

St Luke's RC Primary School

Attendance and Punctuality Policy



“At St. Luke’s School we follow the example of Christ by being God’s disciples here on Earth. We strive to be the best that we can be, to do the best that we can do and to make God proud.”

Policy Number	8
Target Audience	All Stakeholders

Approving Committee		FGB	
Last Review Date		May 2023	
Next Review Date		May 2024	
Policy Author		Attendance Committee	
Version Control			
Version No	Date Approved	Reviewed By	Changes
V1	May 2017	Mrs Kerrane	New document control system, hence named version 1.
V2	May 2018	Mrs Kerrane	No changes
V3	May 2019	Mrs Kerrane	EWO
V4	September 2020	Mrs Kerrane Mrs Bullough	Covid 19 Amendments
V5	September 2021	Mrs Kerrane	Review of dates
V6	June 2022	Mrs Kerrane/FGB	
V7	May 2023	Attendance Committee	Legislation Severe Absence Informing school of holiday during term time Governor Attendance Panel
V8	November 2023	FGB	Named attendance Governor

Attendance and Punctuality Policy

Rationale

At St Luke's RC Primary School we believe attendance and punctuality at school is not only a legal requirement, but is fundamental to the child's development and attainment. Local Authorities, Schools, Parents and the wider community all have a role to play in improving attendance. At St Luke's our procedures are designed to ensure that all our pupils attend regularly.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental](#)

[responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

Attendance Governor- Neil Reynolds

Aims and Objectives

To demonstrate a strong attendance ethos

To have a clear policy on absence

To have effective systems for monitoring attendance

Use attendance data to improve school and pupil performance

To promote the importance and legal requirements of good attendance to pupils and their parents/carers.

Early intervention when individual pupil absence gives cause for concern

To reward and celebrate good and improved attendance and punctuality

Procedures and Intervention Techniques

We demonstrate a strong attendance ethos by having:

A whole school approach, which reinforces good attendance, teaching and learning to encourage all pupils to attend and to achieve.

A regularly updated and clear attendance policy, which is easily understood by all. Appropriate attendance targets.

Strong leadership on attendance with all staff recognising attendance as a shared responsibility.

Termly reporting of attendance to the senior management team.

Absence Procedures

We expect the parent/carer to make contact with school before 9:30am on each day to report their child will be absent from school. This can be done via ParentApp or a phone call to the office. It is the school's decision to classify the absence authorised or unauthorised. The school has a first day response system in place in which the following happens: Day one: Telephone call sent to 1st contact for an absent child. Voicemail message left if required. Day two: Further telephone call. If contact cannot be made then a welfare visit to the home address will be carried out. If we still have no contact then Mrs Kerrane will seek advice from the Local Authority.

Following Salford City Council guidelines the school can request the issue of a penalty notice to parents in the following circumstances:

For unauthorised holidays in term time

When a child has 10 sessions unauthorised, including any unauthorised sessions recorded due to arriving late for school (1 day= 2 sessions)

Any absences taken two days before and two days after the school holidays will not be authorised without medical evidence.

Holidays in Term Time

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at school, attends that school regularly and consistently punctual.

Requests for holidays in term time must be requested by emailing Mrs Kerrane via the school office email.

Mrs Kerrane will then inform parents if the request has been authorised via a return email from the school office staff.

Under legislation from DfE, holidays during term time are not permitted except in exceptional circumstances and under the discretion of the Governors Attendance Committee. Unauthorised holidays taken during term time may result in a £60 fine per pupil per parent. If the fine is not paid within 21 days, the fine will increase to £120. If a child's absence has been recorded as sickness but is later proven that an unauthorised holiday has been taken, a fine can also be issued after the child returns to school.

Should a holiday be taken when no written request has been made, a request for implementation of a penalty notice will be made to the Local Authority.

Medical Appointments

Should a child have a medical appointment, it is expected that they return to school to complete the school day. Appointment cards with times and dates should be shown to school when taking your child out.

Managing Absences

Attendance is analysed on a regular basis. If there are any attendance concerns it is the responsibility of the parent/carer to inform the school. This enables the school to work in partnership with the parent/carer by identifying what the issues are and devising a joint action plan to implement interventions that can improve the situation. Through reviewing the plan on a regular basis and through listening to the views of all parties, it is anticipated that there will be improvements and good working relationships established based on honesty and trust

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

Definitions

Authorised absence- an absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent has followed the procedures as set out in this policy.

Only the school can authorise an absence. Parents do not have the authority and consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence-an absence is classified as unauthorised when a child is away from school without the permission of the school or the Governors.

If your child does not have regular attendance in school you could be prosecuted under Section 444(1) of the Education Act 1996. (not applicable to under fives).

Absence from school that is not authorised may result in a Penalty Notice Warning being issued which may lead to a review with the Governor Attendance panel which could then result in a fine if no improvement is made. School has the right to challenge parents/carers to request evidence if they feel no acceptable reason for absence has been provided.

If your child has a high percentage of absence. NO further absences will be authorised unless medical evidence is provided, for example, this could be a medical appointment card, any medication packaging, sight of a prescription or similar.

Punctuality

Punctuality is vital to the educational process. If your child misses the start of the day, they can miss work and do not spend time with their class teacher missing vital information and news for the day. This can significantly reduce achievement, regardless of academic ability. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and in turn, encourage absence. The government have introduced new powers for the local authority to issue Penalty Notices in cases where parents do not take responsibility for ensuring their child arrives at school on time. Parents must take responsibility for getting children to school on time.

The start of the day is 8:50am. Children arriving after this time must enter school through the main entrance. Children must be accompanied to the office by an adult if late. It is unfair to expect children to report their late arrival for themselves. An arrival after 9:30am will be marked as an unauthorised absence.

Monitoring

The Headteacher in discussion with the senior management team will identify progress on Attendance by including the item on staff meetings, senior management meetings and Governing Body agendas. This will enable follow-ups and show whether the policy is really effective.

The Headteacher will ensure that the policy is high profile throughout the year and especially at the beginning of a new school year through parents meetings and assemblies.

Evaluation

The Headteacher and Senior Management Team will use data from monitoring and feedback from staff, governors and parents to review and update the policy once every school year.

