



# ST ANNES R.C. PRIMARY SCHOOL

'We grow together in God's Love'

Attendance Policy  
September 2021



**MISSION STATEMENT**

We grow together as a Catholic Faith Community, as we follow and promote Gospel values in all we do. We grow together in wisdom, as we encourage each child to achieve their full potential, academically, spiritually and socially and in a spirit of confidence. We grow together in respect, friendship and responsibility, as we reach out to those in our wider community.

We Grow Together in God's Love.

**RATIONALE:**

*'We seek to encourage each child to develop his or her individual abilities: spiritual, academic and social, as fully as possible and in a spirit of confidence.'*

Studies have shown that poor attendance is linked to poor attainment. At St Anne's we want all our children to Enjoy and Achieve and for that reason have the following attendance policy:

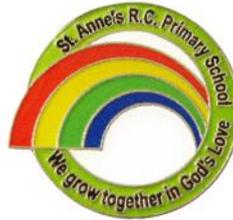
It is a parents' legal responsibility to ensure the regular full-time attendance of their children. Mrs Holt is the Attendance Lead supported by Mrs J Spiller, who work in conjunction with the local authority Education and Attendance service.

**PUNCTUALITY**

School starts at 8.50am and the register taken at 9am. Children arriving after this time will have to sign in at reception and will receive a late mark. Children arriving after 9.30am will receive an unauthorised mark for the morning session. **If you are 5 minutes, late every day that adds up to, over 3 days lost each year. 15 minutes late is the same as being absent for 2 weeks a year.**

School will conduct regular late gates to communicate expectations where punctuality remains a concern.

If your child is 20 minutes late a day they lose:				
1 hour 40 minutes a week	6 hours 40 minutes a month <b>This is equivalent to over 1 full day</b>	10 hours a half term <b>This is equivalent to over 2 full days</b>	20 hours a term <b>This is equivalent to 4 full days</b>	65 hours a school year <b>This is equivalent to 13 full days</b>



## **ABSENCES**

All absences must be reported by 9.30am on the first day of absence. If we receive no contact from yourself, we will endeavour to contact you via the school texting system or telephone you direct. If we are unable to make contact with you by telephone, a letter informing you of the absence will be sent out and a reply slip included for you to complete and return to school. Consequently, all absences without reason will be marked as unauthorised on your child's attendance record. School and the School Health Advisor are able to offer advice and/or leaflets on exclusions due to illness e.g.:

- 1. Chicken pox (child can return once the spots are healed over)**
- 2. Diarrhoea and Vomiting (48 hours after last episode)**
- 3. Coughs and colds (no absence required) unless this is a new and persistent cough and/or other symptom of the Corona virus**
- 4. Head lice (no exclusion, treatment should be completed without absence)**

Further Protection for schools exclusion table can be viewed below

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789369/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf)

Furthermore, if your child is absent for two or more days there may be occasions when school requires parents to provide proof of illness; this can be in the form of a doctor's letter, copy of prescription and or medication, which clearly show the dates corresponding with the absence. Certain circumstances may result in a home visit, where possible we will contact you prior to this to agree a convenient time.

Pupils are required to attend school for 190 days each year

Schools absences and attendance figures:

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent
95%	10 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

## **MEDICALS**

Where possible, please make medical appointments outside of school hours. However, we understand at times this is sometimes difficult, on these occasions please provide school with a medical card or letter. A medical appointment DOES reduce your child's percentage attendance.

Please also be aware we are not able to authorise siblings being taken out of school when they do not have an appointment. These absences will be unauthorised.



## **OTHER ABSENCES**

Children are required to attend school every day. Please be aware that absences for 'snow' 'rain' or 'extreme cold weather' days do affect your child's attendance, whilst in exceptional circumstances these may be authorised this does reduce your child's overall attendance. However, if school make the decision to remain open during adverse weather conditions, absences will be unauthorised.

## **SPORTING ACTIVITIES**

School acknowledge that there are occasions when children will be required to attend sporting tournaments, competitions or sporting exams during term time. Proof of this must be provided to school. School are unable to authorise competitions that are held over the weekend but where parents choose to travel to the venue on a school day.

