

ATTENDANCE POLICY

1. Statement of Intent

- (i) The school works together with parents to ensure that all children registered at the school attend both regularly and punctually.

Our whole school attendance target 97%

2. Parents' Responsibilities

- (i) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- (ii) Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by phone, by letter or in person.
- (iii) Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- (iv) Parents should ensure that their child arrives at school in time for the start of registration (8.55 am). If a child arrives after 8.55am his/her parent should report directly to the school office where the child will be signed in.
- (v) Parents should not book family holidays during term-time. Requests for term time absence can be made in exceptional circumstances and will be at the discretion of the headteacher. (See term time absence policy.)

3. School Responsibilities

- (i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- (ii) Registers will be called twice daily (at 8.55am and at 1.30pm). Registers will close at 9.30am and at 1.35pm. Pupils arriving in school between 8.55am and 9.30am will be recorded as 'late'. Any child arriving after the close of the register will be recorded as absent for that session.

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- (iii) Teachers will complete registers in accordance with the guidance contained in the staff handbook. Registers will be checked daily in order to ensure that they are being satisfactorily maintained. Appropriate feedback will be given to class teachers.
- (iv) Should a class teacher have particular concerns about an individual child's attendance or punctuality this should be brought to the attention of the Attendance Officer. (The class teacher may also wish to speak to the headteacher.)
- (v) Should a child be absent the class teacher will enter the appropriate code in the register. The office will call or text parents on the first day of absence if a reason for absence has not been received. Should this prove impossible the Attendance officer will refer the matter to the Headteacher.
- (vi) All absence notes from parents should be dated and initialled by the class teacher and stored neatly in the register. Only notes concerning absences about which there are concerns/queries should be brought to the attention of the headteacher (who may then choose to speak to the parents concerned).
- (vii) Pupils absent from school for a week or more without reason will be reported to the Local Authority as a missing child.
- (viii) Pupils who are absent from school for 20 consecutive days or 4 weeks or more without reason will be taken off roll.
- (ix) The school will employ a number of strategies to ensure regular, punctual attendance:
 - guidance on attendance will be issued to all parents at the beginning of each academic year;
 - the Attendance Officer will communicate regularly with parents on attendance matters;
 - appropriate personal encouragement or congratulations will be offered to individual children and sent to parents by text;
 - end of year rewards are given for good attendance and promotional attendance campaigns are conducted as required;
 - text messages will be sent to parents with regular punctuality and attendance issues;
 - letters are routinely sent to parents whose children's attendance has dropped below 90%;
 - letters are routinely sent to parents whose children have been late twice or more in any given week.
- (x) Parents of pupils with persistent problems regarding attendance

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and/or punctuality will be invited to attend a Governor Panel. Governor panels occur once each half term or more frequently when necessary.

The purpose of a Governor Panel is

- for parents to account for periods of absence,
- for the school to offer advice, help and/or support
- to inform parents of the possible consequences of poor attendance that is not addressed.
- The attendance of the pupil will be monitored for a two week period following the panel and feedback is given to the family.

- (xi) In exceptional circumstances the school will apply to the Local Authority for a Penalty Notice to be served to the parent of the child with continuing poor attendance.
- (xii) Pupils who are not in attendance for 10 school days without an explanation should be notified to the local authority as 'missing'.
- (xiii) Pupils should be 'off roled' if they are not in attendance for 20 school days without permission and on return would need to re-apply for their school place.

4. Monitoring

- (i) The Headteacher and the Attendance Officer meet regularly to review attendance and punctuality.
- (ii) These meetings will:
- Review overall attendance and punctuality
 - Agree attendance thresholds and set targets
 - Compare similar periods within a year and between different years.
 - Review groups including SEN, FSM and ethnic groups.
 - Review persistent poor attenders
 - Review individual pupils
- (iii) Detailed records are kept in the Attendance File managed by the Attendance Officer.

Signed _____ Attendance Officer

Signed _____ Headteacher

Signed _____ Chair of Governors

Review date: March 2017