



**St. Philomena's Catholic Primary School**

Headteacher: Miss V Maher

# **Attendance Policy**

## **September 2022**

St Philomena's CP School Policy on Attendance

This policy should be read in conjunction with :-

**E- Safety Policy**  
**Staff Code of Conduct**  
**Policy for Managing Allegations against Staff**  
**Anti-Radicalisation Policy**  
**Safer Recruitment Policy**  
**Child Protection and Safeguarding Policy**

<b>Date of Policy</b>	<b>Signed</b>	<b>Position</b>
September 2022	Veronica Maher	Headteacher
<b>Monitoring</b>	<b>By</b>	<b>Date</b>
Review	Standards Committee	
Review	Standards Committee	
This policy will be reviewed <b>annually</b> by the full Governing Body		
Date of next review : September 2023		

## Policy on Attendance

### 1 Introduction

- 1.1 At St Philomena's we expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### 2 Definitions

#### 2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note and telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### 2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### 3 If a child is absent

- 3.1 When a child is absent a parent or guardian should telephone the school on the first day of absence to inform the school. When a child is absent unexpectedly, the class teacher will record the absence in the register, the Family Support Worker will review all attendance registers each morning and will endeavour to contact any parent or guardian of a child who is absent without explanation. Lists of "First Day of absence – calls and follow ups" is maintained in the school office and kept for a minimum of 3 years.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence (standard pre-printed forms are available for use in the school office and are automatically issued daily by the Family Support worker if no written explanation has been received).
- 3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment. Office staff are happy to take photocopies of letters of appointment etc. which qualify as absence notes.
- 3.4 If there are any concerns or doubts about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

### 4 Requests for leave of absence

- 4.1 2013 Amendments to The Education (Pupil Registration England) Regulations 2006 have removed references to family holidays and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

- 4.2 Parents or guardians need to make an appointment with the headteacher if they wish to discuss their individual circumstances. Absence is only approved if confirmation from the headteacher is received in writing.
- 4.3 The Educational Welfare Office will be notified if a pupil's percentage of attendance becomes a matter of concern.

## **5 Long-term absence**

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

## **6 Repeated unauthorised absences**

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the Family Support Worker will contact parents or guardians, if the situation continues, the headteacher will write to the parents who will be asked to visit the school and discuss the problem and find any ways we can work together to address the issue..
- 6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

### **6.3 Referrals to Educational Welfare Service**

#### **Children Missing Education**

If a child of compulsory school age does not appear to be attending a school or other provision arranged by the local authority this should be reported to the Educational Welfare Service after 10 days of consecutive absence.

#### **Education Welfare Service Referral Form**

Pupils will be referred to the Educational Welfare Service if the following occur:

- there are more than 12 sessions of unauthorised absence in 12 weeks
- there are 10 consecutive days of absence and no reason given, no contact with parent or leave of absence has been refused
- there is 15% unauthorised absence (ie 12 sessions or more extending beyond 6 school weeks)

- 6.4 In all instances there will be at least three points of contact with parents (one of which will be a face to face meeting)
- 6.5 The Educational Welfare Service will make enquiries to ensure that the educational rights of the child are protected. The educational Welfare Service will inform the school of the outcome of any referral and any proposed action.

Referrals should be sent to:

CME Tracking and Monitoring Officer, Educational Welfare Service  
Civic Centre  
1<sup>st</sup> Floor Stockwell Building  
Bromley BR1 3UH  
020 8313 4170

## **7 Rewards for good attendance**

- 7.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance and a small token prize. There are special certificates for any child who has 100 per cent attendance for a whole year. Those children who achieve 100% attendance for a whole school year are rewarded with a special event (for example a bowling trip) in the October of the following year

## **8 Lateness**

- 8.1 Children should be in the playground and ready to line up at 8.50am. If they arrive any time up to 9.15am they will be recorded as late. If children arrive after 9.15am, this counts as an unauthorised absence.
- 8.2 If a child arrives after 9.00am the parent or guardian will need to bring the child into school to sign the late board and make a note of the following information:- pupil name, time of arrival and reason for lateness. If children arrive late at school and are not accompanied by an adult, a letter is sent home to parents/carers informing them of the need to bring children in to school when late and sign the late board.
- 8.3 Minutes late reports are examined regularly and letters sent home to those parents who regularly bring their children to school late.
- 8.4 Letters of recognition of reduction of late instances are sent after a period where improvements have been made.

## **9 Attendance targets**

- 9.1 The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.
- 9.2 Attendance percentages are reviewed regularly and letters sent home to parents where attendance rates are low.
- 9.3 Letters of recognition of improvement in attendance are sent after a period where improvements have been made.

## **10 Registration Process**

- 10.1 The attendance register is taken in the classroom – pupils are marked in as present on SIMS. If a child is absent no mark is input for that session (resulting in a N-No reason given mark). Registration closes at 9.00am, therefore, SIMS registers should be saved and closed at 9.00am
- 10.2 Any absent children should be noted on the Register Laminate in the classroom as this is the register that will be taken to the muster station to check that all children are accounted for should there be a fire alarm or similar evacuation
- 10.3 If a child arrives late, class teachers should confirm that the accompanying adult has signed the late board (if an adult is not present the office staff will complete the late board on the parents behalf and send a letter requesting their presence in future). The child's name should then be removed from the Register Laminate in the classroom.

## **11 Monitoring and review**

- 11.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will, therefore, examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 11.2 The school will keep accurate attendance records on SIMS for a minimum period of three years.
- 11.3 The rates of attendance will be reported in the school prospectus, and in each governors' report.
- 11.4 Each term statistics are gathered regarding attendance in relation to Pupil Premium, English as an Additional Language and children with Special Educational Needs in comparison with overall attendance. The headteacher reviews and monitors the results and reports on her findings to the governors.
- 11.5 Class teachers will be responsible for recording attendance in their class; the Family Support Worker will follow up absences in the appropriate way. If there is concern about a child's absence, the class teacher will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child the Family Support Worker will report this to the headteacher, who will contact the parents or guardians.
- 11.6 This policy will be reviewed by the governing body annually.

**12** School attendance is subject to various education laws and our school's attendance policy is written to reflect these laws and the guidance produced by the department for Education and the London Borough of Bromley. This attendance policy is also consistent with the following school policies:

- admissions
- anti-bullying
- child protection
- exclusion
- safeguarding
- Special Educational Needs
- teaching and learning
- Behaviour and rewards

The level of attendance and punctuality expected from all of our pupils is included in our school's Home School Agreement which pupils and parents sign annually.

\_\_\_\_\_  
**(Chair of Governors)**

\_\_\_\_\_  
**(Head Teacher)**

**Date:** \_\_\_\_\_