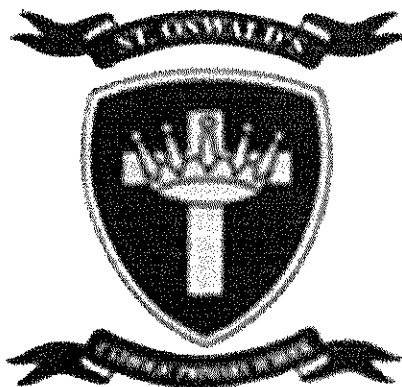


# St. Oswald's Catholic Primary School Attendance Policy 2023/2024

Mr C Goulding – Attendance Lead



Signed by:

J Massan Headteacher

Date: 8.11.2023

[Signature] Chair of governors

Date: 8th November 2023.

## **Legal Framework**

**This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:**

- **Education Act 1996**
- **Equality Act 2010**
- **The Education (Pupil Registration) (England) Regulations 2006 (As amended)**
- **The Children (Performances and Activities) (England) Regulations 2014**
- **Children and Young Persons Act 1963**
- **DfE (2022) 'Working together to improve school attendance'**
- **DfE (2022) 'Keeping children safe in education (KCSIE) 2022'**
- **DfE (2016) 'Children missing education'**
- **[New] DfE (2023) 'Providing remote education'**

**This policy operates in conjunction with the following school policies:**

- **Child Protection and Safeguarding Policy**
- **Complaints Procedures Policy**
- **Behaviour Policy**
- **SEND Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Social, Emotional and Mental Health (SEMH) Policy**
- **Children Missing Education Policy**
- **Attendance Officer Home Visit Policy**
- **Pupils with Additional Health Needs Attendance Policy**

## **Statement of Intent**

St Oswald's believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas - such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium - can have on improving pupil attendance.

### **As a school we aspire to:**

- Maintain an attendance rate of a minimum of 97%
- Maintain parents' and pupils' awareness of the importance of regular attendance
- Maintain good time keeping

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders settle into High school more easily

### **As a parent you can help us by:**

- Ensuring your child attends school regularly. Absence should only happen when your child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty/period of difficulty
- Telephoning on the morning of any absence to give us the reason and tell us when the child is likely to return to school
- Arranging all non-emergency medical appointments out of school hours or during school holidays
- Frequent absence claimed as illness must be supported by medical evidence.
- Keeping us updated by telephone, email, or letter if your child has any extended period of absence

- Making sure we always have your current contact numbers; this includes all telephone numbers, child minders and emergency contact details.

**Assistant Head Teacher/Attendance Lead responsible for the strategic approach to attendance in school- Mr C Goulding will:**

- Lead on ensuring that attendance has a high profile within school
- C Goulding, supported by the School Business Manager, Mrs K Crompton, will manage the day to day responsibility of attendance matters with protected time allocated to manage such matters each day. This will include half termly reports with a forensic analysis attendance figures for whole school, groups of children and for children who are below 90% attendance. There are to be case studies that show historical improvements for individual/groups of children.
- Promote attendance through communication with parents and children such as newsletters, displays etc.
- Involve external agencies, including implementing an early help, to address any barriers causing issues around attendance. This also means that school will make a referral to the Children Missing in Education the Local Authority fulfilling its statutory duty to identify children who are on roll with our school but is not receiving suitable education regularly or has been absent from school without permission for a continuous period of 10 days.
- Work with parents/carers and children to remove any barriers to them being able to attend school regularly and on time.
- Consider each request for leave against the school's criteria, deciding if it is authorised or not, notifying parents accordingly.

- All school staff to provide a happy, welcoming and safe environment whereby children want to attend school regularly and can see such benefits.

**Mr C Goulding to liaise termly with our Attendance Officer within the Local Authority to:**

- Focus on data to identify pupils, groups and cohorts at risk of poor attendance.
- Build strong working relationships and identify areas of focus for our work.
- Identifying areas to focus on school policies or approaches to attendance.
- To identify, discuss, and agree actions for cohorts who are persistently or severely absent or those at risk of becoming so.
- Agree if any other statutory or voluntary services should become involved. The priority should be discussion of cohorts or cases where there are out of school barriers to attendance, where joint action from school, local authority and local partners is needed.

**Governors will:**

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Agree an attendance policy and review it annually.
- Agree targets for attendance.
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, instigate a review of school's attendance procedures.
- Authorise the head teacher (or other designated person) to make decisions regarding leave of absence requests.

- Work with the head teacher in establishing equitable and consistent criteria against which leave requests will be considered.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed (this will become unauthorised at 9:30am)
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered - at another educational establishment
- Y = Exceptional circumstances

- Z = Pupil not on admission register

### **Authorised Absence**

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

### **Unauthorised Absence**

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery
- Taking or collecting a relative to/from the airport
- Going for a family day out
- Sleeping in after a late night
- Going shopping or for a hair cut
- Because it is your child's birthday
- Term time holiday/Cheap flights
- Parent's illness

Where there is no explanation for an absence or where the explanation or reason for the absence is considered, unsatisfactory absence will be recorded as 'unauthorised'. Unauthorised Absences must be reported to the Local Authority by school. The School Attendance Service may contact you where unauthorised absence continues to be a problem.



## Punctuality

- It is important to be on time as the first part of the school day is used to give out instructions, complete a good morning activity or organise schoolwork for the rest that day. Mr C Goulding will be on the school gates in the morning to greet the children but to also highlight the importance of being on time and how we can be on time for school each day.
- Morning registration is between 8.50a.m. and 9.00 am. This is the time your child must be in their classroom. You need to ensure your child is coming through the school gate at 8.50 am.
- Late arrivals are disruptive to the whole class and often embarrassing for your child.
- Arrival (particularly if the lateness is frequent/persistent) after the close of registration will be marked as unauthorised absence code
- All lateness is recorded daily. The reason for lateness if known will also be recorded. This information can be made available to the courts in the form of a report, should a prosecution be the outcome of repeated lateness.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns with other agencies.

## **Exceptional Leave - Term Time Leave of Absence**

We are always concerned about the amount of school time pupils miss as a result of term time leave. There is **no entitlement** to time off during term time. Leave of absence is only granted in exceptional circumstances at the discretion of the Headteacher in accordance with the school policy as agreed by the governing body.

It is our policy:

- Only in an exceptional circumstance will term time leave be allowed. Parents/Carers wishing to apply for leave of absence need to fill in an application form well in advance and before booking tickets or making travel arrangements.
- **If term time leave is taken without prior permission from the school, the absence will be unauthorised, and you may be liable for a fixed-penalty fine.**

Please remember that absence for whatever reason disadvantages a child by creating gaps in his/her learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time.

## **Leavers**

If your child is leaving our school (other than at the end of Year 6 to go to High School) parents are asked to:

- Give the school 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.

When pupils leave and we do not have information, about where they have gone, then your child is considered to be a 'Child Missing Education'. This means that the Local Authority has a legal duty to

carry out investigations, which will include liaising with Children's Services (formerly Social Services), the Police and other agencies, to try and locate your child.

By giving us the above information, these investigations can be avoided.

### **Monitoring and Review**

Attendance and punctuality will be monitored throughout the year, half termly. The school's attendance target is 96 percent.

This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is September 2024.

Any changes made to this policy will be communicated to all relevant stakeholders.

