

St Mary's and St Patrick's Catholic Primary School

Attendance Policy



Mission Statement

“We are a Catholic Family Learning Together”

“Teulu Catholig ydym ni yn dysgu gyda gilydd”

Each person in our school is unique and our intention is that they will all develop spiritually, morally, socially and academically to their full potential – with Jesus as their guide, the Holy Spirit as their inspiration and God as their loving Father.

‘Success Starts at School’

| | |
|------------------------|-------------------|
| Policy written by: | H.T. SLT, GB |
| Date: | 010920 |
| Signed: | <i>P.Donoghue</i> |
| Signed by Headteacher: | <i>J.Phillips</i> |
| Date of Review: | 010921 |

Introduction

St. Mary's and St Patrick's Catholic Primary School is committed to ensure regular attendance at school is a priority which will in turn provide pupils with the best possible chances in life to succeed and to achieve their goals.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour.

St. Mary's and St Patrick's Catholic Primary School will endeavour to work with parents, pupils, the local authority and Central South Consortium Joint Education Services to ensure that all pupils receive an appropriate education and to attend school regularly.

This attendance policy reflects the local authority's Attendance Strategy.

Aims

This policy aims to ensure that attendance and punctuality remains a key focus for all, including governors, teachers, parents, pupils and partner agencies. We will strive to:

- offer a safe and friendly environment which welcomes children regardless of race, gender or ability.
- raise standards and ensure all pupils reach their full potential, through a high level of school attendance and punctuality.
- ensure all stakeholders receive communication about information on the importance of regular school attendance.
- identify those pupils with irregular attendance at an early stage and to work with partner agencies to try and address any barriers that stop pupils from attending school regularly.
- keep accurate and up to date attendance data.
- ensure all pupils are safe, and for schools to follow the local authority's 'Children Missing Education' guidance.
- reward those pupils who have made significant progress in raising attendance levels.

This document is supported by the All Wales Attendance Framework.

<http://gov.wales/topics/educationandskills/schoolhome/pupilsupport/framework/?lang=en>

Legal Framework

The law outlining attendance is:

The Education Act 1996 which places a legal obligation on:

- the local authority to provide and enforce attendance;
- school to register attendance and notify the local authority of a child's absence.

Section 7 of the above act states that:

'The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise'.

Section 444 further states that:

'The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law'.

School Attendance Orders (SAO):

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the authority believes the child should attend school. A School Attendance Order may be used to direct a parent to send their child to a specified school, and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013:

This legislation came into force in September 2014 and has given local authorities new powers to issue fixed penalty notices. (FPN). A code of conduct has been agreed by Bridgend County Borough Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in the current term which do not have to be consecutive.
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions.
- Pupil regularly coming into contact with the police during school hours without a justified reason.
- Parents/carers failing to engage with school/EWS but where prosecution has not been instigated.

The Head teacher will inform the parent by letter that a request for a fixed penalty notice will be completed and sent to the Lead Education Welfare Officer (Lead EWO) for the local authority. The Lead EWO will consider the request, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.

A fixed penalty notice warning may be issued and a period of 15 days will be monitored for an immediate improvement. A warning may not be issued in respect of an unauthorised holiday in term time.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If not received by 42 days then the local authority can prosecute parents for the child's absence.

For further information please see the BCBC website. www.bridgend.gov.uk

Definitions

Compulsory school age – under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The ends of the term dates are 31st March, 31st August and 31st December. A young person ceases to be compulsory school age on the last Friday in June of the school year in which they have their 16th birthday.

'Parents' section 576 of the Education Act 1996 includes:

- All natural parents whether married or not.
- Any person who although not a natural parent, has parental responsibility for a young person or child, and any person, who although not a natural parent has care of a child or young person.

Meanings:

'EWS' – Education Welfare Service

'EWO' – Education Welfare Officer

'CME' – Children missing education'

CTF - Common Transfer File – pupil file transferred to relevant school.

Attendance is everybody's concern and the school will expect all stakeholders to play a part in improving attendance. This will contain all having clear expectations and roles which include:

Roles and Responsibilities

Head teacher:

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's governing body.
- Set attendance targets with the Central South Consortium challenge advisors and governors, and take advice from the local authority if needed.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents.
- Regular attendance reports shared and provided to governors.
- Work closely with the local authority's Lead EWO and nominated school EWO, and other support services.
- To notify the local authority when a 'child is missing education' and follow the local authority's CME procedures.
- Ensure policy is readily available for stakeholders including on the school's website
- To work with CSC Challenge advisors and to provide a comprehensive plan in terms of attendance, including future plans.

