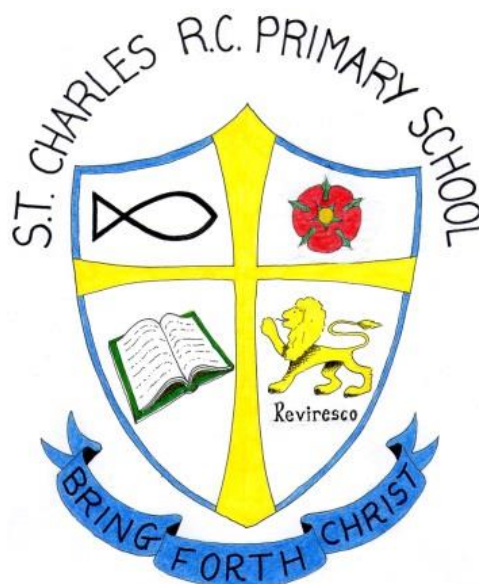


# ST CHARLES' RC PRIMARY SCHOOL

## WHOLE SCHOOL ATTENDANCE POLICY



“Bring Forth Christ”

Updated:	May 2018
By:	Mrs Vivien Baker
Approved by Governors:	
The Head teacher is responsible for monitoring this policy.	
Signature of Chair of Governors	
Date:	
Signature of Head teacher	
Date:	
Date of next review:	May 2019

St Charles' RC Primary School will encourage good attendance from all its pupils, by offering an environment in which pupils feel valued and part of our school family.

### **Aims**

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.

### **Rights, roles & responsibilities**

We will develop a procedural framework which defines agreed roles and responsibilities for

- Parents and carers
- Pupils
- School staff
- Governors

to complement this policy and identify how we will deliver our aims in respect of regular and punctual attendance.

This procedural framework will include guidance on

- Registration
- What constitutes unauthorised absence
- Consistent use of symbols for authorised leave
- Absences in term time
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absences
- Criteria and systems for referral to and working with the LA Attendance Officer.
- Systems for dealing with absence
- Systems for reintegrating pupils who have been absent
- Systems for monitoring whole school attendance and action planning

### **Absences in term time**

St Charles' RC Primary School will discourage any absence in term time. Notwithstanding this, the school may approve absences during term time of up to ten school days in a school year in exceptional circumstances with prior permission. School will only consider requests for absence in term time over 10 days where prior permission is sought and the parent is able to demonstrate exceptional circumstances. From November 2015, penalty notices will be issued for 5 days unauthorised leave in one term or for 7 days unauthorised leave in any two consecutive terms.

### **Use of penalty notices**

For days taken in excess of the agreed period of leave, without good reason, the Local Authority may issue a fixed penalty. Similarly, a Penalty Notice for persistent lateness may be issued. From September 2013, unauthorised absence would attract a penalty notice of £120 if paid within 42 days or £60 if paid within 28 days.

### **Partnership working**

School will work with Children's Integrated Services and other support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility of staff will be set out in the procedural framework on attendance.

### **Monitoring & analysis**

School will monitor attendance of pupils each half term - at the end of the half term, using the SIMS.net registration data. The information gained will be analysed by the head and/or office manager and appropriate letters will be sent out to parents of pupils whose attendance or punctuality is a cause for concern. Pupils whose attendance or punctuality falls below 92% may be referred to the school's Home School Liaison Officer. Pupils whose attendance falls below 88% may be referred to the Early Intervention Team.

### **Persistent Absence**

The minimum attendance level which is expected of all primary aged pupils nationally is 95%. It is when attendance falls below this level that school will consider whether it is appropriate to offer support in order to improve the situation. Both local and central government pay particular attention to reducing the number of pupils who fall into the persistent absence category (PA). A pupil becomes a persistent absentee when their attendance falls below 90% at any point during the school year; whether the absences are authorised or unauthorised. When attendance nears this level children miss significant amounts of schooling; meaning that their educational progress is put at risk. We need parents' full support in ensuring that attendance does not reach this level. However, if for any reason a child's attendance does fall into this category parents will be asked to do all they can improve the situation.

