



CATHOLIC AND
CHURCH OF ENGLAND
PRIMARY SCHOOL

ATTENDANCE POLICY 2022

Name	Role	Responsibility
Claire Gurden	Headteacher	To monitor the attendance throughout the school
Deborah Wheelton	Learning mentor	To raise the level of attendance of those children or young people identified as being at risk. The welfare of children or young people in school.
Judith Gibson	Governor	To keep a check on the general situation.
Helen Pearson -Adams	EWO	To support the school in achieving its objectives by following the Local Authority Guidelines.

Attendance Policy Statement

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. It is important to ensure that our most vulnerable pupils are given the same opportunities, which may mean extra support in certain cases.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parent(s), carer(s), local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

Aims

- To improve the quality of school life
- To create a culture in which good attendance is 'normality'
- To demonstrate to pupils, parents/carers and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself.
- To be consistent in implementation both in terms of rewards and sanctions.
- To value the individual and be socially and educationally inclusive.

Objectives

- To involve the children or young people more in their school attendance
- To improve communication with parents/carers about regular school attendance
- All school staff to continue to take responsibility for children or young people's attendance
- To recognise the important role of class teachers and learning mentors in promoting and monitoring good attendance
- To ensure time and organisation within the school to enable the AIMS and OBJECTIVES to be met
- Effective working relationship with Educational Welfare Service

Targets

- To have an effective means of collecting and monitoring attendance information
- To discuss the settings of targets for the school with the Education Welfare Officer and School Improvement partner
- To ensure that such data is available and used effectively by school managers and staff in conjunction with the EWO
- To target resources and implement where most appropriate and to undertake this within a reasonable time frame.
- To keep parents/carers, pupils and governors informed of policy and practice
- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as Looked After children or young people.

Consultation Process:

1. School Staff:

The policy is shared and discussed with staff. Individual class teachers are encouraged to share ideas to incentivise and promote good attendance.

2. The LGB:

The LGB are kept updated each half-term with the attendance figures and celebrations/causes for concern shared either at both LGB meetings and as part of safeguarding meetings.

3. The Parent(s) / Carer(s):

Parents / carers will be advised of our policy on attendance:

- When their children first start at our school
- Home school contracts
- Through weekly newsletters
- At parent's evenings
- Letters regarding attendance monitoring

4. The children or young people:

Children or young people will be advised of our policy on attendance:

- In assemblies (in class)
- In the classroom – RAG posters are displayed in the classroom to raise awareness. Successes are celebrated through various rewards and giving 'class dojos'.

Procedure

- Children or young people are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence.

There are two types of absence:

Authorised (where the school approves pupil absence)

Unauthorised (where the school will not approve absence)

- It is expected that parents/carers will provide an explanation if the child is absent on the first day the absence occurs. This can be by letter, telephone, personally at the office or by appointment.
- If contact, explaining the child or young person's absence, fails to be made by a parent/carer then the school will contact the home on the initial day, by phone. Should there be no answer a message will be left if appropriate, followed up by a text message.
- After 3 days of unexplained absence or when the child returns to school, a letter for the parent to complete will be given to the child's class teacher.
- This letter should be completed when the child is collected on the evening of their first day back at school, providing a reason for absence before being returned to the office.
- **This contact needs to be recorded in the register/ absence register.**

Monitoring of Absence

- Reports on whole school attendance will be completed each Friday by the School office. The reports will outline the weekly figure for each class as well as a year to date figure.
- Should a child or young person's attendance drop below the expected school target of 96%, a series of monitoring letters will be sent to parents/carers. Those letters will be triggered following the completion of the below reports.
- **Every 4 weeks, the following reports will be produced:**
 - Those children with attendance of 96% or below
 - Those children with attendance of 90% or below
- Should a child or young person's attendance not improve following early intervention and monitoring, the parent/carer will be invited in to meet with the Attendance Officer.
- If appropriate, the Attendance Officer will make a referral to the Education Welfare Officer.

The head teacher will regularly remind parents/carers of the importance of good attendance and punctuality.

Celebration of Attendance

- The results for the previous weeks attendance are announced on the weekly newsletter and in class worship
- The class with the highest attendance for the week, will be awarded the attendance trophy to display in their classroom and receive 10 minutes extra play.
- The class with the best attendance for the month are awarded with a 'non-uniform' day to take place the Friday of that week.
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At the end of each term, the individual children or young people with 100% attendance will be rewarded by the school.