Governing Body:

- Approve the policy and amend if necessary.
- Receive reports from the head teacher on a regular basis.
- Attend meetings as and when required.
- Ensure policy is shared with all relevant stakeholders.

Senior Leadership Team:

- To have a named member of SLT responsible for attendance (Headteacher).
- To inform parents of school policy and procedures.
- To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% attendance is met.
- To intervene early when individual pupil absence gives cause for concern.
- Develop a multi-agency response to an attendance issue.
- Utilise the support of available specialists in relation to the attendance.
- Report termly to the Governing Body.

Teachers:

- To keep an accurate attendance register.
- To praise pupils for punctuality and good attendance.

Pupils:

- To attend school regularly and punctually.

- To attend registration promptly for both morning and afternoon registration.

Parents:

- To ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- To notify the school of absence by 9.30am by means of a phone call to the school (01656 815585)
- To take family holidays in the school holiday period where at all possible.
- To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then we must be informed of new details immediately**

Office Staff:

- To monitor late entrants into school and adjust SIMS accordingly.
- To forward phone messages to class teachers regarding absences.
- To monitor register codings and alert staff of inconsistencies.
- To produce individual or class summary sheets.
- To produce attendance figures for Callio termly letters.

Types of absences

It is important for parents to understand the definition of the different types of absences. They are classed as unauthorised absence and authorised absence.

The schools head teacher can only decide on whether an absence should be classed in either one of these categories, parents cannot.

Absences maybe authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the head teacher.

Examples of what are classified as unauthorised absence are the following, however they are not limited: Absences may be unauthorised for the following reasons:

- Truancy.
- Late after the close of registration.
- Staying at home for no reason – condoned absence.
- Going shopping.
- Birthdays.
- Holiday not agreed by the head teacher.

In addition there are several codes classed as a present mark which include the following:

- Late before the close of register.
- Educated off site, pupils attending vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.
- Work experience.
- Where pupils are on roll at school and also at another education establishment.

School Procedures:

We expect children to be at school for the start of the school day 8.55am.
The bell rings at 8.55am and pupils come into school.
If a child arrives after the register has closed at 9.25am a late is recorded.

Punctuality

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.

Those parents of pupils who are persistently late will be referred by the school to the EWS

Attendance and Illness

If a child is ill the parent's first action is either to call the school before 9.30am and notify the School Office of the absence and the reason for the absence. Tel: **01656 815585**.

Unauthorised Absences

An unauthorised absence is an absence not supported by a note from the parents or telephone call equivalent.

Medical absences

Where a child is continually absent from school on the grounds of medical reasons, it will be necessary for the parent to provide medical evidence to school and the EWS.

Holidays during term time

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (pupil registration) (Wales) Regulations 2010, head teachers have discretion to authorise a holiday of up to 10 days during term time, over 10 days can only be authorised in exceptional circumstances.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (Please see Appendix 2).

The head teacher will make the decision and may include the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we, and parents, must seek to avoid.

Special Circumstances

When a registered pupil needs to be taken out of school for special circumstances the school needs to record their absences.

These circumstances may be:

- Attending a funeral of a close relative
- Planned medical appointments or surgical procedures
- Significant occasions (to be determined by the school)
- Educated offsite

Upon notification the absence will be recorded as authorised using the appropriate absence code subjective to approval by the Head Teacher.

Fixed Penalty Notices

The school, in consultation with the EWO monitors all absences and where absence falls below 95% and without authorisation (20 unauthorised sessions) may be subject to a FPN.

Signing In / Out Book

When a pupil is taken from school during the day then the parent / carer is required to sign the pupil out on leaving and in on return. The book is located at reception.

Strategies to improve attendance

We aim that all pupils achieve 100% attendance, however there may be instances where pupils unfortunately are unwell.