Families will be supported in this via school's robust systems for managing PA. This support may involve the need for parents, and children of an appropriate age, to agree to a parenting contract. Due to the seriousness of PA status it is highly likely that such cases will be referred to a local government attendance officer (Early Intervention Team). Furthermore, the names of individual pupils who are classed as persistent absentees are reported to the Department for Education annually; along with whole school absence figures.

### **Locally Agreed Arrangements**

The Great Harwood & Rishton School Cluster has agreed the following arrangements:

- Exceptional circumstances will include absence due to respite care for terminally ill siblings/family members, parents in the Armed Forces, visiting seriously ill family members, recovery from bereavement, where the absence can give evident educational benefits, or in unique circumstances where the Head feels such an absence is in the interests of the child/children at that time. Each Head teacher will also use their own discretion regarding each request.
- Heads will liaise with other school regarding absence requests when appropriate, for example when families with siblings in more than one school make a request

### **Review**

This policy and the associated procedural framework will be reviewed annually by the staff and Governors.

Last reviewed: May 2018

## Whole School Attendance Policy - Procedural Framework

### Rationale:

This document forms part of St Charles' RC Primary School's Whole School Attendance Policy. It sets out the rights, roles and responsibilities for parents/carers, pupils, school staff and governors; and the systems and procedures in place to identify how the school will deliver its aims in respect of regular and punctual attendance. It will be reviewed annually.

### Rights, Roles and Responsibilities

St Charles' RC Primary School believes that it is important that Parents and Carers, Pupils, School Staff and Governors all work in partnership to encourage good attendance for all pupils. The following is a summary of the rights, roles and responsibilities:

#### Parents and Carers

- Ensure the child(ren) in their care attend school regularly and punctually.
- Inform the school office or class teacher on the first day of absence and provide a reason for the absence.
- Inform the school office of the continued absence and update as to the reason for the absence regularly.
- Provide a written note to the class teacher or school office confirming the reason and length of absence on the day the child(ren) return/s to school
- Avoid absences in term time wherever possible but to write to the school as soon as possible prior to the first requested day of absence to request authorisation.
- To advise the school, by contacting the school office, immediately if they become aware of problems with attendance.
- To co-operate with the school in promoting and improving attendance e.g. attending meetings, participation in Parenting Contracts and supporting the school in agreed intervention/action plans.

#### Pupils

- Acknowledge behaviour needed out of school, e.g. early bedtimes to allow for punctual behaviour
- Attend school punctually
- Follow systems for late registration
- Speak to teachers/parents if issues arise which have an effect on school attendance
- Co-operate and participate in support offered by the school or other agencies

#### School Staff

The Head teacher has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate. The Head teacher is also responsible for liaison with individual families, the Home School Liaison Officer and the Early Intervention Team to ensure appropriate support is given where attendance concerns are identified and for liaison with the Local Authority and DfE to ensure that the school conforms to all statutory requirements in respect of attendance.

However, St Charles' RC Primary School believes that all staff have responsibilities and a role to play in promoting good attendance by:

- Providing a welcoming atmosphere for children.
- Providing a safe learning environment.

- Ensuring an appropriate and responsive curriculum which includes the possibility of catching up lessons missed through absence.
- Providing a sympathetic response to any pupil's concerns.
- Being aware of factors that can contribute to non-attendance.
- Being aware of the role all staff can play in ensuring attendance is seen as important for all pupils.
- Adherence to the systems and procedures in place within school to promote good attendance and highlighting any concerns to the Head teacher.
- Participation in training regarding school systems and procedures.
- Willingness to communicate with children and parents about attendance.

Some staff will have specific individual responsibilities to support the attendance policy and these are outlined in the Procedures section of this framework.

### **Governors**

- Adopt an Attendance Policy and review it annually.
- Ensure that they receive reports from the Head teacher regarding school attendance as part of the school monitoring or school profiling exercise.
- When the Governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance.
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively.

### **Procedures**

#### **Registration**

Morning Registration is at 08.55am

Afternoon Registration is at 1.05pm

Each class teacher or their nominated representative is responsible for marking children present in the register at morning and afternoon registration. The registers must be completed by 9.05am and 1.05pm to avoid discrepancies between classes. The class teacher must ensure that the marked register, plus any notes received regarding absence, is returned to the school office by 9.10am/1.20pm.

