



St Joseph's Catholic Primary School

Attendance Policy

January 2023

Overview

If our pupils are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As pupils grow and prepare for their next stages of education and employment, they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where pupils are not conforming to our high expectations for attendance and punctuality, we will put into place effective strategies to bring about improvement.

Objectives

- To ensure that all pupils attend school regularly
- To ensure that all pupils are punctual
- To work and support parents/carers in ensuring that our children attend school and they arrive on time
- To keep good records of attendance through our school registers and take prompt action to follow up absences
- To investigate and act immediately where truancy is suspected or confirmed
- To work effectively with the LA and other agencies to follow up attendance issues promptly and effectively
- To monitor closely pupils with attendance and punctuality issues and to work with parents/carers and where appropriate other agencies to bring about improvement

Strategies

- Staff will complete registers accurately for each session and will draw the attention of the Learning Mentor to any absences causing concern or suspicion
- All pupils arriving late will be entered into the system with the time and reason why they are late.

- Parents/carers must telephone or email the school if their child/children are absent by 9:30am
- The Learning Mentor will make telephone contact with home when a child is absent and parents/carers have not notified school.
- If no contact is made a visit will be made by members of staff to the child's home.
- Where a pupil is developing a pattern of 'occasional' absences the parent/carer will be contacted to discuss the pattern of absences
- The school will use welfare and attendance officers to follow up absences that are causing concern
- Where necessary the school will work closely with the LA to take action against those unlawfully keeping pupils from school

Roles and responsibilities:

All members of the school community have roles and responsibilities in promoting and ensuring good attendance and punctuality.

Role of the pupils: Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

All pupils will:

- Ensure that they attend school regularly and on time.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance or truancy.
- Arrive to school punctually.
- Not leave school without permission.
- Respect themselves and others.
- Encourage friendship and a sense of belonging.
- Be happy and encourage others to feel happy
- Inform a trusted adult if they feel that they are being bullied or feel unhappy in school.

Role of parents: Parents have an essential role in ensuring their child's good attendance.

We ask parents to:

- Establish good attendance habits by acting as a role model and showing the children that good attendance and punctuality is important.
- Praise and reward good attendance, even small successes, e.g. getting ready quickly, even if resisting going to school.

- Talk regularly with their child about school and how they feel about it. Children are more likely to want to attend and learn if they feel supported and their anxieties are listened to.
- Contact the school by phone, text or email before 9:30am to say why their child is absent, and when they are expected to return.
- Only grant days at home for genuine illness.
- If appropriate, arrange for a friend to take a child to school if a sibling is sick.
- Avoid taking holidays in school time.
- Ensure that wherever possible, medical appointments are made outside of the school day.
- Know routines of the school day to avoid issues, e.g. ensuring children have their P.E. kits on the right days.
- Establish a good bedtime routine, so that their child can sleep well, get enough sleep and make mornings less of a struggle.

Role of the Class Teacher:

We ask teachers to:

- Encourage good attendance.
- Ensure that registers are correctly and promptly marked.
- Set a good example in matters of attendance and punctuality.
- Provide a safe and secure environment in which to learn.
- Provide engaging and worthwhile learning experiences that encourage students to regularly attend lessons.
- Ensure that children are informed of their current attendance record half termly.
- Listen to and value children's views.
- Make initial contact with parents when concerns arise.

Role of the School:

As a school we:

- Create a school ethos that pupils want to be part of.
- Give a high priority to punctuality and attendance.
- Develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention.
- Develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.
- Encourage open communication channels between home and school.
- Develop procedures leading to the formal referral to the Advice, Assessment and Early Intervention Service.
- Adequately provide for pupils with difficulties, within the bounds of the resources available, and ensure that appropriate delivery of the curriculum.

Role of Governing Body:

Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Role of the Local Authority:

The LA will support the school with legal action to tackle poor attendance where appropriate.

Intervening with Attendance Concerns:

Where we have concerns around a pupil's attendance we may intervene in one or more of the following ways:

- The Learning Mentor will review the attendance of all the schools pupils on a half termly basis and any pupils identified as a cause for concern (those 93% and below) may will have their attendance monitored on a more regular basis.
- A letter will be sent to the parents of any pupil identified as having attendance problems, informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending.
- Where patterns are identified a phone call or meeting between the parent/carer and Learning Mentor may take place to discuss the pattern and resolve any issues preventing attendance.
- If over the half term if attendance has not improved a follow up meeting will be arranged with the head teacher, learning mentor and parent/carer.
- Failure to improve will result in a referral to the Attendance service within the Local Authority and Court Proceedings.
- Please see Attendance Meetings Flowchart

