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**ST CHARLES’ CATHOLIC PRIMARY SCHOOL**

**ATTENDANCE AND PUNCTUALITY**

**POLICY CHILDREN**

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| AGREED: MARCH 2022 | REVIEWED: OCTOBER 2023 | NEXT REVIEW:OCTOBER 2025 |

**Our Mission at St Charles’ Catholic Primary School is to…**

**LOVE, LEARN, GROW TOGETHER**

**ST CHARLES’ CATHOLIC PRIMARY SCHOOL**

**ATTENDANCE AND PUNCTUALITY POLICY**

**1.0 Introduction**

St Charles’ Catholic Primary School recognises the clear link between the attendance and attainment of students. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for students within St Charles’ Catholic Primary School to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our young people every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all students attend regularly and on time. Students should aim to attend every day that the school is open. We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. ***As a school we define regular attendance as 97% or above.***

St Charles’ Catholic Primary School believes Teachers, Parents, Carers, Students and all members of St Charles’ Catholic Primary School community have an important contribution in improving attendance and punctuality ensuring students attend to achieve. This Policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

**2.0 Aims**

* Maximise the overall percentage of student attendance and punctuality at St Charles’ Catholic Primary School.
* Reduce the number of students who are persistently absent/persistently late and raise the profile of attendance and punctuality amongst the school community.
* Provide support advice and guidance for parents, students and staff.
* Develop clear procedures for the maintenance of accurate registration for students.
* Ensure a systematic approach to gathering, analysing and acting upon attendance data.
* Ensure a whole school approach to ensure consistency of intervention strategies.
* Continue to promote effective partnerships with the Local Authority, Children’s Services, Health and other partner agencies.

**2.1 Promoting regular Attendance at St Charles’ Catholic Primary School:**

This is everyone’s responsibility, all members of staff, parent/carers and students.

To help us all focus on this, St Charles’ Catholic Primary School will ensure:

* Appropriate interventions are in place to deter poor punctuality/punctuality.
* An appropriate curriculum is provided and will be reviewed regularly.
* The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
* Students are provided with appropriate support to minimise disaffection from school. This includes St Charles’ Catholic Primary School and multi-agency provision as appropriate.
* Special Educational Needs, disadvantaged and Looked After students and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
* Effective partnerships with parent/carers are encouraged through regular contact and support provided.
* Parents/carers are kept informed of students’ attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
* Good attendance and punctuality is rewarded through regular individual student incentives.
* Attendance and punctuality is regularly discussed with students in form time and at assemblies.
* Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

**3.0 Attendance Expectations and Absence Procedures**

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

**Expectations of students**

* Ensure you arrive at St Charles’ Catholic Primary School by 8.40am with correct equipment
* Be in your class by 8.40am.
* Arrive to lessons on time.
* Always attend every lesson.
* Never leave the school site without permission.
* Always use the signing in/out system when late or leaving school for appointments.
* Following any absence complete any missed work that may be provided by St Charles’ Catholic Primary School.

**Expectations of Parent/Carer**

***Ensuring your child’s regular attendance at school is a parent/carer’s legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.***

* Ensure your child leaves for school on time.
* Telephone school if your child is to be late.
* For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.
* Contact school preferably by 8.40am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school.
* If a telephone call is received as a result of your child’s absence it is important that you respond to ensure your child is appropriately safeguarded.
* Contact the Headteacher Mrs R Dean/Deputy Headteacher Mrs B Battersby or SENDCO Mrs J McKinstry if the reason for absence requires a more personal contact.
* **In case of emergency** we need up to date contact numbers at all times so please ensureyou inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided)
* Requests for exceptional circumstances leave of absence must be in writing to the Headteacher and can only be authorised by the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.

**3.1 If a student is absent we will**

* Telephone Parent/Carer on the first day of absence if we have not heard from them by 9.20am.
* If no response is received after three days unauthorised absence, a member of school staff will conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.
* If a student’s absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet the Headteacher.
* If absences persist the Headteacher will discuss actions with the Education Welfare Officer.

**4.0 Understanding types of Absence**

St Charles’ Catholic Primary School has to record every absence that a student takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by phone on the first day of absence and in writing on the student’s return.

**4.1 Authorised Absence**

Authorised absence: is when the school has accepted the explanation offered as satisfactory

justification for the absence or given approval in advance for such an absence. If no

explanation is received, absences cannot be authorised. It is the Headteacher, not parents who make the decision to authorise absence from school.

**4.2 Unauthorised Absence**

Unauthorised absence: is when the school has not received a reason for absence or has not

approved a child’s leave absence from school after a parent’s request. This includes but is not exclusive to:

* Parents giving their children permission to be off school unnecessarily, such as for

shopping, birthdays, to look after siblings

* Truancy before or during the school day
* Absences which have not been explained.
* Students who arrive at school too late to get their mark

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018 St Charles’ Catholic Primary School will issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school will refer to case to the local authority requesting a Penalty Notice be issued.

**4.3 Persistent Absence**

* Students are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects Schools to intervene well before students reach a level of persistent absence.
* Whilst we understand that students can be absent from school because they are ill, sometimes they can be reluctant to attend. If a student is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution
* Parent/Carers are asked to contact the Headteacher in the first instance.

**5.0 Why Regular Attendance is very important:**

Any absence affects education and regular absence will seriously affect students’ learning.

Students who have time off often find it difficult to catch up and do well.

* 90% attendance is equivalent to a student missing one half day of lessons per week or approximately 118 lessons per year

The DFE has published a strong link between poor school attendance and low levels of achievement:

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| Students attendance | Chance of achieving 5 good pass grades at GCSE |
| **100% - 96%** | 73% of Students achieve 5 good pass grades. |
| **96% - 94%** |  64% of Students achieve 5 good pass grades. |
| **93% - 90%** |  55% of Students achieve 5 good pass grades |
| **80% to 70%** | Only 20% chance of achieving 5 good pass grades |
| **50% and below** | Only6% of Students achieve 5 good pass grades |

***Ensuring your child’s regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.***

**6.0 The Education Welfare Officer (EWO)**

* The Education Welfare Officer – provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school.
	+ The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the student’s attendance and where unauthorised absence persists the EWO will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

**7.0 Leave of absence in Term Time**

***The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.***

Parents/carers can receive a Penalty Notice fine for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively.

***Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.***

**8.0 Lateness**

Poor punctuality is not acceptable**.**

If a student misses the start of the day they can miss work and late arriving students disrupt lessons, it can be embarrassing for the student arriving late and can encourage future absence.

**8.1 How we manage lateness**

The school day starts and registers are taken at 8.55am by the Class Teacher and students receive a late mark if they are not in their class by that time. School recommends that students arrive at by 8.40am.

* If a pupil arrives late to School parents/carers ***must*** sign their child(ren) in via the school’s Inventry system and give a reason for their child(ren) being late
	+ If the pupil continues to arrive late they will be referred to the EWO.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the Headteacher, who will offer support to resolve the problem.