

SACRED HEART CATHOLIC PRIMARY SCHOOL

"Grow in spirit of love and learning"

HINDLEY GREEN



SCHOOL ATTENDANCE POLICY

Agreed by Governors and Staff - February 2016

<u>Contents</u>	<u>Page</u>
Mission statement	3
Philosophy & Aims	3
Registration	3 - 4
Punctuality	5
Absence	5
First Day Response	5
Frequent Absence	5
Education Penalty Notice	6
Holidays in term time	6
Appointments during school hours	6
Promoting attendance	6
Welcome Back	7
Attendance Targets	7
Appendix 1 The Law on School Attendance	8
Appendix 2 Categorization of Absence	9
Appendix 3 Procedures for dealing with frequent absences	10

MISSION STATEMENT

Our faith is at the centre of everything we do and we
acknowledge that every individual is sacred.

To foster a love of learning across all abilities,
Promote high standards of education
Through enjoyment and encouragement.

To encourage our pupils to be at the heart of the community
To develop our responsibility to the wider world.

Philosophy & Aims

Sacred Heart School, Hindley Green is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
We will provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education .

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national attendance targets.

We will review its systems for improving attendance at regular intervals to ensure that we are achieving our set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

Registration

Morning registration will take place at the start of school at 8.50 a.m.

The registers will remain open for 10 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at	1.00 p.m. KS2	1.15 p.m. KS1
The registers will close at	1.05 p.m. KS2	1.20 p.m. KS1

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

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The Registration System

The School will use an electronic registration system for keeping the school attendance records.

The following national codes will be used to record attendance information.

Electronic back-ups are to be made. These need preserving for at least three years.

CODE	DESCRIPTION	MEANING
/	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
F	Extended family holiday (agreed)	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	Traveler absence	Authorised absence
U	Late (after registers 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	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

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Registration (continued)

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Punctuality

School starts at 9.00am for the morning session and 1pm in Key stage 2 and 1.15pm in EYS & Key Stage 1 for the afternoon session. If a child is not in school at this time then they are deemed to be late or absent.

Late arrivals will be monitored by means of checking the late signing in electronic system. This will be done by the person responsible for attendance and the administration staff. If a class teacher is concerned about lateness then they too can monitor and record the frequency of "lates" to report to the attendance co-ordinator.

If a child is either regularly late or late on more than one occasion in a week, teachers are to speak to parents/carers. This conversation should be logged, if there is no improvement then a letter can be sent. If the child still continues to arrive late then the attendance co-ordinator must be notified and the procedures for absence will be followed

Absence

Parents have a duty to contact the school by telephone or in person at the school office, emails to the school office are also acceptable, to explain their child's absence.
enquiries@admin.hindleygreensacredheart.wigan.sch.uk

The school telephone has a message recording system for parents to leave a message. Parents can also write a note into school explaining their child's absence. Once the school has received a verbal or written message then a decision can be made about whether the absence is authorised or unauthorised absence.

Class Teachers have a duty to contact the office staff to check on messages about absent pupils.

Office Staff have a duty to inform the class teacher about pupil absences

In the office is a telephone message book which can also be checked by school staff for messages. If no message is received then we operate the **First Day Response Procedure**

Absence Notes/Telephone Messages

Notes received from parents explaining absence are kept for two years. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period. Telephone messages are archived for 12 months.

First Day Absence First Day Response

Parents will be contacted to determine the reason for absence if school hasn't received a message by 10.00 a.m. This is either by the text service or by telephone.

The office staff **must get a response** from a member of the family by telephone, text or email. If no message is received then we operate safeguarding procedures and contact social service and/or police.

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Frequent and /or Sporadic Absences

It is the responsibility of all school staff to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s/carers, initially by an informal conversation.

If the attendance does not improve then a letter will be sent out to parents/carers highlighting this concern, requesting them to attend a meeting in school where the agenda set out below will be discussed:

- attendance record
- reasons for absence
- legal requirements
- Target to improve with a date set for follow up meeting/follow up phone call
- Future action if no improvement is made
- If there is no improvement then a referral for support will be made to the Gateway Service.
- If this is unsuccessful the school can refer to the attendance enforcement officers.

Persistent Absence (Defined in legislation as 20% or more absences)

Action taken as above but within a much tighter timescale with clear targets set for improvement but as before if no improvement is made then a referral to the Gateway Service will be made.