The school office is responsible for entering attendance on the electronic register and for inputting absence codes on a daily/weekly basis.

#### **Late Registration**

School doors are locked at 08.55am and 1.15pm. Pupils requiring admittance to the school after these times must go to the front door and request entry via the main entrance. The school office uses Inentry which holds details of name, class, time admitted/time released and reason for lateness/absence.

In accordance with current guidance, the attendance registers are closed at 9.05am. This means that any pupil who arrives after the gates have closed at 8.55am but before 9.05am will be given a late mark (L) in the register. This code is classed as a present mark, but displays that the pupil arrived late for school. Any pupil who arrives after the registers have closed (9.05am) but before the end of the morning session will be given a "late after registers

closed" mark (U) in the register. This code is classed as an unauthorised absence but displays that the pupil was physically present in school for part of the session. In addition to using the U code in this instance, office staff will also use the facility within the SIMS attendance module to record the number of minutes late for each pupil, on each occasion. This facility will allow school staff to monitor and manage developing patterns of lateness more effectively. The fact that the U code is classed as an unauthorised absence means that when it is used, pupils are likely to be missing significant amounts of schooling; putting their educational progress at risk. For this reason the use of this code will be considered as serious as any other unauthorised absence and will attract the interest of external agencies, including consideration of the use of legal sanctions, in just the same way.

### **Authorised and Unauthorised Absence**

In every instance it is the Head teacher who determines whether an absence is recorded as authorised or unauthorised. This decision is made based on information provided by parents/carers. Further evidence is usually requested for an absence to be recorded as authorised, e.g. medical appointment cards. As the register is a legal document, the Head teacher has responsibility for its accurate completion in accordance with current guidance. Examples of authorised absence include medical or dental appointments and illness. Examples of unauthorised absence include hair appointments, shopping and birthdays

If a child is absent and no contact has been made by the family, the school office will contact the family on the first day of absence by 9.30am. If contact cannot be made on any of the numbers held on file, the Head teacher should be informed and a Home visit will be made by the Pastoral Care lead with another member of staff as deemed necessary. In the case of prolonged or repeated absence without justification being given, the Head teacher will determine whether a referral to PAST (Pupil Attendance Support Team) should be made.

### **General School Guidance**

- The school office is responsible for maintaining records of reason and length of absence.
- Parents/Carers are required to contact the school office or on the first day of absence advising of the reason for the absence and expected return date, if known.
- Where information is provided to the class teacher they are responsible for passing this information to the school office.
- Where a verbal message is taken by office staff, the class teacher will be informed.
- Where a written note is received this should also be kept in the class register.
- Where the absence is for several days, the Parent/Carer is responsible for informing the school office of the continued absence and updating them as to the reason for the absence every morning.
- The school office is responsible for inputting the appropriate absence code on the electronic register. Where they are not certain whether an absence is authorised or not, they should seek advice from the Head teacher.

In line with latest guidance,

- Schools should hold at least three phone numbers for different adults.
- School will immediately send a member of staff when contact cannot be made by phone with the parent of an unexpectedly absent child.
- If there is no answer when staff visit the family home, the police should be called immediately.

### **Signing Out**

The school office is responsible for overseeing the procedure for releasing children where parents/carers have requested and been granted authorised absence for an appointment in school time. In every case a copy of the appointment should be enclosed with the request or provided after the appointment so that the absence can be authorised.

The child(ren) can only be released to a parent or authorised carer/family member (to be authorised in writing by the legal guardian of the child). When an authorised adult is picking up a child within school time, the school office is responsible for ensuring that they sign the child out using Inentry. The school office is responsible for inputting the appropriate absence code on the electronic register.

### **Extended Absence in Term Time**

St Charles' RC Primary School discourages the taking of extended absence in term time. However, the Governors have agreed that the Head teacher may approve extended absence during term time in exceptional circumstances of up to 10 days per school year, on receipt of a prior request from the parent with whom the child usually resides, unless the request is considered inappropriate. Extended absence will only be approved once during the child's time in Foundation Stage and Key Stage 1, and once during the child's time in Key Stage 2.

