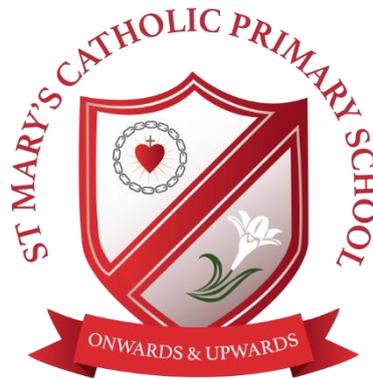


# St Mary's Catholic Primary School

## Attendance, Arrivals and Departures Policy



**Date adopted: Autumn 2022**

**Review date: Autumn 2024**

**Staff responsible: Isobel Vassallo and Linda Noon**

## **AIMS**

**This policy is one of the school's policies for safeguarding children.**

There is a strong correlation between good school attendance and positive outcomes for children- both academically and pastorally. At St Mary's, good attendance is promoted through assemblies with children, weekly messages in the Friday Flyer and half-termly incentives for good attendance. It is the school's ambition that overall attendance is 97% annually, and that unless there are extenuating circumstances, no child's attendance becomes persistently absent (attendance below 90%) or severely absent (attendance of 50% or below).

Our aims are to:

- Safeguard the welfare of children
- Support children and their parents/carers in achieving the highest possible levels of attendance and punctuality
- Ensure that children have full and equal access to the full range of opportunities to improve their learning
- Enable children to progress confidently through the school
- Enable children to form secure and happy relationships with their peers
- Inform parents of their legal responsibilities.

## **ROLES AND RESPONSIBILITIES**

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

### **Parents**

- To ensure that the child attends school regularly and punctually.
- To inform the school by 8am where the child is absent through illness
- To inform the school of any changes to the collection arrangements for the child
- To work in partnership with the school where there are concerns about the child's attendance or punctuality record.

### **Governors**

- To set and monitor progress towards annual targets for attendance.
- To evaluate the effectiveness of the Attendance, Arrivals and Departures Policy.

### **Headteacher**

The Headteacher is the 'senior champion' for attendance and can be contacted at [safeguarding@stmaryscp.co.uk](mailto:safeguarding@stmaryscp.co.uk)

- To ensure that effective systems are in place to accurately analyse individual pupil, group and whole school attendance patterns.
- To monitor individual pupil, group and whole school attendance and punctuality.
- To provide Governors with information to enable them to evaluate the success of policy and practice.
- To contact parents/carers regarding any concerns about their child's attendance.

- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
- To work in partnership with key agencies if attendance and / or punctuality is of concern.
- To evaluate requests for authorised absence in term time and inform parents of the decision.

### **Class Teacher**

- Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are returned electronically after the closure of the registration period. In the morning, registers close at 9am. In the afternoon, they close at 1.35pm.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately constitutes a risk if an emergency evacuation has to take place.
- To respond promptly to any issue raised in the analysis of registers by Office Staff.

### **Office Staff**

The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance

- To prepare, manage and co-ordinate the use of the SIMS Attendance Manager System.
- To make first day phone calls to establish reasons for pupil absence.
- To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
- To ensure that a satisfactory reason for every absence has been established and recorded for each child at the end of each week.
- To seek guidance from the Headteacher as to whether an absence is authorised or unauthorised.
- To prepare attendance statistics for the weekly bulletin to parents.
- To report to the Headteacher any concerns about the attendance of individual pupils.

### **ARRIVALS**

Children may arrive from 8.35am provided they remain under the supervision of an adult.

The doors open at 8.40am and children may enter 'free flow'. A teacher is on duty at the door and teachers are in class to welcome the children.

The pedestrian gate is locked by the site manager at 9am for the safety of pupils.

### **DEPARTURES**

The pedestrian gate is opened at 3.10pm. Reception and Year 1 children are collected from the external doors to their classrooms. Year 2 children are taken to the main hall by their teacher and are handed over to their parents or carers. Any infant children who are not collected within 5 minutes are brought to the office by their teacher and their parents are contacted.

KS2 children are escorted to the playground where they are collected by their parent or carer. All KS2 children have been taught that they must report to the office if their adult is not there to meet them. Parents are required to inform the school in writing if their KS2 child is permitted to travel home alone.

If a child is to be collected by someone other than their parent or carer, the school must be notified in advance. The adult nominated to collect the child must be one identified by the parent. Only adults and children aged 16 years and over with suitable identification will be authorised to collect children. Parents and carers are not permitted to collect children other than their own unless the school has been informed by the child's parent in advance, even if this is intended as a goodwill gesture. This is to ensure the safety of our children.

All children must be collected from after school clubs by an adult unless written permission has been given for the child to walk home alone. Children who are persistently collected late from clubs may have their place withdrawn.

If a child has not been collected when one hour after the school closing time has elapsed and no contact has been made with the school, Bromley Safeguarding Children Partnership policy will be followed and Children's Social Care contacted. The Duty Social Worker will make arrangements for the child until the parent can be contacted.

## **ABSENCE**

### **Lateness**

- Pupils arriving in the classroom after 8.50 am will be considered late.
- Pupils arriving after 8.50am must report to the School Office so that their attendance can be recorded.
- Pupils arriving after 9.10 am will be officially absent for the morning session.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.

### **Illness**

- Parents/carers are asked to contact the school by 8am on the first day of absence to provide the reason for the absence and on each subsequent day of absence. Parents/carers should provide a written explanation on their child's return to school.

### **Medical or Dental Appointments**

- Parents/carers are requested to provide written confirmation of these appointments.
- Parents/carers are encouraged to make all medical appointments out of school hours.

### **Application to take pupil out of school**

Amendments to the 2006 pupil registration regulations does not allow headteachers to grant leave for a pupil to be absent for the purpose of a family holiday. Where parents wish to withdraw children from school during term time, they should put their request in writing, explaining why the circumstances are exceptional. In the case of unauthorised

absences, penalty notices may be sought and will be issued to all with parental responsibility for the child.

### **Reporting to parents and carers**

All absences both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year within their child's report.

### **Support for pupils with medical conditions or special educational needs and disabilities**

The school recognizes that for some groups of pupils, there may be barriers to good attendance. We work with parents and external partners to develop specific support for pupils with medical conditions, special educational needs or disabilities. There are times when a phased entry or reduced timetable is needed for individual pupils and this will be determined in collaboration with parents and external advisers.

### **Monitoring and evaluation**

- The Headteacher is the 'senior champion for attendance and can be contacted at [safeguarding@stmaryscp.co.uk](mailto:safeguarding@stmaryscp.co.uk)
- Attendance data is analysed weekly to establish patterns of irregular attendance. This will include children with persistent lateness, periods of extended absence, periods of unauthorised absence, joint sibling absence and all children with attendance below 91%. It is benchmarked against local and national data.
- The Headteacher and EWO will discuss the impact of the School's Attendance Policy and the strategies used to promote good attendance at three points each year.
- The Headteacher will report on attendance termly to Governors.