


St John Fisher Catholic Primary School

Attendance Policy



“Growing through God, we Learn, Laugh and Love”

	Name of School	St John Fisher Catholic Primary
	Policy Review Date	November 2020
	Date of Next Review	November 2023
	Who reviewed this policy?	Head Teacher and Governors

ST JOHN FISHER ATTENDANCE POLICY

SCHOOL STATEMENT

LEARNING THROUGH GOD WE LEARN, LAUGH AND LOVE

Rationale

This Policy outlines the underlying philosophy, purpose, nature, organisation and management of pupil attendance at St John Fisher.

The Policy is a result of consultation with the wider school community and an analysis of existing attendance data to establish current absence trends. It aims to ensure the enjoyment and achievement for all pupils at St John Fisher.

Principles

The Governors, Head Teachers and staff wish to ensure every child has the opportunity to:

1. Fully participate in school life
2. Enjoy and achieve
3. Feel a valued member of the school community

Aims

- To reduce persistent absence in line with the national average (currently 96% primary).
- To improve attendance in line with the national average (currently 96% primary).
- To ensure there is a whole school, graduated response to improving punctuality and attendance
- To identify groups of pupils and individuals whose absence causes concern
- To identify pupils persistently absent from school (10% or more absence)
- To track pupils' attendance and monitor and evaluate progress
- To identify main causes of absence and take action to address them

Legal Responsibilities Relating to School Attendance

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

Parental Responsibilities Relating to School Attendance

Parents must:

- Contact school on first day of absence to provide a reason for non-attendance
- Update the school on the third day of non attendance if the absence is expected to continue
- Request leave in advance for holidays/extended absences in term time by following the school holiday in term time policy procedures
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance

School Responsibilities Relating to School Attendance

Nichola Hegarty is the school attendance leader. As the attendance leader of the school she will ensure:

- Registers are accurately marked and maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006
- A whole school approach to reinforce good attendance, teaching and learning to encourage all pupils to attend and achieve
- Individuals or group attendance targets are set and understood by staff, parents and pupils

Registration

Parents should ensure pupils are in school for 8.50 am (Juniors) 8.55 am (Infants) for morning registration and 1.15 pm for afternoon registration.

A pupil arriving after 8.50 am (Juniors) 8.55 am (Infants) and 1.15 pm will be marked late.

A pupil arriving after 9.05 am and 1.15 pm will be marked as late after the register closes. This is regarded as an unauthorised absence for the session.

A pupil arriving in school after 8.50am/8.55am and 1.15 pm should follow school procedures for late arrivals. (Pupils arriving late must report to the school office.)

Parents whose child(ren) are persistently arriving after 8.50am/8.55am on 10 or more occasions will be invited into school to discuss the lateness and seek a resolution. Where school action fails to bring about an improvement, the matter will be discussed with Education Welfare Service and consideration given to issuing a Penalty Notice.

Categorisation of Authorised and Unauthorised Absence

The parent must provide an explanation for any period of absence from school, it is the responsibility of the Headteacher to decide whether or not the absence will be authorised.

School will usually authorise absences where a pupil is:

- Unable to attend school due to illness
(Once a child's attendance falls to 92% medical evidence in the form of a letter or appointment card/letter from a GP or hospital is required to cover any future absences due to illness.
- Requires emergency dental/medical appointments. Wherever possible routine dental/medical appointments should be made after school or during school holidays
- Absent due to other exceptional circumstances.

School will not authorise absence for:

- Shopping
- Birthdays
- Days out
- Looking after brothers/sisters

School may request medical verification where a pupil's attendance falls below 90%.

School Systems for Promoting Regular Attendance

School will:

- Contact parents on first day of a pupil's absence, where no notification has been received from the parent/carer by 9.00 am to ensure the safety of the pupil
- Analyse individual attendance pupil data to identify patterns of absence causing concern

- Contact parents by letter when pupils' attendance falls below 92% to highlight concerns
- Invite parents into school for a discussion when a pupil's attendance is below 90%
- Invite parents to an Attendance Meeting with Head Teacher, Education Welfare Officer, Class Teacher, where attendance falls below 90%
- Consider referral to Education Welfare when school action has failed to bring about an improvement in the pupil's attendance
- Use Individual Attendance Support Plans for pupils with attendance difficulties
- Use Parenting Contracts where exclusion or behavioural issues are affecting a pupil's attendance in school
- In partnership with LA use a full range of strategies, including legal interventions, to support improvement to attendance
- Provide appropriate support to pupils to ensure successful reintegration following long term absence
- Complete a Common Assessment where complex and significant factors requiring a multi-agency response is identified
- Implement a range of rewards for pupils with high levels of attendance and those improving attendance
- Work proactively to engage with parents and carers to resolve any difficulties which may be affecting school attendance, through parents evenings, pupil reviews and home-school agreements
- Provide a full and diverse curriculum to engage and motivate pupils, including use of SEAL to promote emotional well-being
- Make parents aware of the impact of poor attendance on attainment.

Persons responsible for attendance in St John Fisher

- Headteacher – Attendance Leader – N Dickinson
- Designated Attendance Officer – C Smith
- First Day Contact Link – School Office
- Governor with special responsibility for attendance – T Jolley

Review of Policy

- This policy will be formally reviewed every 3 years
- This policy will be less formally reviewed on an annual basis
- A copy of this policy is available on the school website
- The policy is given in full to all parents of children who are starting at St John Fisher
- A paper copy of the policy is in the staff handbook and the handbook for governors
- The principles of this policy will be raised in the school newsletter regularly throughout the year
- Any complaints arising from the implementation of this policy should be addressed to the Headteacher in the first instance