



# Attendance Policy

Last Update: January 2019  
Version: 2.0

## Document Control

### Changes History

Version	Date	Amended by	Recipients	Purpose
1.0	January 2019	Amelia Harding HT	All school staff	Review of all policies

### Approvals

This policy requires the following approvals:

Governors	HT	Date Approved	Version	Date for Review
✓				

### National/Local Policy

This policy is local to Our Lady of the Angels Catholic Primary School.

### Position with the Unions

Does the policy require consultation with the National Unions under the recognition agreement? Yes/No

### Distribution

This document has been distributed to:

Position	Date	Version
All OLOTA employees		

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## **1. Rationale**

1.1 Good attendance is crucial for pupils to enable them to benefit from a full and efficient educational experience.

1.2 We are committed to ensuring maximum attendance for all pupils.

1.3 Poor attendance and lateness may be indicators of additional welfare concerns for a child. The school is committed to safeguarding children and therefore must investigate if a child's attendance is poor.

1.4 The school will aim to celebrate good attendance. 100% attendance awards will be given out on a termly basis.

1.5 The school will ensure that parents and pupils understand the importance of regular and punctual attendance and know that the school views it as a high priority.

## **2. Purpose**

- 2.1 To have clear, relevant guidelines for managing attendance which are carefully and routinely carried out by staff.
- 2.2 To ensure that good attendance has a high priority with pupils, parents/carers and teachers.
- 2.3 To make procedures explicit for parents and staff where there are concerns about absence and/or patterns of absence.

## **3. Responsibilities**

### **School**

- All relevant staff will understand and apply the school's registration process.
- All registers will be completed accurately at the beginning of each morning and afternoon session, by the class teacher electronically by SIMS **NB: It is a legal requirement for schools to fully and accurately complete pupil registers.**
- The school will ensure that clear attendance information is regularly communicated to parents/carers through a variety of media: the schools website, newsletters, and school prospectus and parents meetings.
- All absenteeism and lateness will be recorded accurately and monitored.

- All pupils' with attendance below 95% will be monitored on a fortnightly basis by the school, in order to identify persistent absentees and those pupils at risk of becoming persistent absentees.
- The school will have clear procedures to identify and follow up all absence and lateness, allocating individual staff roles and responsibilities.
- The school will annually review its Attendance Policy and associated procedures in consultation with the Local Authorities Attendance Improvement Service.

## **Parents and Carers**

- Parents and carers have a legal responsibility to ensure that their child regularly attends the school at which they are registered. Failure to fulfil this duty may result in the Local Authority taking legal action.
- Parents/carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents/carers are responsible for immediately informing the school at which their child is registered of the reason for any absence by phone call or in person on the first morning of any absence and thereafter. This should be done before 9.30 a.m.
- Parents/carers should not take their child on holiday in term time and are to be made aware of the potential consequences of a Penalty Notice being issued or subsequent prosecution of doing so without the school's prior written permission.

## **4. Authorised/Unauthorised absence**

4.1 All absences must be explained by parents/carers. The Head Teacher will then decide whether or not to authorise the absence.

Acceptable reasons for the authorisation of absences *may be* as follows:

- Illness
- Exceptional family circumstances such as a bereavement
- Days of religious observance
- Unavoidable medical/dental appointments
- **This list is not exhaustive.**

### **Illness**

4.2 Medical evidence may be requested where a child has been absent for 3 days or more due to illness OR where a child's attendance is below 95% and/or the child is regularly away from school due to illness. Failure to provide evidence when

requested may result in the absences being recorded as unauthorised. Medical evidence can be in the form of a copy of a prescription, medication or an appointment card showing name of child and date they visited.

If a child is diagnosed with an ongoing medical condition, evidence should be provided.

### **Unavoidable medical/dental appointments**

4.3 All routine (non-emergency) appointments should be made, whenever possible, outside of school hours. Should a child need to have an appointment during school hours, such as in an emergency, hospital or CAMHS appointment, evidence of this will need to be provided. Failure to provide evidence may result in the school recording the absence as unauthorised.

### **Holidays in term time/ Leave of absence**

4.4 From the 1<sup>st</sup> September 2013 amendments to the [Education \(Pupil Registration\) \(England\) Regulations 2006](#)[1] came into force.

These amendments remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that head teachers may not grant any leave of absence during term time unless there are ***exceptional circumstances***.

Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

### **Requesting an absence**

4.5 All requests for a child to be absent from school during term time must be made in writing by completing an absence request form obtainable from the school office.

4.6 The Head Teacher (or person with delegated responsibility) will decide whether or not to authorise the absence, on a case by case basis, and will only do so where there are ***exceptional circumstances***.

Consideration WILL NOT be given to any holiday requested in September or during periods of statutory pupil testing.

4.6 Where a decision is made not to authorise a request for leave of absence, the school will write to the parent(s)/carer(s), notifying them of that decision.

4.7 If the absence is unauthorised and still taken, the school may request the Local Authority to consider issuing a penalty notice to the parents/carers for the unauthorised absence.