Unauthorised Absence

A Fixed Penalty Notice warning letter can be issued when a pupil has had 10 or more unauthorised sessions from school within a term or two consecutive half terms. The warning letter gives the parent a monitoring period of 15 school days. If at the end of this period there has not been an improvement or an improvement has been made but not sustained, a Fixed Penalty Notice will be issued.

Identification and Referral

- Identification is made by the form teacher / attendance officer (cause for concern)
 - Concerns are passed to the person responsible for contacting parent/carer
 - Person responsible will contact parent/carer with a letter
 - Following the letter, there will be four weeks' monitoring of the child's attendance
 - Inform parent/carers we may inform Education Welfare Officer
 - Reinforce parental duty to ensure full school attendance
 - If attendance has improved over the last four weeks, continue to monitor attendance
 - Refer to Education Welfare Service if attendance has not improved and send final warning letter at this point, if appropriate.
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Completing the Register

- Registers to be marked twice daily on Sims. All alterations should be made by the Administration staff explained. The register must be marked using the codes advised by DCSF and Cheshire East Council.
- Incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are legal documents **that may be required in a court of law**, for example as evidence in prosecutions for non attendance at school.

Lateness

School begins at 8.55am and all pupils are expected to be in school for registration at this time and closes at 9.30am. Pupils arriving after 9.30am will be given an unauthorised mark for the morning.

Parents/Carers are expected to complete our late book, informing the School Office of the reason for their child being late to school.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken.

Family Holidays during term time

Parents/carers do not have the right to take their child out of school for such a holiday and parents have a legal duty to ensure that their children attend school on a regular basis.

The school should be notified of all absence during term-time in writing by the parent/carer with whom the child resides. A 'Notification of Absence' form should be completed and returned to school at least 2 weeks before the first day of absence. The form can be obtained from the School Office or on the school's website.

A written response from the Head teacher (or the Assistant Head) will be sent advising the parent/carer of the school's decision regarding the holiday request. In this situation, If the holiday goes ahead after the application has been declined the absence will be recorded as unauthorised.

In exceptional cases holidays may be approved by the Head teacher. The Head Teacher and Governing Body will determine what the exceptional circumstances are. Only the Head teacher (or the Assistant Headteacher) has the power to approve leave of absence applications.

The letter/application must explain the exceptional circumstance surrounding the request for the leave of absence. The Head Teacher will determine whether the exceptional circumstance ruling applies, if not the application will be declined.

Each academic year we will inform parents/carers via a letter, newsletter or some other communication that they may receive a Fixed Penalty Notice if their child has unauthorised absences in term time.

What will happen if the absence is unauthorised?

The school will decide if a Fixed Penalty Notice should be issued. If a Fixed Penalty Notice is to be issued the parent(s) / carer(s) will receive a letter from the school advising that we have referred the matter to the Local Authority and that a Fixed Penalty Notice will be issued.

A Fixed Penalty Notice will be sent to the parent(s)/Carer(s), accompanied by an explanatory letter; the Notice gives them the opportunity to pay a penalty fine instead of being prosecuted in the criminal courts.

The expression "parent", in relation to a child or young person, includes any person who is not a parent of the child but who has parental responsibility for him/her, or who has care of the child.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their children's regular attendance

What can parent/ carer do to help?

- Let the school know as soon as possible why your child is away
- Send a note when your child returns to school
- Try to make appointments outside school time
- Do not allow your child to have time off unless it is really necessary

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple
- Talk your child's class teacher at the school
- Talk to Education Welfare Service. You may contact the Education Welfare Officer who will work with you and the school to resolve the situation.

Christ the King Catholic & Church of England Primary School aims to have ALL children attending regularly and punctually and parents/carers need to know that should their child fail to attend in this way then the matter will be referred to the Education Welfare Service.

Parents/carers need to be aware that Cheshire Schools are operating the Fast Track Prosecution System in co-operation with the Education Welfare Service.

Parents/carers need to be aware that Cheshire East council in conjunction with schools are operating Fixed Penalty Notices for non attendance.

In developing this Attendance Policy we have taken into account the fact that Cheshire is an ethnically diverse community. The school has incorporated practice, which guards against disadvantaging any sections of the community. Improving the performance of underachieving pupils is a key priority in the Education Development Plan. This aims to improve the attainment of minority pupils across the county. Schools are aware and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnership.

The school understands the need for on-going communication with parents/carers and pupils regarding this policy, particularly those new to the school.