A request will be considered inappropriate if:

- There are existing or historic attendance concerns
- It is thought that the child's educational progress would be put at significant risk as a result of being absent from school (e.g. where a child has a statement of special needs)

**AN ABSENCE WILL NOT BE AUTHORISED WHERE A CHILD IS ALREADY A PERSISTENT ABSENTEE OR WOULD BECOME SO AS A RESULT OF THE LEAVE BEING TAKEN.**

Parents/Carers who wish to request extended absence during term time should complete an application form, available from the school office, before booking any holiday or absence from school. The Head teacher will consider the request and advise in writing within 5 days whether the absence will be authorised or not. Where concerns exist, the Head teacher will request a meeting with parents before any period of leave for an extended absence is authorised.

The school takes unauthorised absence seriously and, particularly in the case of repeated unauthorised absences, will undertake further liaison with the family, pupil, Home School Liaison Officer and the Early Intervention Team as appropriate. This includes absences which are taken without a prior request being made; and those taken after a prior request has been made and parents have been informed that the period of absence would be classed as unauthorised but the absence has been taken regardless of this advice.

The school office is responsible for recording absences/extended leave in the electronic register and will retain copies of correspondence regarding requested leave of absence for three years. They will also be responsible for highlighting to the Head teacher if absence continues after the notified period.

### **Monitoring, Analysis and Action Planning**

The Governors have determined that the Head teacher has overall responsibility for the monitoring, analysis and action planning of school attendance. The Head teacher is also

responsible for ensuring that data is returned promptly to the Local Authority and DfE within deadlines. However, it is expected that the day to day implementation of this will largely rest with the class teachers who take the register and highlight causes for concern and the school office who are responsible for maintaining the school records on attendance and for highlighting causes for concern.

The Head teacher will raise specific concerns with the PAST as they arise.

The Head teacher is required to review this Whole School Attendance Policy and Procedure Framework annually and to report on attendance matters to the Governors termly. The Governors will also review the Attendance Policy at least annually to ensure that it continues to meet the school circumstances.

If there is a trend of worsening attendance in a particular group of pupils, discussions should be held with the School Attendance Consultant to identify Action Plans to reverse the trend. It should also be reported to the Governors at the next full Governors' meeting.

St Charles' RC Primary School also uses whole school incentive and reward schemes in order to raise the profile of attendance and promote good levels of attendance. These schemes will be reviewed and changed regularly in order to ensure that children remain interested and motivated.

### **Criteria and Systems for referral to and working with the School Attendance Consultant and the Early Intervention Team**

The Head teacher is responsible for ensuring consistent referral of regular or unjustified absence. The criteria for referral are outlined in the systems below. The purpose of these discussions is to:

- Highlight any concerns and identifying any action required.
- Receive guidance on latest best practice.
- Receive information about local and national trends and benchmarking.
- Discuss whether current attendance policy and procedures are effective.

### **School System for dealing with concerns about Lateness and Absence**

The school office is responsible for advising the Head teacher of pupils who are persistently late or absent as issues arise. The class teacher is also responsible for raising concerns about lateness or absence of class members to the Head teacher as issues arise.

In addition to this the Head teacher will use electronic systems to monitor the attendance of individual pupils at least once every half term.

Once concerns have been raised:

- The Head teacher will discuss the matter informally with the family (including the pupil).
- The Head teacher will send letters regarding attendance issues to parents of all pupils whose attendance is a cause for concern. This will be done on a half termly basis.
- Parents and children, if appropriate, will be asked to agree to a parenting contract which will include the setting of targets and will be reviewed regularly.



- If lateness/absence persists, and school procedures fail to provoke the required level of improvement, the Head teacher will contact the Home School Liaison Officer or Early Intervention Team who will arrange meetings with the family and Head teacher as appropriate and determine whether any interventions are required. These interventions will include consideration of the use of legal sanctions.
- Incentive and reward schemes will be used for individual pupils, as appropriate.