### **If no absence request is made**

4.8 If a child is absent from school during term time and no prior absence request has been made, the school will write to the parents/carers to inform them that the absence has not been authorised and that a Penalty Notice may be issued.

4.9 If the parents/carers can demonstrate that the child's absence during this time was due to an **exceptional circumstance** and that an absence request could not have been made in advance of the absence, then a Penalty Notice will not be issued.

4.10 The Penalty Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. The Local Authority are unable to accept part or late payments and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being taken against you for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. If convicted, you may face a fine of up to £2500 and/or a maximum 3 months imprisonment.

**Please note:** only **one** Penalty Notice will be issued **in any two year period**. This means that if a Penalty Notice is paid, and the child accumulates a further 10 sessions of unauthorised absence (5 school days), this will result in the parent/carer receiving a summons to Court for an offence contrary to S444 Education Act. The matter cannot be dealt with by way of a further Penalty Notice being issued.

4.11 Penalty Notices are issued per parent, per child. A 'parent' can be any person, whether a natural parent or not, who has care of the child or young person.

## **5. Procedures for following up absence and lateness**

### **First day reporting**

5.1 Parents are reminded of the first day contact procedure at the beginning of each term via the school newsletter.

On the first day of any absence the parent/carer should ring school before 09:30 a.m. to inform the school that their child will be absent from school and give a reason for that absence. An indication of the likely period of absence is to be requested. Staff must remind parent(s)/carer(s) to contact the school each day unless there is a definitive timescale of absence. For example there needs to be 48 hours clear from last bout of sickness and/or diarrhoea.

5.2 A reason for absence is always required verbally by phone, or by email. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. If no reason is provided within one week of return the school will mark the absences as unauthorised.

5.3 Admin staff keep a log of absence calls and reasons received each day.

5.4 After registration a designated member of staff will check registers for absences. If no call is made by parent(s)/carer(s) by 09:30am, the designated staff member will send a text message to parents to ascertain the reason for their child's absence.

5.4 If any member of staff is concerned about an absence, the concerns will be raised with attendance/administrative staff to clarify any reasons or knowledge of the absence. If there are still concerns they will be relayed to the Head Teacher.

- Between 09:30 a.m. – 10:30 a.m. admin staff will text or call parents/carers of any child whose absence is unexplained.

**If there is still no contact or explanation of child's absence:**

- The school will work through the list of named contacts on the address card. If still no reason/response given then, if they have a sibling at another school, the other school will be contacted to try and find a reason or ascertain whether there are shared concerns.
- If those steps have not been successful, admin staff will notify the designated safeguarding lead who may speak to the school's Welfare and attendance worker or family support worker if they are in school and / or the Head teacher. A home visit may be deemed appropriate.
- If there is 10 days of a child's continued absence then the information will be passed on to the LEA Attendance Improvement Service with a Child Missing from Education (CME) referral.

5.5. If the school has safeguarding concerns regarding a child they will immediately notify the Multi-Agency Safeguarding Hub (MASH).

5.6 If, at any time, a child has 10 or more unauthorised absences within a 6 months period, the school will seek advice from the Local Authority to consider legal options available. Legal options include: Penalty Notices, Education Supervision Orders, School Attendance Orders and Prosecution. Please see the Local Authority website for further details.

## **6. Lateness**

6.1 There are three negative results caused by children who constantly arrive late. These are:

- The loss of education suffered by the child which, over a year, can add up to a significant proportion of their time at school.
- The disruption to other children in their class as the teacher's attention is taken from the task at hand.



- Poor habits are created for adulthood as children are effectively taught that it is acceptable to be late.

6.2 The school will take the following actions for those that arrive late:

- Pupil entry opens at 8.40am and registration takes place from 8.50 – 9.00am. If a child arrives at school after 8.50am but before 9.00am they will be marked as 'L' for late. This will not constitute an absence but a late arrival.
- If a child arrives at school after 9.00am, they should report to the school office as the pupil entry will be closed and the register will have been sent to the office. The child, or their representative, should complete the late arrival book. The child will be marked with a 'U' on the register indicating an unauthorised absence.
- The appropriate late mark will be recorded in the registers and these will be entered into the computerised attendance programme.
- All pupils' attendance records will be checked every half term for lates before registers close (L) and lates after registers close (U).
- Where a child has a significant number of 'lates' the school will invite the parent to discuss whether they need support.

## **7. Attendance letters**

All pupils' attendance below 95% is monitored and tracked on a two weekly basis by the school, in order to identify persistent absentees and those pupils at risk of becoming persistent absentees.

**Attendance letter 1** will be sent advising the parent that their child's attendance has dropped below 95%.

**Attendance letter 2** will be sent 2 weeks after letter 1 or later in the same academic year if attendance has not improved, inviting parents/carers into a meeting with the Welfare and Attendance Officer.

**Attendance letter 3** will be sent if parents/carers do not attend the meeting and/or there is still no improvement following letters 1 and 2, inviting parents/carers into a meeting with the Head Teacher.