



Attendance and Punctuality Policy

St Cuthbert's Catholic Primary School Attendance and Punctuality Policy

Rationale

It is important for children's continued educational and social development that they attend school regularly and punctually. Regular attendance sets a positive behaviour pattern. School should be a place to which pupils wish to come. They should be interested in what is on offer and be able to contribute to the school as a community. It is essential that a school's effectiveness in terms of curriculum delivery be maximised through a high rate of attendance. Punctuality enables teachers and children to make a purposeful start to the school day.

Why attendance matters:

- Less than 5 days' absence = 98%+ attendance
- 14 days' absence (approx.) = 93.5% attendance
- 20 days' absence (approx.) = 90% attendance
- More than 30 days' absence = 88% attendance

Purposes

Improving attendance at school is the responsibility of everyone in the school. Pupils and parents must know of the high priority given by the school to good attendance. Both must also know that pupils' absences will be noted and follow-up will be taken.

Those with a responsibility towards improving attendance are the pupil, their parents and everyone working in school.

Aims

- to promote regular, punctual attendance at school for all children.
- to ensure consistency in recording attendance and following up absence.
- to work closely with parents to ensure regular communication on individual attendance patterns.
- to liaise with Attendance Service when necessary.

There are procedures in place for recording attendance and punctuality and for acting upon information gathered. These systems are based in the school office.

Attendance

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

Authorised and Unauthorised Absence

- (a) **Authorised absence** (where the school approves the absence)
- (b) **Unauthorised absence** (where the school does not authorise the absence)

Authorised	Unauthorised
Illness.	Absence without valid reason
Medical/ Dental Appointment	Latecomers beyond 30 minutes after session starts
Family Bereavement	Persistent lateness within the first 30 minutes of the day

Religious observance	Minding the children, brothers or sisters
Excluded children	Shopping during school time
Sport/ Music/ Exams	Special occasions, e.g. birthday
Agreed other educational reasons at the discretion of the Head Teacher	Holidays during term time
	Extended holidays

Authorised/Unauthorised absence marks are at the discretion of the Head Teacher

Leave of Absence

If parents/carers wish to take their child out of school during term time for any of the above reasons or exceptional circumstances, they must complete a Leave of Absence form (Appendix 1) which is available from the school office. A copy can also be downloaded from our school website.

The school liaises closely with the LA's Attendance Service to pursue more difficult cases of poor attendance and punctuality. The school and Area Attendance Officer undertake a range of approaches to improve attendance and punctuality.

St Cuthbert's Catholic Primary School works closely with the Local Authority in order to improve school attendance and punctuality throughout the school. Research has proven that children who attend school regularly and who have an attendance of at least 95% are more likely to achieve better in school, are happier, are more successful in later life and have much better prospects for a good job in the future. We, of course, recognise the importance of working with parents and carers who have a legal responsibility to ensure their children achieve good levels of attendance, enabling them to fulfil their potential.

School Attendance Procedures - Traffic Lights

The new school attendance procedures are based on traffic lights to create a more simplistic and consistent approach to promoting school attendance.

- Attendance above 95% will be coded 'Green' (Safety Zone).
- Attendance between 91% and 94% will be coded 'Amber' (At Risk Zone).
- Attendance below 90% will be coded 'Red' (Danger Zone).
- The approach is stepped.
- At the early stages of concern, a first letter (Appendix 2) is sent initially to make parents aware of their child's attendance and punctuality.
- A monitoring period of four weeks is introduced.
- If there is no improvement, a further, second letter (Appendix 3) is sent to parents whereby parents are invited into school to discuss their child's attendance or to explain any difficulties they are having in ensuring that their child attends school.
- The school will complete an Individual Attendance Plan (Appendix 4) with the parents during this meeting and a parenting contract will be agreed.
- If parent/s/carers do not engage with school and attendance levels continue to fall, the school will refer the family to its safeguarding partner.

The school will do its utmost best to ensure that enough support is provided to the family to help improve and maintain good levels of attendance. Court action may be necessary as a last resort.

