to analyse and monitor pupils' patterns of absence and work with parents to rectify patterns

Teaching and Learning Impact

St. Thomas' Primary School will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school.

Equality and Inclusion

All children will be dealt with in the same manner. Allowances within this policy will be made for children with severe disabilities or illnesses who require additional time off for administration or medication.

Safeguarding

If a child is absent for any reason unknown to the school, Parents or Carers must contact the school office in some way before 9.30am on the first day of absence.

A text message will be sent or phone call made to the Parents/Carers of any child who is not in school and school has not received a message about.

Registration of pupils

- ✓ St. Thomas' Primary School will ensure that staff are aware of any new legislation with pupil registration
- ✓ Registers are to be completed accurately at the beginning of every session i.e. morning and afternoon
- ✓ Parents to be aware of importance of contacting school to report absence before 9.30am
- ✓ Senior Managers and School Governors to ensure evaluation of attendance procedures
- ✓ Regular reports will be provided for the Governing Body of St. Thomas' Primary School
- ✓ All absences will be reported by the Head teacher to the Educational Welfare Officer on their half termly visit.

Contents of the Attendance Register

Each class teacher will take the attendance register at the start of the first session of each school day and at the start of the afternoon session. On each occasion they will record whether every pupil is present or absent.

The school will follow up any absences to:

1. Ascertain the reason;
2. Ensure the proper safeguarding action is taken;
3. Identify whether the absence is authorised or not; and,
4. Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to download data to the School Census.

Registration and Absence Procedures

All absences will be recorded on school registers using the national codes attached. Any pupil who is on roll but not present in school must be recorded within one of these categories:

1. **Unauthorised Absence** – This is for pupils where no reason has been given or whose absence is deemed to be without valid reason. This can occur if a child arrives after 9:15am.
2. **Authorised Absence** – This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.
3. **Approved Educational Activity** – This covers types of supervised educational activity undertaken offsite but with the approval of the school.

Children who arrive late to school (after 8:50am) must enter the building via the main entrance to be signed in the Late Book and will receive a late mark in the register. If they arrive after registers have closed (9.15am) they will receive a late mark (unauthorised absence) in the register, accompanied by the number of minutes late the child was. A record of late minutes is kept for individual children and the same procedure for absence is followed if the minutes late a child is raises concern and can contribute to overall unauthorised absence.

The Education Welfare Officers hold 'late gates'; issue notices to parents/carers who arrive to school late. This is done on a half termly, or termly basis.

Reporting Absences

It is a parent's responsibility to inform school of any reasons for a child's absence, before 9.30am on the first day that they are absent from school (unless otherwise arranged with school) and to provide further information as required. There is no requirement to contact the school daily during a period of absence but regular updates should be provided to the school where a sickness absence becomes prolonged.

Where an explanation of absence has not been received we will issue a letter requesting information. We will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming.

Leave of Absence during Term Time

As a result of changes in the **The Education (Pupil Registration) (England) Regulations 2006**, Head teachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

What should parents do if they wish to request a leave of absence?

Parents should contact the school to find out how to make a request for permission. We would strongly recommend that this is done before planning any leave of absence.

What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

The absences will be marked in the school register as unauthorised absences and this may result in a Penalty Notice of £60 (rising to £120) per parent per child being issued by the Local Authority. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school.

Circumstances where a Penalty Notice may be issued:

- ✓ A Penalty Notice can only be issued in cases of unauthorised absence.
- ✓ There will be no limit on the times a Penalty Notice for unauthorised leave of absence can be used in an academic year.
- ✓ In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- ✓ The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notice for leave of absence (holiday) in term time

- Previously our approach was to only issue a Penalty Notice if the pupil's overall attendance was below 87%. This threshold has now been removed.
- Previously only one Penalty Notice per pupil was issued within an academic year. This limit has been removed so more than one Penalty Notice could be issued for repeated absence without permission during term time.
- Previously pupils missing 10 sessions or five days taken together risked a Penalty Notice. From 1 January 2018 **any** period of unauthorised leave may result in a penalty notice fine.

Penalty Notice for persistent lateness

- Previously a pupil had to achieve 20 unauthorised late marks before a penalty notice warning could be issued. From 1 January 2018 this has changed to 10 marks, and late marks do not have to be one after the other in order for the penalty notice to be issued.

Period of time used to measure persistent absence and lateness

If a child has had 10 days unauthorised absence or is late 10 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.

Medical Appointments

Parents of children attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment. Where possible all medical/dental appointments should be made outside of the school day.

We can then confirm lateness as a 'medical' absence and therefore authorised.

School Action on Repeated Absence

Where a child is persistently late or absent, even if the Head teacher has been informed, the following steps will be taken:

- ✓ A letter will be sent home informing parents of the number of late arrivals.
- ✓ If lateness persists then the parents will be contacted by the Educational Welfare Officer
- ✓ Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.
- ✓ Schools and EWOs must now adhere to the 'Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

Roles and Responsibilities

Attendance is overseen by Mrs Prince, School Bursar. Mrs Prince maintains a record of children's attendance rates and reasons for absence. Mrs Prince meets weekly with the Head teacher to hand over all figures for the week. Children causing concerns are also identified at this point and appropriate procedures, as outlined in the policy are followed.

In addition to 'in-house' roles St. Thomas' works closely with the Local Support Team to discuss individual cases and decide on appropriate next steps, hold 'late-gates' and look at whole-school improvements or concerns relating to attendance statistics.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Links to documents

<http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

Due for Review: November 2018

Accepted by Governors November 2017

SignedChair of Governors

Signed Headteacher