

*In God's love we believe and achieve*



# St. Michael's

Catholic Primary School

## Attendance Policy

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The aim of our school is to create a happy, secure and stimulating learning environment in which all members of the school community can grow in self-esteem and develop their potential, learning together to achieve high standards.

### Mission Statement

"St Michael's School seeks to ensure that all its pupils receive an education which provides every opportunity for all pupils to reach their full potential" We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 2006 schools are required to: ([www.opsi.gov.uk/legislation](http://www.opsi.gov.uk/legislation))

- Keep administration and attendance registers (reg 4)
- Prescribe particulars that must be contained in the registers (5&6)
- Prescribe when leave of absence may be granted (for maintained and special schools) (7)
- Specify grounds on which a pupil's name must be deleted from the admission register (8)
- Provide for dual registration for pupils with no fixed abode (9)
- Make provision for the inspection of (10), obtaining extracts from (11), method of making entries in (13) and preserving (14) the registers and the use of computers (15)
- Specify circumstances for returns of the contents of the register to be made to the LA (12)

At St. Michael's we use attendance initiatives such as reward charts to monitor pupils' attendance and punctuality and to identify vulnerable groups, feeding back progress of the attendance initiatives to the school Governing Body.

Governors are required to ensure the school keeps an attendance register, which records, in the admission register, the names of pupils on the first day they are expected to attend (not, as previously, when they first attend. The school must keep admissions and attendance registers, in which pupils should be

marked 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.

### **Aims of the attendance policy**

- To make attendance a key focus for the whole school
- To reduce absence rates.
- To provide support, advice and guidance to parents and pupils.
- To further develop positive and consistent communication between home and school.

### **Parental responsibility**

Parents of children aged 5 - 16 must make sure they receive a full time education. They must make sure they attend regularly and are there all day.

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

If a child is absent parents must:

- Contact St Michael's by 9.30am every day of your child's absence.
- Update the school if the absence is extended
- Send in a note or a medical certificate
- Try to make any medical appointments or check-ups during the school holidays or after the school day.
- Always think "Is it essential for my child to be off school?"

### **Reasons for absence**

Reasons for absence may be given verbally by Parent/ Carer or by written communication. The decision to authorise this lies with the school.

The following are unacceptable reasons for absence from school:

- Getting up late
- Shopping
- Birthdays
- Not having uniform ready
- Looking after younger siblings
- Needing to buy new school shoes
- Being unaware of the school calendar
- Holidays in term time

### **If a child is absent**

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the Attendance Officer/Learning Mentor, who will endeavour to contact a parent or guardian, on the first day of absence, requesting reason for absence (whether written or verbal).

Where there have been concerns regarding attendance, written reasons/medical evidence may be required.

A note may be sent to the school prior to the day of absence or a copy of the medical appointment. For example, if a child has a medical appointment.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the Attendance Officer/Learning Mentor. The school will then attempt to contact the parent/carer straight away, in order to check on the safety of the child. The school will attempt to contact the Parent/Carer on a daily basis. If we have had no contact and there are concerns about a child's whereabouts and subsequent safety a welfare visit will be carried out by the Pastoral /Safeguarding Team.

### **Requests for leave of absence**

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are occasional exceptional circumstances where a parent may legitimately request leave of absence for a child. We expect parents to complete the appropriate leave of absence request form, from the school office 20 days in advance.

Schools are now advised by the Department of Education, NOT to authorise any leave of absence in school term time, unless the Headteacher is satisfied that there are exceptional circumstances. Each request will be considered independently and the Headteacher will make the final decision.

**The Local Authority can issue penalty fines where a pupil has 10 or more sessions (5 days) of unauthorised absence.**

### **Long term absence**

For long term we may request medical evidence in the form of a certificate or doctors letter.

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so they can keep up with their school work.

### **Repeated unauthorised absences**

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences or three consecutive days off during one half term, the parents may be asked to meet with the Headteacher to discuss the problem. If the situation does not improve, the school will then contact the local education support services Education Welfare Service, who may take further action to make certain that the parents or guardians understand that they have a responsibility to ensure that their child attends school on time every day the school is open.

### **Lateness**

Every child needs to be in school on time every day. Any child arriving after 8.50am will be marked as late. If you know your child will be late due to a medical appointment, you will need to inform us of this.

If a child has a medical appointment in the morning they will need to return to school in the afternoon, and vice versa, if the appointment in the afternoon they will need to attend school in the morning and be collected again just before their appointment.

### **Rewards for good attendance and punctuality**

There are weekly competitions for all children who have been in school every day on time, to be entered into with the winners being awarded in assembly. There are also certificates awarded to children who have 98 % - 100% attendance. Any children who we see a great improvement in attendance and punctuality will receive awards too.

### **Attendance targets**

St Michael's school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target setting meeting. The attendance targets are challenging yet realistic, and are based on the attendance figures achieved in previous years.

### **Monitoring and review**

All absences will be reviewed on a regular basis; any patterns noticed may be referred to the appropriate support services for example, School Health or Education Welfare Services.

The school will keep accurate attendance records on file for a minimum period of 5 years.

Class teachers will be responsible for monitoring attendance and punctuality in their classes, ensuring all absences are correctly coded. This information is then passed to the Attendance Officer - Helen Leitch who will follow up on all

absences in the appropriate way. If there is longer term general worry about the attendance of a particular child, this will be reported to the head teacher, who may report this to Education Welfare Services.

The Attendance Policy will be reviewed and Signed every 2 years by Mike Volynchok, Chair of Governors on behalf of the Governing body.

Signed April 2024

Signed copy available from school office on request.

## **NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils Isolation Code during Covid	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances
7/8/9	Covid Codes used during pandemic	Not Counted in possible attendance