



St. Mary's R.C. Primary School

'We Share, We Value, We Respect'

ATTENDANCE POLICY 2020-2021 (including Covid-19)

OVERVIEW

St. Mary's R.C. Primary School believe that every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Regular and prompt attendance allows every child access to the education to which they are entitled by law.

St. Mary's will endeavour to work alongside parents, local community and the Education Welfare Service to foster this.

Maintaining a high profile for attendance and punctuality

St. Mary's Primary School aim to achieve a minimum of 95% attendance for this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records
- Raise awareness of attendance issues at parents' evenings, new intake meetings and letters to parents.
- Following the authority's guidance on holidays in term time.
- Consideration to be given to the completion of a CAF (Common Assessment Framework)
- Rewarding good attendance by sharing weekly class attendance at whole school assembly - class with highest attendance receives shield
- To continue to promote attendance with the support of the Education Welfare Officer
- Applying the Whole School Attendance Policy consistently and reviewing annually

Roles and Responsibilities

Of the staff is to ensure the strategies of the school attendance policy are adhered to by all staff.

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Of the pupils is to understand the importance of regular school attendance and punctuality.

Of the parents/carers is to:

- ensure that their children achieve an attendance figure over 95%.
- ensure that their children arrive at school promptly - 8.55am
- keep school up to date with contact numbers and home addresses
- contact school before 9.30am to report their child's absence
- ensure that non-emergency medical appointments, i.e. dental check-ups, are made outside of school hours
- ensure a leave of absence during term time is requested in writing to the Head teacher
- to take family holidays out of term time.

Of the Local Education Authority is to provide consultation and support with school for those children with attendance below 95%. This could include:

- attendance panel meetings
- home visits
- advice on penalty notices
- fast track to prosecution
- to work with school on devising and implementing new initiatives to promote attendance and punctuality

Procedures

- Computer Input (SIMS) is the responsibility of the class teachers or cover supervisors.
- Head teacher, office manager and EWO will monitor school attendance on a $\frac{1}{2}$ termly basis and address concerns following schools attendance procedures.
- Head teacher, office manager and EWO will monitor lateness on a $\frac{1}{2}$ termly basis and address concerns with parents.
- Any child arriving after 9.30am will receive a U code which is an unauthorised absence.
- A holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.
- Communicating the attendance policy to parents will be undertaken through regular newsletters and school's website.

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Attendance and Punctuality

- St. Mary's R.C. Primary School values good attendance and punctuality. In order that every child has the opportunity to reach his/her potential, regular school attendance is a necessity. The Head teacher will decide if absence is authorised/unauthorised in accordance with our policy.
- Attendance is monitored across each $\frac{1}{2}$ term, names and reasons for absence are recorded of those pupils whose attendance is below 90%. Pupils are discussed with the Education Officer and if justified parents/carers will be informed by letter that there is an attendance concern, if attendance does not improve parents/carers will be asked to attend an attendance panel meeting with the Head teacher and EWO. This information shared with staff.
- For religious observance, there will be a maximum of 1 day allowed for each religious festival and 2 days in total in any school year unless there are extenuating circumstances.
- From 1st September 2013 amendments to The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) 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.
- Penalty Notices will be issued to parents/carers taking their children out of school in term time (10 sessions/5 days) for anything other than agreed exceptional circumstances. Payment within 21 days of receipt of notice is £60.00 and £120.00 if paid after this but within 28 days. The fine will apply to each parent for each child who fails to attend regularly - both penalty notices must be paid.
- Medical evidence may be requested for illness if school attendance is a concern.
- Incentives/Rewards: these include weekly attendance shield given to class with highest attendance, attendance recorded in annual report and praise and recognition from staff.

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Covid-19

- The expectation is for all pupils to return for the beginning of school year 2020-2021.
- For families with specific circumstances that prevent pupils from returning the school will work in consultation with the family, the Education Welfare Officer, LA social teams and any other interested party. Current LA guidelines will be followed and the school will act in the best interests of each family situation. Weekly contact will be made with the family and pupils will receive our home learning pack until they are able to return to school.
- When pupils have to self-isolate through track and trace they will receive our home learning pack until they are able to return to school.
- When a class bubble has isolate, pupils will receive our home learning pack.

Monitoring and Evaluation

St. Mary's R.C. Primary School will evaluate the effectiveness of its strategies by:

- $\frac{1}{2}$ termly monitoring of attendance through SIMS
- regular consultation with the Education Welfare Officer
- referring to the Education Welfare Service
- planning and evaluating initiatives
- annual analysis of patterns over a 3 year cycle

Mrs. J. Forshaw	Head Teacher
Miss R. Tipton	Governor
Mrs. T. Robinson	Education Welfare Officer

Reviewed - September 2020

Next Review - September 2021

"On our journey of faith, with Jesus as our guide, we share friendship, value learning and show respect for ourselves and others, as we live, learn, play, work and pray together in our community."

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