



English Martyrs' Catholic Primary School

Attendance and Punctuality Policy

Our English Martyrs' School community aims to follow the example of Christ in welcoming, recognising, fostering and developing each individual as a unique and special gift of GOD with value and dignity

Date Reviewed: January 2018

Review Date: January 2019

Signed.....
for and on behalf of the Governing Body

Department for Education (DfE) guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

AIMS

We will

- We want all the children to benefit from regular and punctual attendance, so that they have full access to the curriculum we provide.
- Promote a culture across the school, which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further, develop positive and consistent communication between home and school.
- Set targets to improve individual and whole school attendance levels.

EXPECTATIONS

We expect that children will:

- Attend school regularly
- Arrive on time
- Feel able to tell a member of staff if there is a family problem with regular and punctual attendance

We expect that all parents and carers will:

- Ensure their children attend school every day and arrive in good time for the 8:50am bell so that children are in class by 9.00 am ready to start their learning
- Contact the school by 8.30am on the first day of any absence
If we have not heard from you regarding your child's absence you will receive a text message asking you to contact the school. If we still have received no contact from you by 10.30am the school will contact you by telephone. If unsuccessful the school will use all the contact numbers provided in order to gain an explanation for the absence.
If we still have not been able to ascertain where your child is we may need to make a home visit as well as contact the Educational Welfare Officer as we would for any concerns about the possibility of a child missing in education.
- Not arrange family holidays to take place during term time
- Provide the school with up-to-date contact numbers so that they can easily be reached at any time during the school day
- Inform the school in confidence about any problem which might affect their child's attendance or punctuality

Parents and carers can expect that the school will:

- Record their children's attendance regularly, accurately and efficiently
- Make every reasonable effort to contact the child's parent or carer when their child fails to attend school without good reason
- Deal discreetly and properly with any problem notified to the school by the parent or carer
- Make all efforts to encourage regular attendance and excellent punctuality
Instigate proper enquiries before removing the child from the school roll
- Ensure that all families, children, staff and governors are familiar with our policy and procedures

PROMOTING GOOD ATTENDANCE

We will encourage good attendance by :

- Accurately completing attendance registers at the beginning of each session
- Following up absence on the first day
- Undertaking regular attendance checks
- Informing parents and carers if the child's attendance is a cause for concern
- Alerting parents and carers at the beginning of the school year of the importance of building a good record in attendance, which will feature on the child's end of year report
- Year 5 parents to know that the attendance record may influence a child's selection for some secondary schools
- Giving parents and carers an indication at 4 weekly intervals of the accumulating record if there is a cause for concern.
- Including attendance targets at parents evenings
- Teaching children to value good attendance, and praising them when there is an improvement in attendance particularly where there has been a problem in the past
- Awarding termly pupil attendance and punctuality certificates

TERM TIME HOLIDAY REQUESTS

The school **does not authorise** term time holiday.

The Head teacher has the discretion to authorise a short period of absence which is due to exceptional circumstances. Exceptional circumstances will be interpreted as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time. While decisions will be made on a case by case basis, requests will normally be refused.

Any long period unauthorised absence will result in the pupil being taken off roll in partnership with the school EWO. The family will then have to reapply for a place on their return.

PENALTY NOTICES

From the 1st June 2014, the local authority has started issuing penalty notices for unauthorised term time holiday. The penalty notices will begin at £60 and increase over time if not paid. If there should be a second unauthorised absence, this could then lead to a prosecution. This new protocol will bring all Southwark schools in line with other local authorities.

Unauthorised term time holiday is where a request for a holiday or absence is refused by the school or if holiday is taken without requesting permission from the school but it can be shown that the parent or carer understood that permission would not have been granted if requested.

The penalty notices will also be issued if families deliberately delay the return from a holiday without prior permission. Where penalty notices are not paid within a 28-day period, the local authority will prosecute under Section 444a of the Education Act 1996.

If the school feels that, a family meets these criteria it will refer them to the Early Help Service who will then send the case to panel and they will decide if a fine is to be issued. Payment of a Penalty Notice within 21 days of receipt is £60 per parent and payment after this time, but within 28 days of receipt, is £120. Only one Penalty Notice can be issued to a family per academic year but a second Penalty Notice may lead to prosecution by the Local Authority.

