

St Michael's Catholic Primary School

Attendance and Punctuality Policy



School Attendance Team

Attendance Lead: Alyson Rigby (Headteacher)

Safeguarding Lead: Mrs Birch

Attendance Admin officer: Ms Hayes

EWO: Catherine Breen

Governor: Jeannette Riley

Governor Body: St Michael's Catholic Primary School

Date of adoption: December 2019

Reviewed: February 2022

Date of next review: February 2024

1.0 Introduction

St Michael's School recognises the clear link between the attendance and achievement of pupils. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils within St Michael's School to support learning and development.

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

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

St Michael's School believes Teachers, Parents, Carers, Pupils and all members of St Michael's School community have an important contribution in improving attendance and punctuality ensuring pupils 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 pupil attendance and punctuality at St Michael's School.
- ☐ Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- ☐ Provide support advice and guidance for parents, pupils and staff.
- ☐ Develop clear procedures for the maintenance of accurate registration for pupils.
- ☐ 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 Michael's School:

This is everyone's responsibility, all members of staff, parent/carers and pupils.
To help us all focus on this, St Michael's School will ensure:

- ☐ Appropriate interventions are in place to improve 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.
- ☐ Pupils are provided with appropriate support to minimise absence from school. This includes St Michael's School and multi-agency provision as appropriate.
- ☐ Special Educational Needs, disadvantaged and Looked After pupils 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 pupils' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
- ☐ Good attendance and punctuality is rewarded through regular incentives.
- ☐ Attendance and punctuality is regularly discussed and celebrated with pupils in class 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.

3.1 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 arrives 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 9 am 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 text message/phone call is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.
- ☐ Contact the designated Safeguarding Lead (Mrs Birch) 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 ensure you 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. Absence Forms can be requested from the school reception.

3.2 If a pupil is absent we will

- ☐ Telephone the parent/carer on the first day of absence if we have not heard from them by 9 am.
- ☐ If no response is received and the absence is unauthorised 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 pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet with class teacher.
- ☐ If pupil absence does not improve, an 'Attendance Team Around the child Meeting' will be organised and chaired by the headteacher. Parent/carer will be invited as well other key professionals.
- ☐ If absences persist the headteacher will discuss actions with the Education Welfare Officer.

3.3 Supporting a pupil who has been absent from school

- ☐ All pupils are warmly welcomed back into school after any period of absence by all staff
- ☐ Any gaps in learning are identified by teacher and bespoke support is provided to help pupil catch up. This support maybe through precision teaching, intervention support, 1-1 tutoring, and or small group coaching.
- ☐ The school curriculum is planned to ensure children have the opportunity to revisit key concepts.
- ☐ Pastoral team provide social and emotional support if required to help settle pupil back into school.

4.0 Understanding types of Absence

St Michael's School has to record every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by calling the school on the first day of absence and in writing on the pupil'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
- Absences which have not been explained.
- Pupils 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 Michael's School can 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 schools 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

- ☐ Pupils 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 pupils reach a level of persistent absence.
- ☐ Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil 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 St Michael's in the first instance.

5.0 Why Regular Attendance is very important:

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often find it difficult to catch up and do well.

- ☐ 90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

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 pupil'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 for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

Other reasons for extended absence and requests for leave in term time.

- All staff are trained and made aware about possible reasons for extended absence from school.
- Female genital mutilation (FGM) is a form of child abuse common to some African, Asian and Middle Eastern communities in the UK. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. Victims are usually aged between four and ten, primary school age.
- It is **illegal** in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003.

Action to be taken with regards to FGM and Forced Marriage:

- Any information or concern that a child is at immediate risk of FGM or forced marriage should result in a child protection referral under school procedures to the Designated Senior Person in the first instance and then to Children's Social Care Services and/or the Child Protection Team, Merseyside Police
- Records of all incidents will be kept following the same procedure as for all other child protection concerns in school in line with current policy.

Mandatory Reporting Procedure

If a teacher in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the teacher must report this to the police.

As stated in school's Child Protection Policy 2019

8.0 Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons, it can be embarrassing for the pupil arriving late and can encourage future absence.

8.1 How we manage lateness

The school day starts and registers are taken at 8.50am am by the class teacher and pupils receive a late mark if they are not in their class by that time. School recommends that pupils arrive by 8.40 am. Attendance officer and HT on reception door to remind parents/carers of the importance of punctuality.

- ☒ If a pupil arrives late to school parents/carers will be given a letter from HT about punctuality and a note is made.
- ☒ If a pupil is late on a second occasion a member of the attendance team will call parent to discuss.
- ☒ If a pupil is late for a third occasion a member of LT will invite parent into school to discuss poor punctuality.
- ☒ Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.
- ☒ If a child is persistently late for school an 'Attendance team around the child' meeting will be organised. The parent/carer will be invited to attend in attempt to stop future poor punctuality.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the designated safeguarding lead,(Mrs Birch) who will offer support to resolve the problem.