### **School System for reintegrating pupils who have had long term absence**

When a pupil has been absent from school for an extended period, the Head teacher, class teacher and other support services will liaise with the family to ensure that a smooth reintegration is achieved.

### **Alternative curricular arrangements**

If school is notified that a pupil will be off school for an extended period due to illness, the Head teacher will liaise with the family and other support services to determine whether it is appropriate to provide work to be completed at home.

### **Communication of Attendance Policy and Procedure**

It is important that the School's Policy on Attendance is communicated to all the stakeholders and that parents, pupils and staff know the procedures and systems that are in place to implement it.

The Governors have determined that:

- Details of the Policy and the procedure for requesting absence, absence in term time, and signing in and out of school will be disseminated as part of the new parent induction process e.g. induction package, talks to new parents.
- Reference to the School Attendance Policy regarding Absence during term time is to be made clear when the school calendar of dates is sent out each year.
- Summary of Responsibilities under the Attendance Policy will be contained in the Home/School Agreement.
- Staff responsibilities will be contained in the Staff Handbook
- The Head teacher will ensure that staff receive training regarding their responsibilities regarding the Attendance Policy and Procedures.
- The Head teacher will provide a summary of attendance and causes for concern at least annually to the Governors.
- Details of the absence record of the school will be communicated as part of the School Profile.

### **Removal from Roll**

School will only remove pupils from roll in accordance with the criteria set out in Regulation 8 of The Education (Pupil Registration) Regulations 2006.

When pupils fail to return from any leave within 10 days of the expected return, then school will contact the Children Missing in Education Office at the Globe Centre, informing them of the circumstances and that we wish to remove them from roll as they are no longer in school.

When pupils are absent from school with no explanation, school will attempt to make contact on day 1 by phone, day 2 by phone, day 3 by letter. If there is no response by day 5, the child will be referred to the county Children Missing in Education Officer. On day 21 of absence, if the child has not been located they will be removed from roll.

#### Appendices

1. Letter to home regarding absence, to be used as part of half termly monitoring
2. Letter home regarding punctuality, to be used as part of half termly monitoring
3. Letter inviting parents to meeting re attendance
4. Sample Parenting Contract

## Appendix 1

**ST CHARLES' RC PRIMARY SCHOOL**

**Knowles St  
Rishton  
Lancashire  
BB1 4HT**

**Telephone (01254) 886110  
Email: [bursar@st-charles.lancs.sch.uk](mailto:bursar@st-charles.lancs.sch.uk)  
<http://st-charles.lancs.sch.uk/>  
Head teacher: Mrs V Baker BA (Hons) ALCM PGCE**

**“Bring Forth Christ”**

Dear Parent/Guardian

**RE: ATTENDANCE CONCERNS**

At St Charles, we believe that good attendance record is vital because even short periods of absence can mean that a child's ability to keep up with schoolwork may be significantly reduced. Friendship groups can also be affected by time away from school and this can be upsetting for children.

We review the attendance of individual pupils at least once every half term. Our latest register check revealed that NAME attendance is currently ATT%. Whilst we appreciate that these absences may be due to illness, or other reasons authorised by school, we ask that you consider NAME current attendance level before further school days are missed.

The happiness and educational progress of all our children at St Charles' Primary School are our priorities and we believe that good attendance is a major way in which these priorities can be achieved. It is for this reason that we ask for your support in this matter. If you would like any advice in relation to attendance, please do not hesitate to contact school.

Yours sincerely

Mrs Vivien H Baker  
Head teacher

## Appendix 2

**ST CHARLES' RC PRIMARY SCHOOL**

**Knowles St  
Rishton  
Lancashire  
BB1 4HT**

**Telephone (01254) 886110  
Email: [bursar@st-charles.lancs.sch.uk](mailto:bursar@st-charles.lancs.sch.uk)  
<http://st-charles.lancs.sch.uk/>  
Head teacher: Mrs V Baker BA (Hons) ALCM PGCE**

**“Bring Forth Christ”**

Dear Parent/Guardian of

Following a routine visit from the Attendance Consultant working for the Local Authority, the amount of late arrivals by some pupils in school was highlighted. Unfortunately your child falls into the highlighted group.