The school operates a 'Callio' (Be wise) process which provides parents with information of the links between attendance and attainment. This shows which category the child's attendance falls into when attendance is as follows:

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|--------------|----------------------|
| GREEN | 97% - 100% |
| AMBER | 92% - 97% |
| RED | 92% and below |

NB: Where a child falls in between these categories they will be rounded up to the nearest whole figure.

Each parent will receive a 'Callio letter' on a termly basis informing them of which category they are currently in. This ensures that early intervention is received to pupils and families who are in need. (Please see appendix 3).

Pupil Involvement

Pupils are nominated school councillors, playground leaders and peacemakers in order to assist other pupils in achieving improved attendance levels. By leading a good example this has a positive impact with those pupils underachieving due to irregular attendance.

By ensuring pupils are involved in this process and giving them responsibilities, it will improve their confidence and self-esteem.

School Website

The school's website will also provide parents, pupils, governors and the public with all the relevant attendance information including the schools attendance policy, along with all other schools policies and procedures.

Schools Newsletters

The newsletter includes information on attendance and shows the school's overall attendance figures. Parents will need to check the attendance information on a regular basis and also check on school holiday dates and inset dates for the school. Please ensure that you check regularly to ensure there is no confusion as wrong dates are not reasons for children to be absent from school.

The School Environment

The school will provide a happy, welcoming and organised environment to ensure all pupils enjoy learning which results in good attendance.

Breakfast Club

Our school has the privilege of offering a free Breakfast Club to all our pupils. Breakfast Club starts at 8.10 am. By children having this opportunity it allows them to be in school on time and to have breakfast with friends.

Celebration Assembly

Sharing our class attendance totals is an item in our Celebration Assembly. This gives pupils an incentive, motivation and encouragement to improve their attendance. Attendance display in the hall is updated by the our School Ambassadors.

Monitoring and reporting

The school will regularly provide reports to the governing body, senior management, challenge advisors and the local authority, which will inform them of St Mary's and St Patrick's current performance in attendance.

Appendix 1

| Code | Meaning | Statistical meaning |
|-------------|---|--------------------------------------|
| /\ | Present at registration | Present |
| L | Late but arrived before register closed | Present |
| B | Educated off-site | Approved educational activity |
| D | Dual registered | Approved educational activity |
| P | Approved sporting activity | Approved educational activity |
| V | Educational trip or visit | Approved educational activity |
| J | Interview | Approved educational activity |
| W | Work experience (not work based learning) | Approved educational activity |
| C | Other authorised circumstances(not covered by another code) | Authorised absence |
| F | Agreed extended family holiday | Authorised absence |
| H | Agreed family holiday | Authorised absence |
| I | Illness | Authorised absence |
| M | Medical/dental appointment | Authorised absence |
| S | Study leave | Authorised absence |
| E | Exclusion | Authorised absence |
| R | Religious observance | Authorised absence |
| T | Traveller Absence | Authorised absence |
| N | No reason provided for absence | |

| | | |
|----------|---|-------------------------------|
| | | Unauthorised absence |
| O | Other unauthorised absence(no explanation provided) | Unauthorised absence |
| G | Family Holiday (not agreed) | Unauthorised absence |
| U | Late arrival after the close of registration | Unauthorised absence |
| X | Un-timetabled sessions for non-compulsory school age | Not required to attend |
| Y | Partial and forced closure | Not required to attend |
| Z | Pupil not yet on roll | Not required to attend |
| # | School closed to all pupils | Not required to attend |

Appendix 2

Holiday in term time request

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

| Name of Child: | Class | Dob | Address | Tel no. |
|----------------|-------|-----|---------|---------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Holiday dates: (including possibility of late flight arrivals if possible)

From: to

Destination

Return to school date.....

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child’s circumstances. If the head teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian

Section B

To be completed by the head teacher during the term of the holiday.

Reasons for authorising

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Reasons for unauthorising

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I, as head teacher have authorised/unauthorised (* delete) the holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed

Headteacher

A copy will be retained on file for our records.

