

ST JOSEPH THE WORKER RC PRIMARY SCHOOL



ATTENDANCE POLICY

Reviewed: **March 2021**
Date to be reviewed: **March 2024**

Mission Statement

“Together as God’s children we will, love, learn, grow, inspire, Let your light shine”.

Targets & Strategies

St Joseph the Worker aims to maintain attendance figures above 95% and to encourage high levels of attendance and punctuality by promoting the following strategies:

- Maintaining a high profile for attendance and punctuality
- Keeping accurate records
- 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-by means of monitoring letters
- Ensuring that clear information is regularly communicated to parents/carers through Registration certificates included in end of year Reports
- Raise awareness of attendance issues at parents evenings and new intake meetings
- Promote effective and consistent communication between home and school
- Have a strategy to manage holidays taken in term time
- Unauthorised absences and absences without notes from parents will be dealt with promptly
- Maintaining clear procedures for recording lateness & monitoring them
- Rewarding good attendance by –winning class announced each week in assembly and awarded extra playtime
- Promoting an effective partnership with the Education Welfare Service-including referral procedures
- Applying the Whole School Attendance Policy consistently.

Rights/Roles/Responsibilities

Of 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:

Parents must ensure that their children are educated. For most parents this means registering their child at school. Parents can be prosecuted and, or fined, if they fail to ensure that their child attends school regularly. The Education Welfare Service can help parents meet the statutory obligations on school attendance. Even though some of our children are below statutory school age, we accept that the same levels of expectation for attendance and punctuality apply to all, as this is habit forming and good practice for future years

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 school’s and the Educational Welfare Service. St Joseph the Worker 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 2 weeks. The Education Welfare Service has the role of assisting the Local Education Authority to meet the statutory obligations on school attendance, by regular meetings with schools and pursuing any referrals made by school

Procedures – Who does what and when?

- Registrations, by Computer Input (SIMS), is the responsibility of class teachers or cover supervisors.
- Pupils who are consistently late will be picked up by the school termly punctuality monitoring and, if necessary a letter sent home to parents
- Problems relating to a pupil’s attendance will be addressed by the Head & EWO, should any pupil appear on the termly tracking sheet, or before, if the attendance pattern warrants it.
- Promoting a multi-disciplinary approach and working very closely with a number of support services.
- Communicating the attendance policy consistently by publishing it on the school’s web site

Attendance and Punctuality Holidays

In accordance with Government Policy no holidays in term time will be authorised unless there are exceptional circumstances which are agreed by the Governing Body. Parents must complete a Holiday request form with the Headteacher which is then presented to the Governing Body. If holidays are taken without authorisation, procedures outlined by the LA will be followed and may result in a fine.

The Head monitors attendance across each term, logging names and reasons for those absences that fall below 90%. Information is shared with staff. A pro-forma letter is then issued to parents. Persistent Absentees (i.e. below 85%, are carefully monitored)

A similar system is also used to monitor punctuality.

Pupils will receive a late mark L if arriving after 08.55am and if the register is closed after 09.30am they will receive a U mark.

Procedures for monitoring particular concerns may include same day telephone to child's parents. Point of referral to Education Welfare Officer is agreed between head and EWO. A monitoring sheet is completed and some children may be either included on EWO's monitoring sheet, or a Referral made through the secure CAF download system.

Monitoring and Evaluation

St Joseph the Worker will evaluate the effectiveness of its strategies by:

- Termly tracking of absences and punctuality
- Annual analysis of patterns, over a 3 year cycle
- Annual feedback to Management & Curriculum subcommittee

Signed Chairman of Governors _____ **Date** _____

Signed Headteacher _____ **Date** _____

Edition 1
St Joseph the Worker RC Primary School
Exceptional Circumstances for Leave of Absence – Attendance Policy
The following will be coded with a 'C' for exceptional family circumstances

- 1) If a holiday is organised by a charity organisation for a family due to medical reasons and the dates are restricted – evidence will be required.
- 2) If holidays for parents are restricted by their employment company – evidence will be asked for from the management of the company by school.
- 3) Special arrangements made for Looked After Children (LAC) or children working with Children's Services.
- 4) Funerals, family weddings or religious festivals - evidence will be required.

An appointment with the Headteacher must be arranged to discuss these circumstances and the matter will be referred to the Governing Body of the school for consideration.