

**Sacred Heart Catholic
Primary School**



**ATTENDANCE
MANAGEMENT
POLICY**

ATTENDANCE POLICY

INTRODUCTION

The Governors have established this policy in order to promote best attendance at Sacred Heart School. Staff, parents and children are consulted.

The school staff, alongside the Local Authority, firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

All children may sometimes be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child.

Every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents keeping children off school unnecessarily (i.e. birthday treat, shopping trip etc.)
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school very late without good cause (very late 45 minutes after the session begins)
- Unauthorised holidays in term time (please see guidance below)

EXPECTATIONS

We expect that all children will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day.

We expect that the child's family will:

- make sure their child arrives at school and is collected at the appropriate times (from 8.55 am and at 3.10 pm – infants, 8.55 am and at 3.15 pm – juniors.
- make sure their child arrives healthy, dressed in school uniform and properly equipped for school
- not take holidays during term time
- contact the school on their child's first day of absence
- encourage regular school attendance and be aware of their legal responsibilities
- contact the school promptly whenever any problem occurs that may keep the child away from school.

We expect that school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily
- monitor every pupil's attendance
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence
- follow up all unexplained absences
- encourage good attendance
- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LEA's expectations with regard to regular school attendance
- refer irregular or unjustified patterns of attendance to the Education Welfare.

HOLIDAY FORMS

This form is used to apply for authorised absence from the school which is known about in advance. This may include important family occasions such as a wedding or funeral occurring during school time. The length of absence should be reasonable and suitable to the occasion. Parents may request leave of absence for up to 10 days. However, this is not an entitlement and the Headteacher will only grant leave of absence for holiday in exceptional circumstances.

HOLIDAYS

The school holiday dates are published in advance of the school year and we strongly advise parents/carers to book their family holidays during the school holidays. If a family holiday in term time is requested, a leave of absence/holiday form must be completed prior to the holiday. This can be obtained from the school office. The Headteacher will then decide whether or not to authorise the absences. No parents/carers can demand leave of absence for their child/children as a right. The Headteacher will decide whether or not to authorise the absence having considered:

- the child's record of attendance
- that the holiday does not exceed the maximum of ten school days in any one year (unless it is felt that the experience would be of exceptional beneficial educational value to the child or it is an exceptional circumstance)
- the time of the holiday, ensuring that it would not prevent the child from missing any important examinations/assessments, in particular children in Year 2 and Year 6.

ENCOURAGING ATTENDANCE

Sacred Heart School encourages regular attendance in the following ways:

- by committing to and reviewing its Mission Statement
- by responding promptly to a child's or parent's concerns about the school or other pupils
- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded. An unauthorised absence will be given to children arriving 45 minutes after the beginning of a session.
- by publishing attendance information in children's reports, school brochure and school profile
- by celebrating good and improved attendance; 100% attendance certificates on a termly basis and certificate and medals are given out at the end of each academic year.
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare if the irregular attendance continues.

RESPONDING TO NON-ATTENDANCE

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 10.00 am the school will endeavour to contact them that day. If the family are not on the telephone, a letter will be sent.
- If there is no response, the school will continue to try to contact the parent/carer. If by the end of the second day, there has still been no contact made, (third day if waiting for a response to a letter), the school will send a letter of concern to parents/carers or invite them into school to discuss their concerns. The school will tell parents that if the absence persists that a referral will be made to ESBAS.
- Failure to comply with the expectations set by the ESBAS may result in further action, an application for an Education Supervision Order, or court prosecution.

CHANGING SCHOOLS

It is important that if families decide to send the child/children in their care to a different school that they inform Sacred Heart School staff as soon as possible, in writing. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next
- the name and address of the new school
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to ESBAS.

The School has the following responsibilities:

Headteacher, Governors and admin team to:

- adopt the whole policy

- ensure that the registration procedures are carried out efficiently
- attendance is recorded and data is stored and analysed using the SIMS Attendance Module
- maintain a scheme for contacting parents on the first day of absence
- consult and liaise closely with the ESBAS on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay
- to work in close collaboration with the ESBAS during their termly/half termly register analysis
- maintain an attendance award scheme with assemblies, certificates and rewards
- monitor and evaluate attendance.

Class teachers:

- to complete registers accurately and punctually at least twice daily
- to record all reasons for absences in the register
- to inform the admin team and Headteacher of concerns
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to appropriate staff (i.e. Headteacher, SENCO, etc.).

List of Attendance Codes

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 or 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	Authorised absence
R	Religious observations	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registration closed)	Approved Education Activity
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 on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

APPENDICES

Withdrawal from Learning Application



APPENDIX A

Withdrawal from Learning Application: For Exceptional Circumstances

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

With 175 days already marked out as 'non-school-days', you should have an exceptional reason to withdraw your child from school. The following are considered illegitimate reasons and are likely to be rejected and unauthorised:

- Trips to visit family/friends**
- Cheaper family holidays**
- Your child's birthday**
- Tickets to sports/culture events**

100% is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance is below 95% and they're spending more days out of school than in it! Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic.

From a young person's perspective, missing schools means:

- **Missing out on fun projects and school activities**
- **Struggling to catch up on work**
- **Disconnecting with school friends**

The vast majority of headteachers do not authorise any absence in term time, in fact, many schools refused 100% of requests last year.

Think twice about whether you want to proceed.

WHAT IS GOOD ATTENDANCE?					
190 days	180 days	178 days	163 days	161 days	143 days
100%	95%	94%	86%	85%	75%
Good 		Worrying 		Serious Concern 	
Only 1-2 day missed per term		Between 3-8 days missed per term		More than 9 days missed per term	

To be completed by parent/carer:

Childs Name..... Tutor Group/ Class

Date of withdrawal from learning..... Date of return to learning.....

Total number of learning days missed.....

Reason withdrawal from learning is requested:

Please ensure you are giving at least 14 day's notice of the proposed absence.

Your child has the right to a full time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

Name of Parent/Carer

Signed:..... Date:

Home Address
.....
.....

This form will be submitted to the Headteacher for review. A senior member of staff will conduct a telephone interview with you to discuss the request and to confirm the decision.

Headteacher decision:

Name of child:..... Class..... Year
Group.....
Date of telephone interview:.....
Date decision form sent home:.....

Authorised: Your request has been authorised for the following dates:/...../..... to/...../.....
 Unauthorised: Your request has been unauthorised for the following dates:/...../..... to/...../.....

Penalty Notice request to ESBAS attaching telephone interview log

Headteacher signature.....
Date:.....