

Attendance Policy

Christ the King RC Primary School



Mission Statement

Christ the King RC Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is crucial to each pupil because our school exists to serve the parish of the Holy Trinity working together for the development of our children with the love of God as our central focus. All members of our community, children, staff, parents, governors and friends work in partnership towards love, tolerance and justice. With this common bond, we recognise the uniqueness of each child as part of God's creation. Therefore, we aim to develop their particular talents and needs, thus allowing them to achieve their full potential.

Regular and prompt attendance allows every child access to the education to which they are entitled by law.

We will endeavour to work alongside parents, local community and the Education Welfare Officer.

Targets

We aim to maintain an attendance figure of 96% plus this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Maintaining a high profile for attendance and punctuality.
- Keeping accurate records.
- Raising attendance awareness by regular publication.
- Providing clear guidelines for staff on the registration process and the accurate and full use of register codes.
- Attendance related matters will be addressed in the induction programme for new staff.
- Informing parents of their legal responsibilities regarding attendance and punctuality.
- Ensuring that clear information is regularly communicated to parents/carers through letters home, newsletters, coffee afternoons, PTA Meetings.
- Raising awareness of attendance issues at parents' evenings and new intake meetings.
- Promoting effective and consistent communication between home and school.
- Due to Government policy about holidays in term time, any holidays requested may only be considered for approval by the Governing Body under exceptional circumstances.
- As requests have to be approved by Governors, ample notice must be given.
- Special Leave of Absence requests five days and over will have to be approved by our School Governors. A letter/email addressed to the School Governors must accompany this request.
- A penalty notice may be issued to parents for taking children on holiday during term time. Failure to pay could lead to prosecution in the Magistrates Court.
- Unauthorised absences will be dealt with promptly.
- Maintaining clear procedures for recording lateness. School uses the 'Inventory' system for safeguarding and punctuality. All parents MUST sign their children in at the school office if they are late for school.
- Rewarding good attendance by awards in assemblies and local initiatives.
- Promoting an effective partnership with the Education Welfare Officer.
- Applying the Whole School Attendance Policy consistently.

Rights/Roles/Responsibilities

Of the pupil:

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Of the parent/carers

Parents must ensure that their children are educated. For most parents, this means registering their child at school. Parents can be prosecuted and fined if they fail to ensure that their child attends school regularly. The Education Welfare Officer can help parents meet the statutory obligations on school attendance.

Parents have a statutory right to certain involvement in their child's education. They are encouraged to promote good attendance and punctuality and to ensure that their children are suitably equipped for the school day.

We expect that all parents/carers will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child in their care arrives at school punctually, prepared for the school day;
- contact the school on the first day of the child's absence and send a note on their return to school. Please note after an absence of 3 days, the school may ask for a medical certificate from a doctor to verify a child's absence.
- discuss promptly with their child's class teacher or senior staff, any problems that deter their child from attending school.
- avoid taking holidays in term time.

Of the Local Education Authority:

According to the *Education Act of 1996*, the Local Education Authority has to offer educational provision for all school age children through its schools and the Educational Welfare Officer.

Christ the King RC Primary School must keep an attendance register at the beginning of the morning and afternoon sessions and report pupils who fail to attend regularly or accrue unauthorised absences of more than two weeks.

The Education Welfare Officer has the role of assisting the Local Education Authority to meet the statutory obligations on school attendance.

Procedures – Who does what and when?

- Computer Input (SIMS) is the responsibility of the School Attendance Officer and involves standard LA procedures.
- Registration is the responsibility of each class teacher and involves each pupil at 8.50am and 1pm/1.30pm.
- Pupils who are consistently late will be referred to the Education Welfare Officer by the Headteacher if meetings between parents and the Headteacher do not result in subsequent improvement.
- Problems relating to a pupil's attendance will be addressed by the Headteacher and, if necessary, the Education Welfare Officer where an Attendance Panel will be requested.
- Reinforcing the fact that good attendance and punctuality are vital to the progress of a pupil at school. The attendance data for all learning groups will be analysed on a half termly basis,
- A multi-disciplinary approach to tackling attendance issues will be set up by the Attendance Officer.
- The development of a procedure for re-integration of pupils to school will be undertaken by the Headteacher.
- Communicating the Attendance Policy to parents will be undertaken by the Governing Body.
- Attendance Champion is Evelyn Knight, contact details email: eve.knight@salford.gov.uk. Telephone number 0161 921 1630.

School Procedures for Dealing with Persistent/Severe Absences

- School will analyse and track all pupils' attendance data to help identify pupils at risk of poor attendance and look for any patterns and trends of persistent and severe absence.
- School will identify pupils with less than school expected attendance which is 96% where they may be at risk at becoming a persistent/severe absentee. We will work with parents to address reasons for absence:
 - Sending letters home or in the form of an App message.
 - Meeting with the Headteacher to identify any support that may be needed.
 - Set improvement targets and hold regular meeting with parents of pupils who the school considers to be vulnerable or persistently/severely absent. Remind parents of their statutory responsibilities and legal processes and wider support services that are available.
 - Set up individual attendance support programmes so persistent/severe absentee pupils and their families receive a more personal approach and welcome in school.
 - If needed, school will work closely with a number of support services, for example Educational Welfare Officer, Early Help, Health professionals, Social Workers to help identify any barriers or support needed for poor attendance of specific pupils.

Attendance and Punctuality

Christ the King RC Primary School values good attendance and punctuality because it provides a stable foundation upon which optimum learning and teaching can flourish.

Requests for leave during school time must be sought by completing a Special Leave Request form which is obtainable from the School Office. Forms should be completed at all times regardless of how much time is being requested.

Good attendance is rewarded on a class basis (eg long play) or individual basis (eg badge/certificate).

Any concerns regarding a pupil's attendance and punctuality will, in the first instance, be discussed with the parents by the Headteacher and a review date agreed. If the concerns persist, a letter will be sent to the parents and appropriate advice will be sought from the Education Welfare Officer and this could result in a referral to the Education Welfare Service.

Monitoring and Evaluation

Attendance data is reviewed on a regular basis with the Attendance Officer and Headteacher.

Christ the King will evaluate the effectiveness of its strategies by holding regular meetings with the Attendance Officer and reporting attendance matters to the Governing Body.

School will regularly benchmark its attendance against the DFE local and national data sets provided by the DFE.