Appendix 3



Central South Consortium
Consortiwm Canolbarth y De

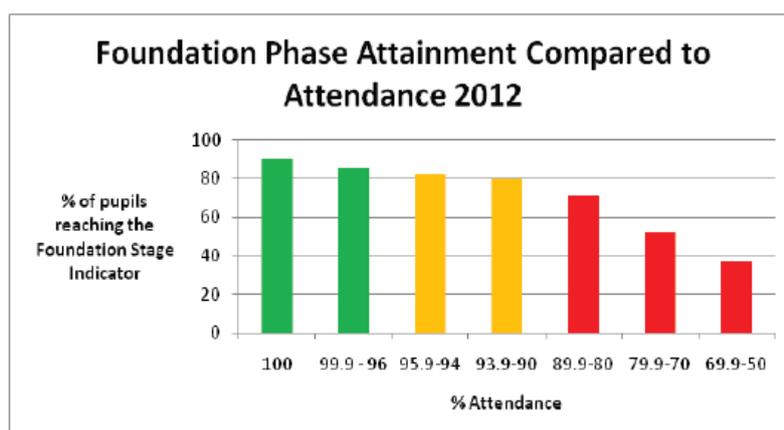
Joint Education Service
Gwasanaeth Addysg ar y Cyd

Callio

Every lesson counts, every school day counts!

| | | |
|--------------|---------------|--|
| Green | 100% | Not missing any lessons. |
| | 99% | Missing about 10 lesson. |
| | 98% | Missing about 20 lessons. |
| | 97% | Missing about 30 lessons. |
| Amber | 96% | Missing about 8 days of school. It will be difficult to catch up on the lost learning from 40 lessons. |
| | 95% | Missing about 2 weeks of school. Time to 'callio'. |
| | 93% | Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| Red | 92% and below | Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

The relationship between doing well at school and good attendance is clear.



The Foundation Phase Indicator is a combination of attainment in language literacy and communication skills; personal and social development, well-being and cultural diversity; and, mathematical development.



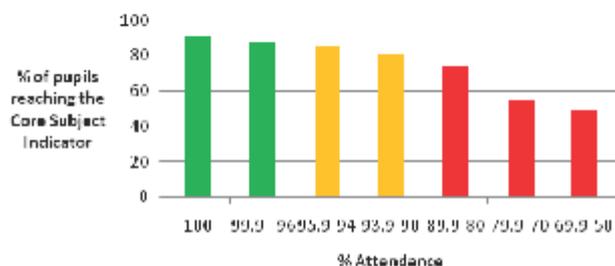
Callio - KS2

Every lesson counts, every school day counts!

| | | |
|--------------|---------------|--|
| Green | 100% | Not missing any lessons. |
| | 99% | Missing about 10 lesson. |
| | 98% | Missing about 20 lessons. |
| | 97% | Missing about 30 lessons. |
| Amber | 96% | Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons. |
| | 95% | Missing about 2 weeks of school. Time to 'callio'. |
| | 93% | Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| Red | 92% and below | Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

The relationship between doing well at school and good attendance is clear.

Key Stage 2 Attainment Compared to Attendance 2012



The Core Subject Indicator (CSI) is a combination of attainment in English or Welsh first language, mathematics and science.





St Mary's and St Patrick's RC Primary School

Dear Parent,

Re: School Attendance

Attendance 97% and above

We wrote to you recently about the Callio Attendance Campaign. A key part of the strategy is keeping you informed of your child's attendance and the category into which they fall.

I am pleased to tell you that your child is in the green category.

As well as being a very good attendee, they are more likely to make good progress and maximise their life opportunities.

Please encourage your child to 'keep up the good work'.

Yours sincerely

Jackie Phillips

Head Teacher



St Mary's and St Patrick's RC Primary School

Dear Parent,

Re: School Attendance

Attendance between 96% and 92.1%

We wrote to you recently about the Callio Attendance Campaign. A key part of the strategy is keeping you informed of your child's attendance and the category into which they fall.

I am writing to tell you that your child is in the Amber category. Please refer to the Callio chart on our website to see the possible impact of this level of attendance.

If you would like any advice or support with this matter please contact the school.

Yours sincerely

Jackie Phillips

Head Teacher



St Mary's and St Patrick's RC Primary School

Dear Parent,

Re: School Attendance

Attendance 92% and below

We wrote to you recently about the Callio Attendance Campaign. A key part of the strategy is keeping you informed of your child's attendance and the category into which they fall.

I am writing to tell you that your child is in the red category. Please refer to the Callio chart on our website to see the possible impact of this level of attendance.

We would appreciate it if you would contact the school if you wish to discuss this matter.

Yours sincerely

Jackie Phillips

Head Teacher