Lateness

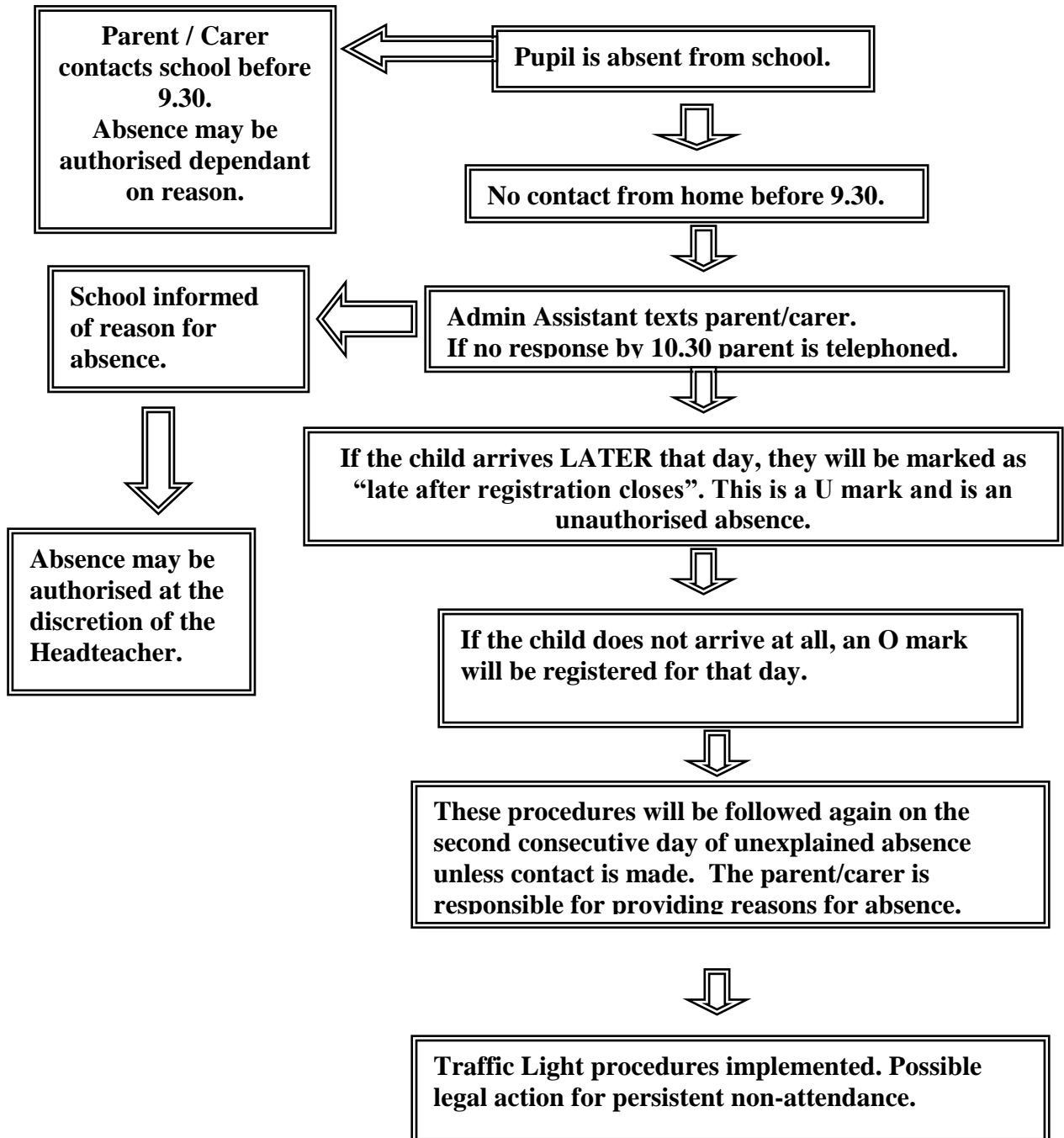
- Class teachers take the register at 9.00 a.m. and 12.45 p.m.
- Children should be encouraged to be in class, ready to start the session, at these times.
- Children arriving after the end of registration at 9.05 a.m. will be marked late in the computer register.
- Where the school has cause to doubt the reasons for absence offered by the parent, the school is not obliged to accept this reason and can deem the absence unauthorised. This is likely to happen only where there is a significant pattern of absence.