Table of Attendance escalation and interventions

Attendance %	Intervention	Lead responsibility
100% Attendance is excellent	<ul style="list-style-type: none"> Rewards and praise Text sent home weekly Letter/postcard sent home half termly Certificate given to child 	Learning Mentor Senior Leader Class Teacher
97% - 99% Attendance is good	<ul style="list-style-type: none"> Rewards and encouragement Letter sent home half termly 	Learning Mentor Senior Leader Class Teacher
94% - 96% Attendance is a concern	<ul style="list-style-type: none"> Letters sent home half termly Meeting arranged with Learning Mentor/School Attendance Service to put together an action plan Possible case worked by School Attendance Service 	Learning Mentor School Attendance Service Senior Leader
Below 93%- 90% Attendance is a serious concern	<ul style="list-style-type: none"> Regular meetings with Learning Mentor/School Attendances Service Home visits from School & School Attendance Service Legal intervention - penalty notice 	Learning Mentor School Attendance Service Senior Leader Headteacher
Below 90% Child is classed as a Persistent Absentee	<ul style="list-style-type: none"> Letter home to inform parents that attendance will be monitored in a 4 week period If no improvement a meeting will be held with parent/carer and Learning Mentor If no improvement is recorded after this meeting in a 4 week period a further meeting involving headteacher. If no improvement Governors informed and Attendance Service involvement will be escalated. Other agencies may become involved to support the family further e.g Family First, Early Help, Social Services. 	Learning Mentor Headteacher Governors School Attendance Service

Attendance and Punctuality Roles & Responsibilities Guidance

When	Whom	Actions Expected
Daily/ongoing	Pupils	<ul style="list-style-type: none"> Arrive at school between 8.40am & 8.45am - register at 8.45am
	Class Teacher & Teaching Assistant	<ul style="list-style-type: none"> Registers are completed AM/PM on SIMs each day by 9.05am & 1.15pm Ensure attendance is high profile in class Welcome long-term absentees back into class Raise attendance concerns with SLT/Learning Mentors
	School office staff	<ul style="list-style-type: none"> Support staff with registration enquiries Log attendance of pupils going in and out of school for medical appointments
	Learning Mentor	<ul style="list-style-type: none"> Ensure staff have completed AM/PM register on SIMs Ensure input of accurate attendance codes on the registers Identify pupils who are absent from school without reason (by 9.15am) Ensure late children are marked in the register Contact parents/carers on first day of absence where no explanation has been given for absence Home visit to vulnerable children not in school Home visit for children where no contact has been achieved Support staff with registration queries
	School Attendance Service	<ul style="list-style-type: none"> Safeguarding home visits with school staff Families that are being case worked, home visit if not in school Tracking of actions and feedback to school
	Senior Leader	<ul style="list-style-type: none"> Monitor and track staff not completing registers in line with safeguarding requirements Liaison with Learning Mentor, Teachers, School Attendance Service and Curriculum Leaders regarding supporting work with identified children with low absences Attend formal attendance meetings when needed
When	Whom	Actions Expected
	Class Teacher	<ul style="list-style-type: none"> Ensure all members of the class know the school attendance target

Weekly		<ul style="list-style-type: none"> • Ensure that the class is aware of their current attendance target and last weeks
	Learning Mentor	<ul style="list-style-type: none"> • Monitor/follow up, identified children's absences by making contact with parents/carers where appropriate • Identify patterns of absence and make contact with parents/carers • Inform School Attendance Service of any children on case work that are absent • Contact parents/carers regarding punctuality concerns • Assist with children's attendance & punctuality rewards • Update attendance board
	Senior Leader and Curriculum Leads	<ul style="list-style-type: none"> • To log gaps in learning due to absences • Organise help for children to catch up on missed work due to prolonged absence

When	Whom	Actions Expected
Half Termly	Learning Mentor	<ul style="list-style-type: none"> • Send out Green/Amber/Red letters to every child with appropriate colour for their current attendance • Use attendance data to identify and take action to improve attendance of vulnerable children • Meet with School attendance Service to discuss low absentees and case work • Hold attendance meetings with parents/carers of low attendance children • Rewards for children with 100% attendance • Liaise with class teacher of winning class for reward
	Senior Leader	<ul style="list-style-type: none"> • Liaise with Learning Mentor to monitor and track attendance • Ensure attendance is featured in all parents' evenings

When	Whom	Actions Expected
	Learning Mentor	<ul style="list-style-type: none"> • Attendance breakdown for governors • Send out Green/Amber/Red letters to every child with appropriate colour for their current attendance • Report to Senior Leader on attendance matters/concerns

Termly		<ul style="list-style-type: none"> • Hold attendance meetings with parents/carers of low attendance children with School Attendance Service/SLT • Meet and discuss with School Attendance Service to analyse data across cohorts
	Senior Leader	<ul style="list-style-type: none"> • Ensure that attendance is given a high profile as a key area of school improvement plan and provide support and guidance to staff for plans to raise attendance • Ensure that the attendance policy is implemented across the school and that systems operate effectively
	Headteacher	<ul style="list-style-type: none"> • Ensure that attendance maintains a high profile as a key driver of the school improvement plan through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors • Ensure school prospectus, parent/carers welcome booklet, school website and school newsletter promote attendance