Attendance Policy

Overview

This Policy is set within the context of the School Mission Statement:

" I come that they may have life and have life to the full"

John 10:10

At Holy Rosary RC Primary School, we believe that good and punctual attendance is vital for all our pupils if they are to gain the most from the education we provide. Good attendance to school has a positive impact upon levels of attainment, relationships with peers, engagement with learning and future opportunities. In line with our Mission Statement we will seek to work with our children, parents and external partners to strive for high levels of attendance and punctuality for all our pupils, thereby affording them every opportunity to achieve their fullest potential.

Objectives

- To ensure that all learners have the opportunity to receive a full-time education enabling them to achieve their full potential.
- To allow school staff to work with learners and their families to ensure each learner attends regularly and punctually.
- To embed an effective system of incentives and rewards, which acknowledge the efforts of our young learners to improve their punctuality and attendance, and challenge those learners and their families who give low priority to attendance and punctuality.
- To work closely with families to highlight the importance of regular attendance and punctuality recognising that the responsibility lies with the parents of our young learners to ensure they attend school.
- To work closely with the Local Authority School Attendance Improvement Service on initiatives to support positive attendance and punctuality.

Strategies

- Parents are asked to bring their child onto the playground as close as possible to their child's class start time.
- Parents are to remain with their child until their child's class has been called in.
- Children arriving more than 5 minutes after their class start time will receive a late mark.
- **School registers will close 20 minutes after the class start time. Any child arriving after this time will have their morning registration mark recorded as an unauthorised absence. This can be used by the Local Authority to issue warnings and fines**

•   School should be informed on the first day of any absence via Parentapp Absence Reporting system, using the absence reporting option on the school phone number or speaking with the school office staff.

•   Where the absence is due to a medical appointment, school request a copy of the letter or appointment card. This can be sent as a screenshot via Parentapp.

•   Absences will either be marked as Authorised or Unauthorised. Only the school can approve the reason for the absence. (Please refer to the Parent Guide to Attendance for a list of absences that are classes as authorised or unauthorised). **Please note: If unauthorised absence levels reach 10 sessions or more (each day is two sessions, morning and afternoon) penalty charges will be issued from the Local Authority. Holidays in term-time will be recorded as unauthorised absences.**

•   Holy Rosary strive for all students to achieve 100% attendance; however, it is recognised that on occasion a child may be too unwell to attend school. To allow for such an occasion, the minimum expected attendance to school is 96% in any school year. Holy Rosary use the following system to monitor attendance of students.

96% - 100%	Good Attendance All pupils who are in the 'GREEN ZONE' have attendance of 96%+. This zone recognises excellent attendance. Pupils who fall within this band are more likely to do well at school and achieve good results.
91% - 95%	Warning Signs (may be a cause for concern) All pupils who are in the 'AMBER ZONE' have an attendance level of between 90% to 95.9%. Pupils with this level are cause for concern and are at risk of under achieving at school.
90% and below	Serious cause for concern All pupils who are in the 'RED ZONE' have an attendance level below 90%. Pupils who fall within this zone are regularly absent from school & are significantly less likely to achieve their potential. Such pupils will be closely monitored by the school and LA.

Attendance Policy

Daily Absence Recording Procedure

Advance request for absence made by parent	Parent contacts College on first day of absence	No contact from parent regarding absence	Pupil arrives to school late
1. Family and Pupil Support to make decision whether to authorise the absence and communicate to parent as relevant. 2. Family and Pupil Support to notify form teacher and place comment on SIMs in advance of absence. 3. Family and Pupil Support to input relevant code for absence on SIMs.	1. Family and Pupil Support to make decision whether to authorise the absence. 2. Family and Pupil Support to record the reason for absence and code appropriately in SIMs.	1. Family and Pupil Support to send 'absence reason' message on Parentapp 2. Where a reply is received from parent, a decision whether to authorise will be made and relevant absence code recorded. 3. Where no reply to Parentapp message is received, Family and Pupil Support will initially contact parents by phone to establish reason for absence. 4. In the case of vulnerable students, where parental contact cannot be made a home visit will be made on the first day of absence and daily until parental contact is made. In addition, an alert will be recorded on CPOMS and shared with relevant agencies where appropriate. 5. In the case of other students, where parental contact cannot be made, a home visit will be made on the third day of absence and daily until parental contact is made. 6. Once parental contact is made, decision whether to authorise is made and relevant absence code recorded. 7. All parental contact and home visits to be logged electronically.	1. Students arriving 5 minutes after their class start time will be recorded as L code on SIMs (late before register closes). 2. Students arriving 20 minutes or more after their class start time will be recorded on SIMS with U code (late after register closes). Parents will be asked to provide reasons.

Attendance Policy

School Response to Absence

Attendance	Category	School Response
96% - 100%	Good attendance	Attendance celebrated and recognised at assemblies and at the end of each term
91% - 95%	Cause for concern	Stage 1 letter sent home to parents. Future absences only authorised at the discretion of the school.
90% and below	Poor/Persistently absent	Stage 2 letter sent home to parents/carers. All future absences unauthorised without relevant medical evidence being provided.

Outcomes

At Holy Rosary RC Primary, we believe all children deserve the opportunity to attend school regularly to benefit from their education.

This is in line with Government guidance which states 'missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'.

The Government expects schools to;

• Promote good attendance and reduce absence, including persistent absence;

• Ensure every pupil has access to full-time education to which they are entitled; and,

• act early to address patterns of absence.

• Promote punctuality to their school.

The Government expect parents to;

• Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

Holy Rosary Governing Body will determine, support, monitor and review the school policy on attendance. In particular, they will monitor the effectiveness of the school's policy through the school's self-review process and assess its impact.

Attendance Policy

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What?	**Probable Content**	**Why?**	**Who?**	**Where?**	**When?**
Registration / Admissions Data CPOMS	Name D.O.B. Telephone Parental Details SEN SC agencies	Sharing of Assessments with staff and parents Communication Safeguarding Contributing to Case conference/reviews	SLT / DSL Safeguarding designated staff	CPOMS	Held on File Throughout Child's Time at School Passed onto New School When Moving Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements

Revised and adopted by the Governing Body on: 18th May 2021

Signed : P.Devine (Chair)

Date to be reviewed : September 2022