



ST MICHAEL & ALL ANGELS C OF E PRIMARY SCHOOL

Attendance and Punctuality Policy	
Date Approved	February 2021
Date for Review* <i>(*subject to any relevant changes in legislation or other appropriate guidelines)</i>	February 2023
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Author	Head Teacher
Delegated Responsibility	Head Teacher
Approved by:	N Bardsley
	N Bardsley – Head Teacher
Date received by FGB	2.2.21

Mission Statement

Psalm 147:4 God counts the stars and calls them all by name

The aim of our Church school is to develop the full potential of each child spiritually, socially and academically in a safe, inclusive environment which is grounded within the ethos of the Christian Faith.

This policy is grounded within our school mission statement, and underpins our commitment to providing a safe, inclusive environment for all stakeholders which reflects our Christian values

St Michael & All Angels Primary School seeks to ensure that all their children receive a full-time education which maximises opportunities for each child to realise his/her full potential. We expect all children on roll to attend every day when the school is in session, as long as they are fit and healthy to do so.

Once a child is enrolled at school parents/carer have a legal responsibility to ensure that their child attends every day. It is also important that children arrive punctually for the start of the school day.

Under the Education (Pupil Registration) (England) Regulations 2006, the Governing Body is responsible for making sure that the school keeps an attendance register that records which pupils are present at the start of the morning session and during the afternoon session. This register will also indicate whether an absence was 'authorised' or 'unauthorised'.

Definition of 'authorised absence'

- An absence is classified as authorised when the school has ascertained that a child has been away from school for a legitimate reason and the school has received notification from a parent or carer.
- 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.

Definition of '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/carer.
- The absence is unauthorised if a child is away from school without good reason, even with the support of a parent/carer.

AIMS

To encourage and assist all children to achieve excellent levels of attendance of above 95%.

To maximise attendance across the school population and reduce persistent absenteeism (below 90%).

Work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance.

CHILDREN

All children are expected to:

- Attend school regularly and to arrive on time.
- Come to school prepared to learn.
- Talk to a member of staff if there is a problem causing them to miss school.

PARENTS/CARERS

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends and is punctual.
- They inform the school of the reason for any absence by telephone call on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence. When a child returns to school parents are required to send a written note into school explaining the reason for their child's absence. This note is kept on file for future reference.
- They understand that holidays in term time are not an entitlement and can only be authorised in exceptional circumstances.
- They make medical and dental appointments outside school time wherever possible.
- They give the school up to date information regarding diagnosed medical conditions which may affect attendance.
- They provide the school with up to date contact details.

St Michael & All Angels will:

- Strive to provide a welcoming, caring environment whereby each member of the school community feels valued and secure.
- Establish an effective system to recognise the efforts of children to improve their attendance and timekeeping and will challenge the behaviour of those children and parents who give a low priority to attendance and punctuality.

- Recognise that all young people who fall below the Department for Education threshold of 85% will be identified as 'Persistent Absentees' and will treat them as a vulnerable group of children who warrant additional support .

Registration

Registration is a legal requirement and creates an orderly start to the school day. Children arriving after the registers are taken will receive a late mark. Initially, no reason yet provided for absence will be marked with a 'N' code. Unexplained absences will be receive a 'O' code in the register which equates to an unauthorised absence.

Authorised/Unauthorised Absence

The registers will be coded in accordance with the Department of Education mandatory codes – see Appendix A.

All absences must be explained by a parent or carer. The school will then decide whether or not to authorise the absence.

Any unexplained absence will be unauthorised.

Absence may be authorised due to:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances

If a child's attendance becomes a cause for concern the school may ask parents to provide medical evidence to substantiate their reasons before the absence can be authorised.

Exceptional Leave

The school recognises that there may be times when a child requires exceptional leave during term time for short periods of time. In these circumstances parents/carers are asked to complete the 'Absence Request Application' form to request the absence. These requests will be considered by the Head Teacher on an individual basis.

Procedures for Following Up Absence/Lateness

If a student is absent and no reason has been provided by 9.30am school will contact parents by telephone as part of the safeguarding procedure.

If no reason has been provided regarding a child's absence further contact will be made with parents/carers requesting this information.

When a child is persistently late or absent without good reason, and the school's efforts to effect change have been unsuccessful, a referral may be made to an Education Welfare Officer for further action. A letter is sent to parents/carers after a child has received 3 lates in one term.

School attendance records are completed daily and stored electronically for future reference.

Attendance data will be collected and analysed to help identify patterns, set targets and inform pastoral and curriculum practices. Governors carry out regular monitoring visits to school to monitor attendance and punctuality.

Parents/carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality.

Every effort will be made to resolve attendance problems with parents/carers and pupils but where problems persist the Local Authority court team will be informed and requested to initiate legal proceedings.