9.0 People Responsible for Attendance Matters at St Michael's School

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

10.0 Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to:

- Inform the LA in **every** circumstance when deleting a pupil's name from the admission register
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Give the attendance officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Appendices – *working towards best practice*

Attendance and Punctuality Roles and Responsibilities Guidance

Whole School Approach

When	Whom	Actions Expected
DAILY	Pupils	<ul style="list-style-type: none"> • Arrive on school site by 8.50 am • Be in class on time for registration at 8.55 am
	Class Teacher	<ul style="list-style-type: none"> • Registers are completed on SIMS each day on time • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school • Welcoming long-term absentees back into the class • Discuss poor attendance with Parent/carer and impact having on child's progress and well-being
	Attendance and Pastoral Staff	<ul style="list-style-type: none"> • Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance marks in the register via SIMs • Identify pupils who are absent from school without reason (before 9.30am) • Log on SIMS, parental voicemails, live calls into school, and emails regarding student absences • Ensure all Late arriving pupils are spoken to and their attendance is entered on to SIMS • SIMS in touch messages sent to parent/carers who have failed to contact regarding their child's absence and also pupils who arrive late. • First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. • SLT and class teachers contacted with specific attendance queries and necessary follow ups required • Supporting staff with registration queries, support the interventions of the class teachers. • Monitoring and tracking of staff not completing registers in line with • Logging attendance of all pupils going out /in school for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems. • Daily Late process, log and send actions for relevant staff. • Daily Attendance/ PA report sent to senior leader with responsibility for attendance.
	SLT	<ul style="list-style-type: none"> • SLT leaders informal discussions with identified pupils parents/carers to follow up attendance issues and agree future action required. • SLT leaders discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required.
	EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families. • Phone call contact with pupils/parent/carers • Home visits • Instigation of legal proceedings • Tracking of actions and interventions and feedback to pastoral staff.

	Leadership team	<ul style="list-style-type: none">• Safeguarding requirements.• Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils• Daily and weekly monitoring of whole school attendance and PAs• At weekly safeguarding meetings agree appropriate actions for PA pupils and pupils with cause for concern.• HT and DSL to lead and chair Attendance TAC meetings and follow up agreed actions.• Head to report to GB on all attendance matters
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When	Whom	Actions Expected
WEEKLY	Class teacher	<ul style="list-style-type: none"> • Ensure all members of the class know the school target and their current attendance • Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate. • Update information on attendance boards
	Pastoral Staff	<ul style="list-style-type: none"> • Informing SLT and EWO of pupil patterns of absence. • Provide weekly pupil attendance figures for class teachers and pupil rewards • Discuss punctuality issues with identified pupils and parent/carers • Pupils rewards • Provide weekly Punctuality data for class teacher and pupil rewards
	Curriculum Leader	<ul style="list-style-type: none"> • Details of pupils who are regularly absent should be forward initially to the subject leaders • Organise help for pupils to catch up on missed work due to prolonged absence
	Senior Leader	<ul style="list-style-type: none"> • Monitoring and Tracking of staff not completing registers in line with • Safeguarding requirements. • Liaison with EWO, Pastoral Coordinators and Curriculum Leaders regarding support work with identified pupils

When	Whom	Actions Expected
HALF TERMLY	Senior Leader	<ul style="list-style-type: none"> • Maintain a high profile of attendance as a significant contributor to pupil achievement • Use attendance data to identify and take action to improve the attendance of vulnerable pupils • Ensure that all teaching staff focus on attendance in planning and pedagogy
	Senior Leader	<ul style="list-style-type: none"> • Ensure that attendance features in ALL parents evenings • Monitor and track attendance/PA Action Plans • Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern
TERMLY	Senior Leader	<ul style="list-style-type: none"> • The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision • School Attendance Review alongside the EWO • Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance • Ensure that the attendance policy is implemented across the school and that systems are operating effectively. • Report to SLT on attendance matters • Ensure school prospectus, parent/carers welcome booklet and school newsletters promote Attendance
	Headteacher	<ul style="list-style-type: none"> • Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors

9.0 Table of Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is Excellent		☐ Rewards and Praise	Class Teacher Attendance Team Pastoral Staff Senior Leader
99% - 97% Attendance is Good		☐ Rewards and Encouragement	Class Teacher Pastoral Staff Senior Leader
96% - 90% Attendance is a Concern		☐ Talk to pupils & contact parent/carers ☐ 5 minute meetings Return to school discussions Safe and well safeguarding visits Early intervention EWO ☐ Persistent absence warning letters ☐	Class Teacher Attendance and Pastoral Staff Senior Leader EWO
Below 90% Attendance is a Serious Concern		☐ Regular next action planning meetings ☐ Safe and well safeguarding visits ☐ Action Plans ☐ Legal intervention	Attendance and Pastoral staff Headteacher and DSL Governors EWO

School Improving Pupil Attendance – flow chart

