



# 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.

## Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has the opportunity to receive a full-time education to which they are entitled enabling them to achieve their full potential.
- Acting early to address patterns of absence.
- To allow school staff to work with children and their families to ensure they attend regularly and promptly.
- To work closely with the Local Authority School Attendance Improvement Service on initiatives to support positive attendance and punctuality.
- To embed an effective system of incentives and rewards, which acknowledge the efforts of our children to improve their attendance and punctuality, and challenge those children and their families who give low priority to attendance and punctuality.

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2021) 'Keeping children safe in education (2020)'
- DfE (2016) 'Children missing education'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

### Absence Procedures

All absences must be reported by 9:30am on the first day of absence via Studybugs (Absence Reporting System) and each subsequent day. If no contact is received our Family and Pupil Support Officer will endeavour to contact parents/carers using our texting system or by phoning direct to establish reason for absence. Where contact cannot be made a home visit will be made on the third day of absence. In the case of vulnerable children, where parental contact cannot be made, a home visit will be made on the first day of absence and daily until contact is made.

For all absences a decision will be made whether to authorise the absence and the relevant absence code recorded. All absences without reason will be marked as unauthorised on your child's attendance record. Please be aware it is at school's discretion to authorise/unauthorise absences, particularly if a child's attendance is of concern.

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.

If your child is absent for 2 or more days there may be occasions where school requires parents to provide proof of illness; this can be on the form of a doctor's letter, copy of prescription and/or medication which shows dates corresponding with the absence.

### Punctuality

Parents are asked to bring their child onto the playground as close as possible to their start time. Children arriving 5 minutes after their child's class start time will receive a late mark.

Children arriving after this time will have to sign in using the Inentry system in reception.

School registers will close 20 minutes after the class start time. Any child arriving after this will have their morning registration mark recorded as an unauthorised absence. This can be used by the Local Authority to issue penalty notices.

### Holidays in term time

School requires parents to observe the school holidays as prescribed; the Headteacher will be unable to authorise holidays during term-time in most cases. Therefore, holidays **MUST**

**NOT** be booked during term time. This includes visits to countries of origin. The Headteacher will be only allowed to grant a leave of absence in exceptional circumstances and any leave of absence is at the discretion of the Headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

If parents take their child out of school during term-time without authorisation from the Headteacher, Penalty notices will be requested by the school.

### **Medical appointments**

Where possible parents are encouraged to make medical appointments outside of school hours. We understand at times this can be difficult, and on such occasions school will request for a copy of the appointment letter or card. A medical appointment DOES affect your child's attendance and reduce the percentage attendance.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Pupils will be expected to attend school before and after the appointment wherever possible.

Please be aware we are not able to authorise siblings being taken out of school when they do not have an appointment and these absences will be unauthorised.

### **Children Missing Education**

Parents have a legal duty to ensure their child attends school. At Holy Rosary RC Primary we believe all children are entitled to a full time education which is suitable to their age.

Pupil absence will be followed up on a daily basis. School will follow the Children Missing Education Policy issued by the Education Attendance Service from the Local Authority. For any child who has been missing for 10 school days without any reason provided, school will complete the Child Missing Education form and submit to the Local Authority, who will follow their procedures. After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

### **Religious Observance**

School encourage and support our children and their families to celebrate religious events. However, children are expected to be in school every day leading up to religious festivals and back in school immediately after. If parents/carers keep children off for longer than is entitled the absence will be unauthorised.

### **Sporting Activities**

School acknowledge there may be times when children are required to attend sports tournaments, competitions or sporting exams during term time. Proof of any such event must be provided. School are unable to authorise competitions that are held over weekend but where parents choose to travel to the venue on a school day.

### **Acting/Modelling Applications**

Whilst school supports extra-curricular activities, children who are required to attend auditions or productions during the school day, must put their application in writing to school, allowing at least 2 weeks for the request to be processed. Each individual application will be considered, taking into account any attendance concerns, the impact on the child's academic progress and any events occurring at the time of the request.

### Other absences

Children are required to attend school every day. Absence for 'snow', 'rain' and 'extreme coldweather' days do affect your child's overall attendance. If they do not attend and school makes the decision to remain open during adverse weather conditions, such absences will be unauthorised.

### Rewards

Weekly celebration assemblies are held and an attendance trophy is awarded to the class with the highest attendance for that week.

Children with 100% attendance during a term receive a certificate.

Children are awarded for whole year attendance at the end of the summer term.

### Attendance Monitoring Procedures and Strategies to Promote Good Attendance

Holy Rosary RC Primary strive for all pupils to receive 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 RC Primary use the following system to monitor attendance of our pupils:

Attendance	Category
96% - 100%	Good attendance - This will give your child a good start in life and support a positive attitude to learning.
91% - 95%	Cause for concern - Absence is now likely affecting attainment and progress at school, please work with the school to improve this.
90% and below	Poor/Persistently absent - This is a serious concern and is disrupting your child learning.

School will notify parents/carers of any concerns regarding their child's attendance. This will initially be either verbally or via a letter. If no improvements are made then parents/carers will be invited to attend a meeting with our Pupil and Family Support Officer to discuss further.

If a pupil's attendance continues to be a concern then a referral is made to the School Attendance Improvement Service and a meeting is set up to discuss targets and a protocol is followed.

## **Penalty Notices**

School may at times request that a penalty notice is issued to parents/carers through the Education Attendance Service from the Local Authority. This will only be used when parents/carers have been notified of our concerns, offered our support but do not work with us to improve their child's attendance. Penalty notices will be requested for the following reasons:

- Unauthorised absences where no reasons have been provided by the parent/carer or the reason has not been authorised by the school.
- Persistent unauthorised late arrival to school.
- Holidays during term time.

As of the 13<sup>th</sup> September 2013 parents/carers must pay £61 within 21 days or £120 within 28 days, this is per parent, per child. Unpaid penalty notices will result in prosecution via the Courts.

## **Fast Track Attendance**

The Fast-Track to Attendance framework is a time-focused approach to improve attendance. The aim of Fast-Track to attendance is to promote early intervention by the school and, when necessary, by the Local Authority. The approach aims to ensure that rapid and appropriate action is taken to tackle absence problems as soon as they become apparent.

Under current legislation, parents/carers commit an offence if a child fails to attend school regularly and the absences are unauthorised.

## **Educational Neglect**

Educational neglect involves a carer failing to provide a stimulating environment, show an interest in the child's education at school, support their learning, or respond to any special needs, as well as failing to comply with state requirements regarding school attendance.

In conjunction with Oldham Safeguarding Children's Partnership Protocol, school will complete a MASH referral to Children's Safeguarding Team under the 'Educational Neglect Policy' if there is lack of engagement from parents/carers to make and sustain changes. School will notify parents/carers before a referral is made.

## **Parental Involvement**

Staff at Holy Rosary RC Primary will build respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

### **Monitoring and Review of Policy**

Attendance and Punctuality will be monitored throughout the year.

Holy Rosary RC Primary 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.

**Revised and adopted by the Governing Body on: 20<sup>th</sup> July 2022**

**Signed** : *P. Devine*

**Date to be reviewed: July 2024**