Appendix A

Register absence codes:

/	Present (am)
\	Present (pm)
B	Educated off-site (ie., music exam)
C	Other authorised circumstances
D	Dual registration
E	Excluded
F	Extended family holiday (agreed)
G	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness/sickness
L	Late
M	Medical/dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious Observance
V	Educational visit/trip
Y	Enforced closure
X	Non-compulsory school age absence.

Appendix B

Letter we send to parents:

Date:

Dear Parents/Carers

Re: (Student name) – Current Attendance Rate%

As part of our ongoing pupil attendance monitoring, we thought it would be helpful to inform all parents of their child's current attendance percentage. From the beginning of this academic year to date, your child's attendance is%

Regular attendance is essential for all pupils to make good progress, achieve their academic potential and consequently have better chances in life. In line with Government expectations, all pupils at St Michael & All Angels, are expected to maintain an attendance level of **90%** and above. Children who fall below 90% attendance are considered to be persistent absentees by the Government.

Pupils only attend school for 190 days per academic year (this means that for the other 175 days pupils are at home). All pupils are expected to reach attendance levels of 97% and above to be able to access and achieve their potential at school. If your child misses school, they miss lessons which may not be repeated. Being absent from school makes it hard to catch up with missed work and affects how well the children learn. It also means that other children miss out, as the Teachers and Teaching Assistants have to spend more time with a child who has been absent and fallen behind. In real terms a child who has 90% attendance at the end of the academic year will have missed 19 days of school – almost four weeks.

It is the responsibility of everyone in our school community – parents, pupils, staff and governors to ensure that this is achieved. We monitor the attendance of all our learners constantly and will contact you if we have **any** concerns.

We appreciate that children are unwell from time to time, and if your child is ill, we would not advise that they return to school until they are better.

If there are any issues preventing your child's full attendance at school, please don't hesitate to contact us on the telephone number below. Thank you for your co-operation and support in this matter.

Yours sincerely
Neil Bardsley
Head Teacher

Appendix C

Letter we send to parents:

Mr & Mrs
Address

Date

Dear Parents

We would like to draw your attention to’s current attendance, from up to and including currently has ...% attendance. This has been mainly due to school days being lost due to family holidays being taken in term time.

Government guidelines prevent Head Teachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term-time does not fall under the category of ‘exceptional circumstances’.

The Government guidelines also state that children with less than 90% attendance are classed as a persistent absentee and must be monitored closely by the school. Attendance is regularly monitored and children who fall below 90% are made aware to both the parents and the Governing Body of the school.

Pupils only attend school for 190 days per academic year (this means that for the other 175 days pupils are at home). All pupils are expected to reach attendance levels of 97% and above to be able to access and achieve their potential at school. If your child misses school, they miss lessons which may not be repeated. Being absent from school makes it hard to catch up with missed work and affects how well the children learn. It also means that other children miss out, as the Teachers and Teaching Assistants have to spend more time with a child who has been absent and fallen behind. In real terms a child who has 90% attendance at the end of the academic year will have missed 19 days of school – almost four weeks.

We appreciate your co-operation in this matter and, working together, we can help your child to feel happy and be successful. Your child deserves a good education and all the opportunities that education can give to them in life.

Yours sincerely

Mr Neil Bardsley
Head Teacher

Appendix D

Letter we send out to parents:

Date

Dear

Re: Child's Name -% Attendance

A recent review of our attendance registers shows that the attendance for is a very serious cause for concern.

The government has identified any children falling below **90%** as 'persistent absentees'.

Regular attendance is essential for all our pupils to make good progress, achieve their academic potential and consequently have better chances in life. Every pupil at St Michael & All Angels CE Primary School, in line with Government expectations, is expected to maintain an attendance level of **90%** and above.

It is the responsibility of everyone in a school community – parents, pupils, staff and governors to ensure that this is achieved. Therefore, we monitor that attendance of all our learners constantly and will contact you if we have **any** concerns. We appreciate that children are unwell from time to time and there can be exceptional Circumstances, but we ask that you think carefully about keeping your child out of school. There is a strong connection between attendance and attainment. Any absence can have a significant impact on learning and achievement.

It should be noted that% of attendance is particularly low on a ????? (date of the week). All absences for xxxxx must now be evidenced by a medical appointment letter or a doctor's note. Absences which are not evidenced in this way will now be recorded as unauthorised.

Yours sincerely

Neil Bardsley
Head Teacher

Appendix E

Lateness letter we send to parents:

Name of Child.....Class.....

Dear Parents,

Re: Lateness

During the months of it has been noted that your child has arrived late for school onoccasion(s).

May I remind you that school doors open at 8.45am and early morning work starts straight away. Registration **takes place at 8.55am** and the first lesson begins at 9.00am. **If your child arrives later than 8.55am he/she will be marked as “late” in the register.** It is embarrassing for your child to arrive late and is disruptive for the class. Please ensure that your child gets to school on time.

Kind Regards
Mr Neil Bardsley
Head Teacher

