



St Paschal Baylon Catholic Primary School



Following In The Footsteps Of Christ

Attendance Policy

Attendance at St Paschal Baylon Catholic Primary School

St Paschal Baylon Catholic Primary School recognises that consistent and regular attendance at school is vital for the development and education of every pupil. Irregular and poor attendance will have an adverse effect on educational attainment. Poor punctuality also undermines learning and teaching. It is important that every pupil develops good habits which will enable them to realise their potential and make a positive contribution to school life and society. Parents have the primary responsibility for ensuring that their children are in school on time, in correct uniform and ready to learn. The school has signed up to the Liverpool Attendance Charter which supports schools with promoting the importance of consistent attendance. Support will be given to parents wherever necessary to encourage full attendance and good punctuality. The school will take a register twice daily and record the attendance information generated.

Aims

- To maximise the attendance of all children at the school
- To ensure that all parents are aware of the school attendance policy and understand their responsibilities
- To encourage a proactive ethos within the school by which attendance is prioritised and promoted
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers
- To analyse attendance data regularly to inform future practice and policy
- To work closely with the Education Welfare Officer (EWO)
- To ensure that the roles and responsibilities of all those involved in the school community are actively communicated and understood

Roles and Responsibilities

The Local Authority designates an Education Welfare Officer (EWO) to work with the school. The EWO regularly reviews the school attendance data to identify pupils who are a cause for concern (attendance below 95%). This information is passed on to the Headteacher and the School Attendance Lead.

The Headteacher and School Attendance Lead meet with the EWO on a regular basis (at least half termly) to discuss concerns, co-ordinate an action plan for improvement and evaluate the impact of actions previously taken.

Parents have a duty to ensure that their children attend school regularly. They will be made aware that the Local Authority has the power to prosecute them for failing to ensure that their children attend school.

Class teachers complete the school registers twice daily. They will liaise with the School Attendance Lead regarding issues of concern around poor attendance and punctuality patterns. Parents will be informed when necessary and may be invited into school to discuss the concerns.

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

Parents/Carers are asked to contact the school on the first day of a pupil's absence with the reason for absence and update the school each morning of their child's absence.

If a pupil is absent without explanation when the register is called, the School Attendance Lead will contact the parents the same day wherever possible.

Strategies to encourage good attendance

- Trophy for the class with the highest weekly attendance in each Key Stage given out in assembly and results published in weekly newsletter
- Certificates issued for 100% attendance each term
- Medals issued for 100% attendance across all three terms

For as long as Covid guidance around isolation is in operation, absences linked to Covid will not affect children's attendance data for awards.

Punctuality

Punctuality is essential to all children's learning. Arriving late for school means that pupils miss out on vital teaching time and their late arrival interrupts not only their own learning but also that of other pupils in the lesson.

Pupils should be present in the classroom when school starts and the register is taken at 8.55am.

Lessons begin at 9.00am prompt

School gates open at 8.45am to allow pupils time to enter the school building, remove coats etc and settle themselves into class.

Any pupil arriving on the school premises after 8.55am should report to the school office so that their attendance in school can be recorded. The School Attendance Lead will keep the late register and transfer information to the official register.

Pupils arriving after 9.30am will be marked officially absent for the morning session. This will be recorded as an unauthorised absence unless a satisfactory reason is given by parents/carers e.g. a medical appointment.

Authorised/Unauthorised Absence

Authorised absence is absence from school with permission from the Headteacher or other authorised representative of the school. This includes instances of absence for which a satisfactory explanation has been provided (e.g. illness or medical appointment)

Unauthorised absence is absence without permission from the Headteacher or other authorised representative of the school. This includes all unexplained or unjustified absences.

Medical or Dental Appointments

Absence due to a medical or dental appointment will be considered as an authorised absence. Parents/Carers are requested to provide written confirmation of these appointments.

Holidays / Leave of Absence in Term Time

The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents/Carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from the school. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

Parents must make an appointment to see the Headteacher to make arrangements for leave of absence and complete the appropriate form.

Any granting of leave does not set a precedent for similar future requirements and the frequency/duration of such leave periods will be considered as a factor in any decision.

The Local Authority and Ofsted support the current attendance policy and are constantly checking school attendance records, data and procedures.

Removal of Pupils from the School Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to:

- Inform the LA in *every* circumstance when deleting a pupil's name from the admission register
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.

- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Give the attendance officer 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.
- If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Information about the Attendance Monitoring Procedure at St Paschal Baylon Catholic Primary School

Stage 1

The School Attendance Lead will monitor the attendance and punctuality of all pupils during a half term. This information is shared with the Headteacher / SLT. If a pupil has unauthorised or regular absences, the School Attendance Lead and the Headteacher will note this and discuss pupil attendance and/or punctuality with the parents/carers. At this point the parents/carers will be informed that the School Attendance Lead will continue to monitor the pupil's attendance and punctuality for the next two weeks.

Stage 2

If there is no improvement in attendance and/or punctuality, the School Attendance Lead, in consultation with the Headteacher, will send a letter (Attendance Form 2) to the parents/carers. This letter contains information about further monitoring for two weeks and the procedure which will be followed if there is still no improvement in attendance and/or punctuality.

Stage 3

If concerns continue, a formal referral will be made to the assigned Local Authority Education Welfare Officer (EWO) at Pupil Attendance and Welfare Services. The EWO will contact the parents/carers to explain their formal procedures and to arrange a home visit or appointment to discuss appropriate support. In the event of no improvement in attendance or punctuality a Penalty Notice may be issued by the EWO.

Stage 4

The Penalty Notice may result in a fine which is payable by each of the parents or carers for each of the pupils involved.

Stage 5

Persistent non-compliance may result in court proceedings. There are a number of options available to the Magistrates including: a fine, Education Supervision Order (ESO) and, in more serious cases, community sentences or imprisonment.

Attendance and Punctuality Procedure Flowchart



