



Attendance Policy

St Cuthbert's Mission Statement

God made us all unique
To learn, live and grow
To show care, concern and friendship
To be the best we can
Showing Christ's love in all we do.

Date of policy	September 2021
Date of last review	September 2023
Reviewed by	Local Governing Committee
Date of next review	September 2024

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

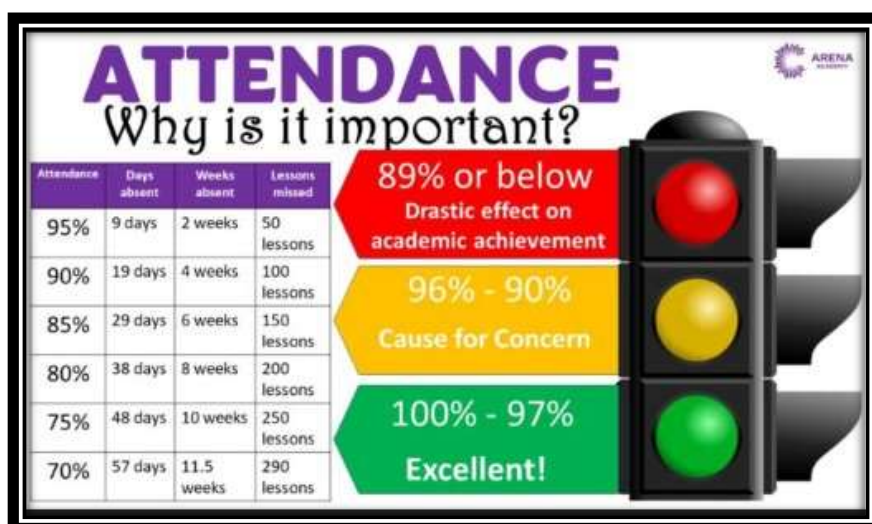
Improving attendance at school is the responsibility of everyone in the school. Pupils and parents must know of the high priority given by the school to good attendance. Both must also know that pupils' absences will be noted and follow-up will be taken.

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. From August 19th 2024, the government has set a new national threshold level of 10 absences.

"The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term)".

Working together to improve school attendance August 19th 2024

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-six 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 an '**Attendance 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

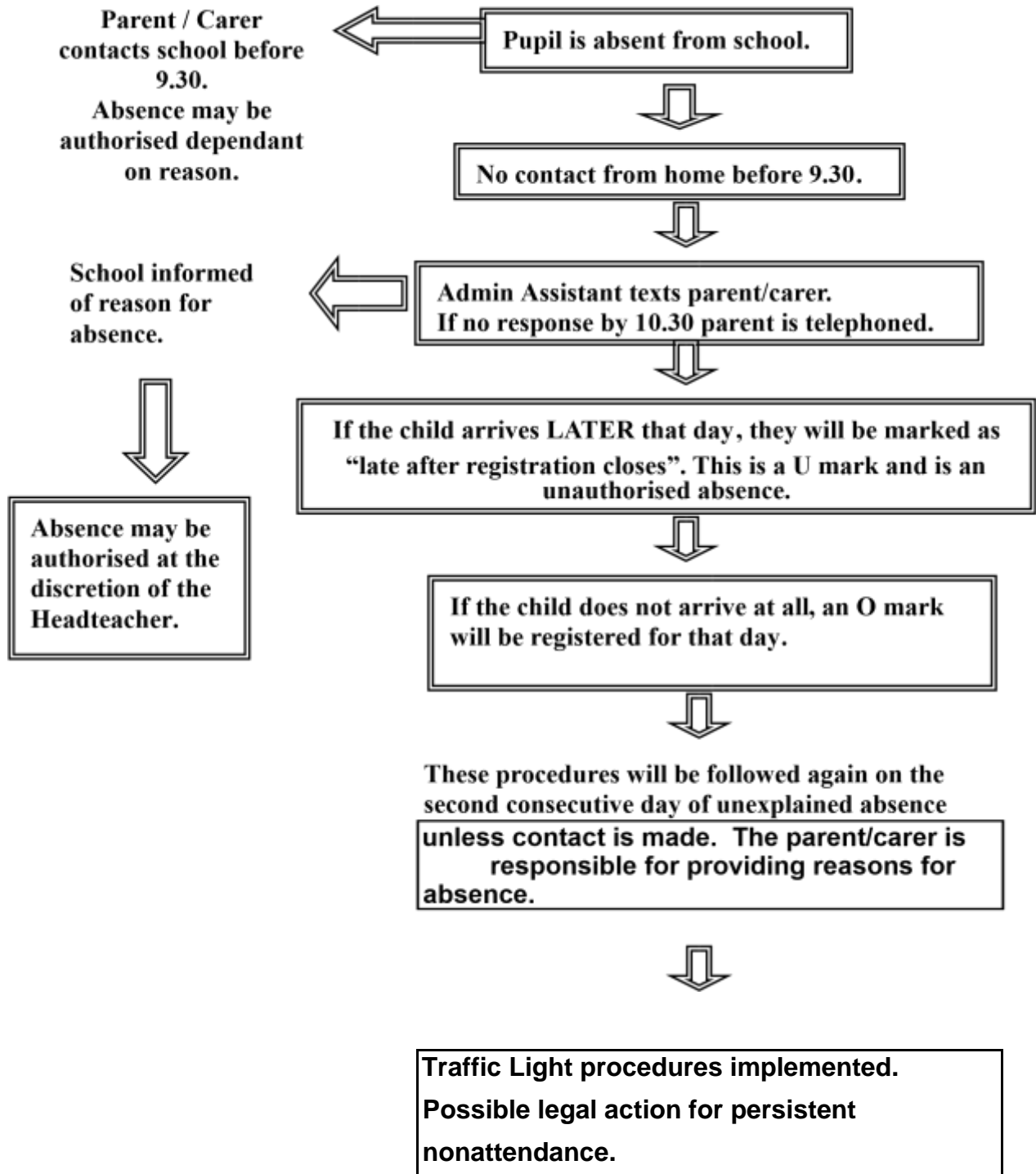
- Class teachers take the register at 8.45 am. and 12.30pm (KS1) and 1pm (KS2).
- Children should be encouraged to be in class, ready to start the session, at these times.
- Children arriving after the end of registration at 8.45 am. will be marked late in the computer register.
- Children arriving after 9am will receive a code U.
- 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, Attendance Lead, 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.

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

Signature of Parent/Carer

For school use only

Seen by Headteacher Date

Leave of Absence

Authorised Unauthorised Nursery 4 years old

Headteacher's Comments

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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.

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- 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).

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- 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

Dear

RE: SCHOOL ATTENDANCE FIRST LETTER

Whilst the school is aware that [REDACTED], we are still required to monitor and support each pupil into school so they can access their curriculum entitlement. Where attendance drops below the threshold of 90%, schools have a legal responsibility to let families know this information and work with families to support an increase in their attendance.

We would like to draw your attention to [REDACTED] attendance. The Department for Education's guidance for good attendance is 97%+.

[REDACTED] attendance currently stands at [REDACTED] %

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. Whilst I understand that there may be genuine reasons for your child's absences, it is important that home and school work together to provide the very best learning opportunities.

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



Red – Danger Zone - Below 90%

Amber – At Risk Zone - 91% - 96%

Green – Safety Zone – 97% - 100%

EVERY MINUTE COUNTS 	
MINUTES LATE	IMPACT ON ATTENDANCE IN A YEAR
5 MINUTES A DAY	14 DAYS POOR ATTENDANCE
10 MINUTES A DAY	28 DAYS POOR ATTENDANCE
15 MINUTES A DAY	42 DAYS POOR ATTENDANCE
20 MINUTES A DAY	56 DAYS POOR ATTENDANCE
30 MINUTES A DAY	84 DAYS POOR ATTENDANCE

You can help improve your child's attendance by :

- Making sure your child goes to school and arrives on time (between 8.30am and 8.45am)
- Avoiding taking holidays in term time
- Arranging non-urgent medical and dental appointments for after school
- Sharing information around your child's health and well-being with school as early as possible.

We are really pleased to share that St Cuthbert's now has access to a School Attendance Officer who is able to support our school and any of our families whose child's attendance is below satisfactory or who are struggling to get their children to school on time. [REDACTED] will continue to monitor your child's attendance and get in touch with you during the next 4-6 weeks to see if school can support in any way.

Thank you for your support in this matter.

Yours sincerely,

Mrs Anne Bullerwell

Executive Headteacher

Appendix 3

Dear

RE: SCHOOL ATTENDANCE SECOND LETTER

After receiving our first 'School Attendance Letter' we have monitored [REDACTED] attendance over 4-6 weeks. As your child's attendance is still below the 90% trigger threshold we will continue to monitor and support your child into school so they can access their curriculum entitlement. We would like to draw your attention to [REDACTED] attendance. The Department for Education's guidance for good attendance is 97%+.

[REDACTED] attendance currently was [REDACTED] on (date/term info)

[REDACTED] current attendance stands at [REDACTED] on (date/term info)

This is positive and shows that [REDACTED] attendance in school is increasing. As part of St Cuthbert's commitment to your child's education, we will continue to monitor attendance very closely using our Traffic Light zoning system. If this begins to decrease, school will invite you to attend a meeting in school to discuss concerns and set up an 'Attendance Contract'.

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



Red – Danger Zone - Below 90%

Amber – At Risk Zone - 91% - 96%

Green – Safety Zone – 97% - 100%

EVERY MINUTE COUNTS 	
MINUTES LATE	IMPACT ON ATTENDANCE IN A YEAR
5 MINUTES A DAY	14 DAYS 95% ATTENDANCE
10 MINUTES A DAY	28 DAYS 94% ATTENDANCE
15 MINUTES A DAY	42 DAYS 93% ATTENDANCE
20 MINUTES A DAY	56 DAYS 92% ATTENDANCE
30 MINUTES A DAY	84 DAYS 90% ATTENDANCE

You can help improve your child's attendance by :

- Making sure your child goes to school and arrives on time (between 8.30am and 8.45am)
- Avoiding taking holidays in term time
- Arranging non-urgent medical and dental appointments for after school
- Sharing information around your child's health and well-being with school as early as possible.

██████████ will continue to monitor your child's attendance and get in touch with you during the next 4-6 weeks to see if school can support in any way and to discuss the next steps in formulating an 'Attendance Contract'.

Thank you for your support in this matter.

Yours sincerely,

Mrs Anne Bullerwell

Executive Headteacher

Appendix 4

Individual Attendance Plan

Name:	DOB:

Attendance Zone	Less than 90%	91% - 94%	95% - 100%
Review 1			
Review 2			
Review 3			

What are the reasons for absence? (please tick)			
Genuine medical	<input type="checkbox"/>	Illness	<input type="checkbox"/>
Parent mental health	<input type="checkbox"/>	Truancy / Lesson avoidance	<input type="checkbox"/>
No reason provided	<input type="checkbox"/>	Student mental health	<input type="checkbox"/>
Behaviour / Exclusions	<input type="checkbox"/>	Bullying	<input type="checkbox"/>
Historic attendance issues	<input type="checkbox"/>	Peer/Relationship issues	<input type="checkbox"/>
Poor parenting	<input type="checkbox"/>	Dislike of school	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Reason:	<input type="checkbox"/>

What actions have been taken? (please tick)			
Traffic Light Monitoring	<input type="checkbox"/>	Part time hours	<input type="checkbox"/>
Student interview	<input type="checkbox"/>	Referral to internal unit	<input type="checkbox"/>
Telephone calls home	<input type="checkbox"/>	Attendance report	<input type="checkbox"/>
Meeting with parent/carer	<input type="checkbox"/>	Curriculum/class changes	<input type="checkbox"/>
PSA/Attendance Officer Ref.	<input type="checkbox"/>	Peer mediation	<input type="checkbox"/>
Parent contract	<input type="checkbox"/>	Rewards & Recognition	<input type="checkbox"/>
Legal action	<input type="checkbox"/>	CAF	<input type="checkbox"/>

Group work		Referral to outside agency:
Other:		Please state:

Historic Attendance:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11

Background/Additional Information:

Genogram:

Actions:

Academic Information:

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Lesson Attendance:

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Attendance Contract

Personal details

Pupil's Name:

Parents' Names:

School's Name:

Name:

Position:

Contact details:

Background to Parenting Contract

Following a meeting on _____ between _____, we have all agreed that we want to work together to help _____ to attend school more regularly. _____'s attendance is currently _____%.

What has been agreed

The School's promise

- Contact parent if pupil is absent from school without an explanation.
- Be available as a named person for parents to contact in school regarding attendance.
- Provide pupil with a school support worker if needed.
- Respond to any problems reported that could affect attendance.
- Make referrals to other agencies for example the attendance service or school health.
- Be point of contact in school for student.

Parent's promise

- To supply details of their full names, address and telephone number and notify school immediately of any changes.
- To contact school on the first day of absence regarding the reason for absence and give an estimated day of return.
- To inform school of any problem affecting attendance.
- To work with other agencies to resolve any issues affecting attendance.
- To bring or arrange for someone to bring their child into school.
- To sign report cards and discuss them with their child.
- Set rules at home to make sure their child goes to bed and gets up at a reasonable time.
- Attend parenting classes or support groups if needed.
- Provide supporting medical evidence if their child is sick.

Review

We will meet again if required to discuss how things are going and whether this agreement needs to be changed in any way.

Anyone can ask for a meeting at any time to discuss the agreement further or to discuss any difficulties or problems.

Important dates

We will next meet if required.

Other important dates are:

We will review this agreement if required.

We will end this agreement on Friday

Agreement:

We will do what we have agreed in this parenting contract and will work together to help attend school regularly.

Signed: _____ (Parent) Date:.....

Signed:(School) Date:

Signed: (Pupil) Date:.....

Complaints procedure

Any complaints will be dealt with using the school's complaints procedure.