RESPONDING TO NON-ATTENDANCE

The Admin Officer will print off attendance reports every fortnight and analyse for any 1-day patterns/persistent absences where attendance is below 95%

It is our routine procedure to:

- Contact the parent by telephone on the first day of absence
- If we have not heard from you regarding your child's absence you will receive a text message asking you to contact the school. If we still have received no contact from you by 10.30am the school will contact you by telephone. If unsuccessful the school will use all the contact numbers provided in order to gain an explanation for the absence.
- If we still have not been able to ascertain where your child is we may need to make a home visit as well as contact the Educational Welfare Officer as we would for any concerns about the possibility of a child missing in education.
- Categorise an absence as unauthorised until such time as an acceptable explanation is received
- Follow up any pattern of non attendance detected by the school and/or by education welfare checks.
- Send a letter for parent to meet with Deputy/ Head Teacher and put a copy of this letter in the pupil's file and the absence letter file.
- The school will analyse the impact of poor attendance on attainment.

If a child continues to be persistently absent the parents will attend a meeting with either a school Governor, Deputy or Head Teacher and the Educational Welfare Officer. If there is no sustained improvement then the school will follow the proper legal channels.

ORGANISATION

In order for this policy to be successful, every member of staff makes attendance a high priority and conveys this to the children.

See attached sheet for specific responsibilities.

Monitoring, Analysis, Action Planning

English Martyrs' Catholic Primary School will use electronic systems for monitoring attendance at both individual pupil and whole school level. We will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

REVIEW

This policy will be subject to evaluation and review and subject to changes in local and national policy.

ENGLISH MARTYRS' PRIMARY SCHOOL – ATTENDANCE AND PUNCTUALITY PROCEDURES

	Teaching Staff	Admin Staff	Senior Management
Maintaining the Register	<ul style="list-style-type: none"> • The class teacher takes the register 'electronically' on Intergris at the start of the morning and afternoon session. This register is then sent electronically to Admin Officer. • If a child arrives after the register has been called, the teacher should change the mark on the register and record the arrival time next to the child's name. If the register has been returned, the child must be sent to book in at the office. 	<ul style="list-style-type: none"> • The Admin Officer records messages about absences received in person or by telephone. • The Admin Officer monitors the registers each week. • The Admin Officer makes amendments due to absence or lateness where necessary. • The Admin Officer prints out class registers on a weekly basis for children causing concern. • The Admin Officer prints 	<p>The Head or Deputy Heads must authorised requests for absence from parents and these requests must be put in writing.</p>

		out 'hard copies' of attendance on a 4 weekly basis and files in office.	
Absent Children	<ul style="list-style-type: none"> • If a child is absent, their parent or carer should provide a reason (written or verbal) to the office. • If the teacher is given a reason, the type of absence should be recorded next to the child's name electronically. • Teachers should inform the office if a child's attendance is causing particular concern. • Letters explaining absences are filed in same file as 4 weekly print outs in office. 	<ul style="list-style-type: none"> • The Admin staff checks the registers each morning. • Admin Officer will text I parents by 9.30am if their child is not in school and they have not phoned in with an explanation. • EWO would hold termly meetings with Deputy Head and Attendance Officer regarding vulnerable groups. • The school may request medical evidence if a child is absent for more than 2 days. • Erratic patterns of absence resulting in attendance being under 90% will trigger a referral to the educational welfare officer who will carry out initial assessments to determine reasons for absence. Other external agencies may also be involved in the investigation. 	Lead Deputy Head
Late Children	<ul style="list-style-type: none"> • The register is completed between 9.00 and 9.05am. If a child arrives after the register has been taken but before it has been sent to the office, the register is amended by marking the child present and recording time of arrival next to the name of the child. If the child arrives after the register has been returned, the teacher must send the child to the office to book in. The office will record late collections. • If the parent or carer do not collect their child by 5.00pm Social services will be alerted • Habitual offenders will be monitored by the Deputy/Head teacher and referred to Early Help. 	<ul style="list-style-type: none"> • Children who arrive after their class has been taken from the playground report to the office and the reason for their lateness is recorded in the lateness book and then the child is issued with a late card. • Children that arrive after 9.30 without good reason will be recorded as unauthorised late. • The Learning Mentor monitors will monitor lateness weekly; and compile half termly report which would include, gender, SEND, pupil premium, ethnicity and year group. 	<ul style="list-style-type: none"> • Deputy Head gives a termly report. • The Headteacher will be informed of serious offenders.