Monitoring and Evaluation

Monitoring of all these issues, will be the responsibility of the Headteacher, Admin Officer, Class Teachers and the Area Attendance Officer who will all work together to resolve these issues with the family.

Attendance Flowchart

It is expected that all pupils achieve an attendance figure of 95 % or better. If your child is absent and their attendance is below 95% and you do not contact school, you can expect the procedures outlined below to apply. The procedure is the same for all schools in the partnership. Remember that poor attendance can lead to prosecution.



Appendix 1

**Application for Leave of Absence in Exceptional Circumstances
During Term Time**

Name of pupil(s)

Class(es)

Address

.....

Telephone No.

I request permission for my child to be absent from school

From To Total number of days

Please explain below the exceptional circumstances for your request for a leave of absence during term time and hand the completed form into the main office for the attention of the Headteacher. If the request for a leave of absence in exceptional circumstances is for a holiday during term time, please inform us as to where the child will be going.

.....
.....
.....

Signature of Parent/Carer Date

For school use only

Seen by Headteacher Date

Leave of Absence

Granted

Not Granted

Nursery

4 years old

Headteacher's Comments

.....
.....
.....

The Education (Pupil Registration) England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 which come into effect on 1st September 2013 state:

1. Headteachers shall not grant any leave of absence during term time unless they consider there to be exceptional circumstances relating to the application.
2. The Headteacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Headteacher will determine how long the absence should be and any additional absence will not be authorised.
4. Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

-
- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).
 - If a child, who is of compulsory school age and who is registered at school, fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

-
- Children need to attend school regularly to benefit from their education.
 - Missing out on lessons leaves children vulnerable to falling behind.

Parents:

- The application must be made in advance by the parent(s) that the child normally resides with.
- Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.



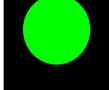
Appendix 2

RE: SCHOOL ATTENDANCE FIRST LETTER

We would like to draw your attention to the fact that your child's attendance has dropped below the Department for Education's guidance for good attendance which is 97%+.

As part of St Cuthbert's commitment to your child's education, we monitor attendance very closely using our Traffic Light zoning system. Research has clearly shown that progress and achievement is very closely linked to good attendance, and when a pupil's school attendance falls below 97%, pupils do not achieve as well as they could. Good attendance means children learn and achieve more and get the maximum benefit from their education.

Your child's attendance is in the following Zone:-

	Red - Danger Zone - Below 90%	<input type="checkbox"/>
	Amber - At Risk Zone - Between 91% - 96%	<input type="checkbox"/>
	Green - Safety Zone - 97% and Above	<input type="checkbox"/>

Whilst I understand that there may be genuine reasons for your child's absences, please make every effort to ensure their attendance improves next term.

You can also help improve your child's attendance by:-

- *Making sure your child goes to school and arrives on time (between 8.45am and 8.55am)*
- *Avoiding taking holidays in term time*
- *Arranging non-urgent medical and dental appointments for after school*



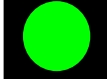
Your child's attendance will be monitored closely next term where we hope to see a significant improvement. If your child is experiencing difficulties which affect school attendance please do not hesitate to contact us.

Thank you for your support in this matter.

Appendix 3

RE: SCHOOL ATTENDANCE - SECOND LETTER

After a four week monitoring period, your child's attendance is now in the following Zone:-

	Red - Danger Zone - Below 90%	<input type="checkbox"/>
	Amber - At Risk Zone - 91% - 94%	<input type="checkbox"/>
	Green - Safety Zone - 95% - 100%	<input type="checkbox"/>

We are very concerned that there has been no marked improvement in your child's attendance over the last four weeks. Please make an appointment as soon as possible with the Headteacher to discuss your child's attendance or if your child is experiencing difficulties which may affect their school attendance.

If you do not contact the school, further action will be taken.

Thank you for your support in this matter.

Background/Additional Information:

Genogram:

Actions:

Academic Information:

Lesson Attendance: