

St Joseph's Catholic Primary School, Worcester

'Following Jesus in all we do'

Attendance Policy and Procedures

Shortened Version



'Good attendance is when you are in school every day unless you are ill.'

Policy Author:	Mrs Louise Bury
Date of Policy:	April 2024
Date approved by Governors:	May 2024
Next annual review date:	April 2025

Key Contacts

School Attendance Team

Contact via school office: office@st-josephs-pri.worcs.sch.uk or 01905 452772

Lead Name: Mrs Louise Bury

Office Manager: Mrs Kim Hunt

Deputy Headteacher: Miss Marina Annese

Pastoral Support Lead: Mrs Annie Masters / Mrs Nicola Boswell

SENCo: Mrs Abi Pedley

Family support: Mrs Amy Key

Governor for attendance: Mrs Ellen Halpin Barnett

At St Joseph’s Catholic Primary School, we want all students to aim for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents/carers, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody’s business within our school and community.

By providing a calm, orderly, safe, and supportive school where all pupils want to be is important to us. We will work together with you as parents to explore and support any child who is finding it difficult to attend school regularly.

Why is Attending School Regularly So Important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil’s all-round development, mental health, and well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Present at School (and Lateness)

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

If a pupil arrives after the register has closed, they will be marked with the unauthorised absence code “Late after registers close” (U) which is an unauthorised absence mark. However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly.

Summary of morning and afternoon registration closure times are as follows:

Year Group(s)	Morning Registration closes at:	Afternoon registration closes at:

Years 5 and 6	8.40am	1.10pm
Years 3 and 4	8.40am	1.25pm
Year 1 and 2	8.55am	1.25pm
Reception	8:55am	1.25pm

Lateness

Key Stage 2

Years 5 and 6

Pupils must arrive by **8:30am** on each school day.

Morning register is taken at **8:30am** and will be kept open until **8:40am**

Our afternoon register is taken at **1:00pm** and will be kept open until **1:10pm**

A pupil who arrives after the register has closed will be marked as late (L), which counts as present.

Key Stage 2

Years 3 and 4

Pupils must arrive by **8:30am** on each school day.

Morning register is taken at **8:30am** and will be kept open until **8:40am**

Our afternoon register is taken at **1:15pm** and will be kept open until **1:25pm**

A pupil who arrives after the register has closed will be marked as late (L), which counts as present.

Key Stage 1

Years Reception, 1 and 2

Pupils must arrive by **8:45am** on each school day.

Morning register is taken at **8:45am** and will be kept open until **8:55am**

Our afternoon register is taken at **1:15pm** and will be kept open until **1:25pm**

A pupil who arrives after the register has closed will be marked as late (L), which counts as present.

Parents should report their child's absence via the ParentMail app or by telephoning the school absence line on 01905 452772, option 1. Parents can also email the school office: office@st-josephs-pri.worcs.sch.uk

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

For any unexplained absence, the parent will receive a text message to contact the school to confirm why their child is not in school.

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare and safety of a pupil, we may request a welfare check from the police.

For any child who has permission to walk to school and is absent with no explanation, phone calls are made to home to ensure that the child is absent with good reason. If there is no response, then a member of the Safeguarding team would conduct a home visit. If there are still concerns, then emergency services will be called.

Absence Requests

The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.

Only in very, very exceptional circumstances will absence requests be authorised.

For any absence requests, parents must email the headteacher via the school office in advance.

The Governors of St Joseph's support the Government drive for parents not to take their children out of school during term time and parents need to be aware that there could be a penalty notice or prosecution if they do so.

Unauthorised Absence

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
- If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised

Unauthorised absences may result in the use of penalty notices or prosecution.

Support for School Attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to

understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

Please reach out to Mrs Bury or Miss Annese if you worried and need support.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. We will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.