## **RELIGIOUS OBSERVANCE**

School encourage and support our children and their families to celebrate religious events, however children are expected to be in school every day leading up to religious festivals and back in school immediately after. If parents keep their children off school for longer than is entitled these days will not be authorised. School will only authorise the date of the festival, a maximum of 2 days per academic year.

## **HOLIDAYS IN TERM TIME**

Holidays **MUST NOT** be booked prior to requesting permission from school, the application must be made at least 6 weeks before the intended departure. Forms are available from the school office.

The amendment to regulations is still in place making it clear that the Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances.' This includes visits to countries of origin.

Therefore, unless there are 'exceptional circumstances' all holidays in term time will be unauthorised and a Penalty Notice request will be requested by school.

Research shows that breaks of one week or more from school often leads to children falling behind in their work and that some children never catch up.

## **STRATEGIES TO PROMOTE GOOD ATTENDANCE**

School will notify parents of any concerns regarding their child's attendance. This may be verbally in the first instance or by letter. If no improvements are made and attendance continues to be a concern, then you will be invited into school to discuss the reasons for the absence and how we can work together to improve your child's attendance. School also use the following strategies when improvements have not been made

## **PENALTY NOTICES**

School may at times request that a Penalty Notice, through the Education Attendance Service, is issued to a parent/carer, this will only be used when parent/carers have been informed of our concerns, offered support but do not work with us and/or show continued and sustained improvement. Penalty Notices will be requested for the following reasons-:



1. Persistent unauthorised late arrival to school (after 9.30am)
2. Unauthorised absences where no reasons have been provided by the parent/carer or the reason is not acceptable by school
3. Holidays during term time of 10 sessions or more, both parents will be issued a penalty notice

Parents must from the 1<sup>st</sup> September 2013, pay £60 within 21 days or £120 within 28 days, this is per parent, per child'. Unpaid Penalty Notices will result in prosecution via the courts.

### **FAST TRACK TO ATTENDANCE**

Fast Track to Attendance is a time-focused approach to improve attendance. The aim of Fast Track is to promote early intervention by school and where necessary by the Local Authority. The aim is to ensure that rapid and appropriate action is taken to tackle absence problems as soon as they become apparent. Failure to make and sustain changes will result in the Local Authority prosecuting through the courts.

### **CHILDREN MISSING EDUCATION**

At St Anne's RC Primary we believe all students, regardless of their circumstances or background are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs.

Pupil absence will be followed up on a daily basis as a matter of priority. Every child who has a continuous period of absence of three days or more will be required to provide proof of absence; home visits will also be undertaken.

School will follow the Education Attendance Service process when a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the schools investigation to the Local Authority, who will then follow their procedures. After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

School follow Department for Education Statutory guidance, which can be found on the link below:

<https://www.gov.uk/government/publications/children-missing-education>

See Safeguarding Policy

### **REWARDS**

All parents receive a weekly newsletter where attendance is recorded and celebrated. If a class achieves 100% attendance they are rewarded with an Own clothes day.

Children who have achieved 100% attendance will be rewarded half-termly. Examples of rewards include a tea party, chocolate treats, certificates, stickers and notes home.

Every child should aim to achieve an overall attendance of 97%+ each academic year.



### **CHILDREN NOT PICKED UP**

- The school advise that parents are to contact school if they are going to be late so that the school can action internal procedures to look after their child.
  
- If the school has not been contacted, then staff attempt to make contact with the parents once the other children in the school have left and it has become clear that the child has not been collected.
  
- If the school is unable to contact parents or any of the emergency contact names, then the relevant department of Oldham LA's Social Care Services on **0161 770 7777** or out of hours emergency team on the same number will be called to come and collect the child. The police may also be called. The school will give a reasonable amount of time, from 4.15pm onwards, before this action will be taken.
  
- In cases where parents are frequently late in collecting their children, the school has a duty of care to inform Social Services and will do so if problems continue.
  
- If parents/carers are late 3 times in 2 weeks, a fine of £5 will be issued

### **REVIEW**

To be reviewed Autumn 2024

Annex 1