Education Penalty Notice

Penalty Notice Warning letters are sent to parents/carers when 10 sessions of absence or 90% attendance or less is observed during a ten day period. A fine is issued if during the following 3 week period there are any further unauthorised absences. For absences to be authorised during this time a medical certificate is requested, this is stated on the EPN warning letter. The school agrees this action with the local authority led by the Gateway Service

Penalty Notices are issued if these warning notices are ignored / breached.

Holidays in Term Time

Holidays during term time are not allowed. Absences for holidays are included in children's overall attendance record and could unduly affect high percentages. Parents/carers will be reminded of the effect that absence can have on a pupil's potential achievement. In very exceptional circumstances school will consider a request but parents/carers must apply six weeks prior to the intended absence for permission. Homework is not set for children who go on holiday.

Appointments During School Hours

If it is necessary for a child to leave school during the day, parents should inform the school in advance by sending in a copy of the medical appointment card/letter. These should be at the beginning or end of school day to reduce the disruption to learning. When the child is due to leave school they must be collected by an adult and the class teacher informed of their departure. The adult must sign that they have taken the child out of school and for what reason.

When a child returns to school during the school day the responsible adult must sign the child back into school and inform the school office. This is done by means of the inventory electronic system.

Promoting attendance and Attendance Awards

A termly attendance newsletter identifies good patterns of attendance across the school. A weekly attendance award promotes and rewards the children in class. This is reported in the newsletter. Individual children will be rewarded with a certificate for 100% attendance on a termly basis.

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. The Home/School agreement will be used to Promote attendance.

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Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Attendance Targets

The school will set attendance targets each year. This will be monitored by means of the weekly attendance data shared with parents/carers and staff. The Head teacher reports to the Governors on a termly basis. Where necessary individual children will be set attendance targets if their attendance falls below an acceptable level (as per the absence procedure)

Our schools targets are for the academic year 2015/2016 is 96.5%

Appendix 1

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[A] To his age, ability and aptitude and

[b] To any special needs he may have.

Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll Keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

Appendix 2 **Categorisation of Absence**

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

Appendix 3

Procedures for dealing with frequent absences and/or sporadic absences

Version A

- Class teacher to discuss absences with parents/carers, set out expectations of attendance
- Class teacher will monitor attendance
- If there is no improvement the matter goes to the attendance coordinator, who seeks a meeting with parents/carers
- Targets are set and dates agreed to review attendance
- If Improvements are made then no further action is taken
- A further meeting is called to offer additional support from Gateway service if frequent absence and/or sporadic persists.
- Once working with the Gateway Service there should be an improvement, then no further action is taken.
- If there are still no improvements when working with the Gateway Service this could mean a referral to Attendance Enforcement Office
- Attendance Enforcement Officers can prosecute families for non-attendance

Version B

- Attendance coordinator monitors attendance every half term, reviewing the list of pupil's attendance under 90%
- Parents/Carers are contacted to discuss absences and ways to improve attendance, either in person or by letter
- Targets are set and dates agreed to review attendance
- If improvements are made then no further action is taken
- A further meeting is called to offer additional support from Gateway service if frequent absence and/or sporadic persists.
- Once working with Gateway service there should be an improvement, then no further action is taken.
- If there are still no improvements when working with Gateway service this could mean a referral to Attendance Enforcement Office
- Attendance Enforcement Officers can prosecute families for non-attendance

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APPENDIX 3 CONTINUED

Letter Template for Under 90% attendance

SAMPLE LETTER 1

Dear Parent

The enclosed attendance certificate for your child shows that your child is not attending school on a regular basis.

The attendance is below an acceptable level and I would like to talk to you to see how to improve attendance.

I am available to meet with you at the beginning and end of the school day or speak by telephone during the day

I look forward to this conversation.

Yours sincerely

SAMPLE LETTER 2

Dear Parent

Please find enclosed an attendance report for _____ I need to discuss this matter with you as soon as possible, as I am concerned about _____ poor attendance.

This meeting will be classed as an attendance meeting where we will look at your child's attendance record, discuss the reasons for the absence(s) and set targets to improve _____ attendance.

I am available to meet with you at the beginning or the end of the school day.

Please telephone the school office to make an appointment at your convenience.

Yours sincerely