Regular attendance at school is vital in order for pupils to achieve their full potential. Each day missed from school creates a 'gap in learning' which can often be difficult for a child to catch up.

Regular punctuality at school is also vital in order for pupils to achieve their full potential. In the morning school concentrates on the core subjects of literacy and maths. Each late arrival creates a 'gap in learning' which makes it difficult for a child to catch up. Also late arrivals are very disruptive to the rest of the class and disrupt their learning too.

Every day counts but every minute is important. Being 15 minutes late each day is the same as missing 2 weeks of school. Lost minutes = lost learning.

The Local Authority and school expect every child to arrive on time. We have reviewed your child's punctuality for the past term we would appreciate your co-operation in making an improvement over the forthcoming weeks as every day really does count.

If you have any questions or wish to discuss your child's attendance with school then please contact us on 01254 886110

Thank you for your support in this area,

Mrs Vivien H Baker  
Head teacher

## Appendix 3

**ST CHARLES' RC PRIMARY SCHOOL**

**Knowles St  
Rishton  
Lancashire  
BB1 4HT**

**Telephone (01254) 886110  
Email: [bursar@st-charles.lancs.sch.uk](mailto:bursar@st-charles.lancs.sch.uk)  
<http://st-charles.lancs.sch.uk/>  
Head teacher: Mrs V Baker BA (Hons) ALCM PGCE**



**“Bring Forth Christ”**

Dear Parents

RE:

On \_\_\_\_\_ I wrote to you concerning your child’s attendance.

I am still concerned that the level of attendance is well below the expected 95% and would like to discuss this matter with you further.

Please contact school to arrange a mutually convenient time to meet and discuss the issue.

Failure to contact school will result in this case being referred to our Home School Liaison Officer for further support.

I look forward to speaking with you soon.

Yours sincerely

Mrs Vivien H Baker  
Head teacher



## PARENTING CONTRACT AGREEMENT

The following has been agreed between the School (insert name) and the parent (insert name).

(a) The School, (insert name), has agreed to:

- Make sure that a member of staff contacts (insert pupil's name)'s parents immediately if (he/she) is not at school when the register is taken;
- Be available after school if there is anything parents wish to discuss in person;
- 
- 
- 
- 
- 

(b) The parent, (insert name), has agreed to:

- Let school know if there are any problems that might affect attendance;
- Contact school ASAP if (insert pupil's name) is to be absent that day;
- 
- 
- 
- 
-

**TARGET:**

Over the next 4/6 weeks/half-term/term (whichever is most appropriate) we expect that (insert pupil's name) will attend school/arrive on time for at least (insert percentage/number here that is achievable and realistic) of the time.

**REVIEW DATE:** \_\_\_\_\_

The School (insert name) and parent(s) (insert name) will meet again on the above date to discuss how things are progressing and whether or not to make any changes to the contract.

NB: A meeting can be requested by any of the people concerned at any time to discuss the agreement or any further difficulties or problems arising.

**FURTHER REVIEW DATES:**

This contract will run from **(date)** until **(date)** and the attendance will be monitored for a period of six months after this date.

- We will next meet on **(date)** at **(time)** at **(location)**.
- 
- 
- 
-



## CONTRACT AGREEMENT

We agree to work together to meet the agreements set out in this parenting contract to help (insert pupil's name) attend school regularly and punctually and to behave well for the period of this contract (date) to (date).

Signed:

	Signature	Date
Parent(s)		
School		

If there is no improvement in (insert pupil's name)'s attendance/punctuality, then school may have to consider a referral to external agencies (such as the Integrated Assessment and Support Team) and this will involve the sharing of information which may have been discussed in this meeting/contract.

## USEFUL CONTACT NUMBERS AND ADDRESSES:

School Office	St Charles	01254 886110
Teacher/Head teacher	Mrs Vivien Baker	
Other Services		
(e.g. School Nurse)		
(e.g. Social Workers)		
(e.g. Children's Centre)		
Parenting Advice	<a href="http://www.parentscentre.gov.uk">www.parentscentre.gov.uk</a>	
	<a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>	0808 800 222