2025

Governing Board: School Attendance Policy

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Review Period	Every 2 years
Review Date	

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Introduction

The school motto, **love each other deeply with all your heart**, (1Peter:22) is at the centre of our vision and everything we do. We see our Patron Saint, St Peter as an example of courageous advocacy, faith, commitment and strength. His life and witness, inspires us, so we can be prepared to handle new situations and accept the challenges of life

Pupil attainment, achievement and development depend on regular attendance in school. Encouraging good attendance is the shared responsibility of the schools, pupils, parents and all other educational partners. The aim of St Peter's & Clifton CE (VC) Primary School is to offer a broad, creative and inclusive curriculum and ethos which will encourage school attendance. Through strong values and expectations, we will ensure that pupils enjoy coming to school and recognise the importance of good attendance and punctuality.

1. Aims of the Attendance Policy

- To raise attainment and achievement levels by having high expectations of attendance from all pupils
- To create an environment in which good attendance is celebrated and accepted as the norm
- To make a safe learning environment for the teaching, learning and development of pupils, hence encouraging outstanding attendance
- To work closely with other agencies to support pupils and families and in turn raise attendance
- To raise the profile and understanding with both pupils and parents to reduce the number of persistent absences.

2. Recording an Absence

All absences are recorded in the Management information system. Once all the registers have been completed, absence data is available, and recorded in the MIS.
Children arriving late i.e. after the start of the school day or leaving school before the end of the school day are recorded in the 'Children Arriving Late/Leaving Before The End Of The School Day Book'. A hard copy is kept in the school office.

Absence due to appointments -Medical, Dental or Hospital Appointments
We would expect that these appointments will take place out of school time in order not to disrupt the pupil's education. Full day absences for medical appointments will not be authorised unless discussion takes place between a member of staff and home. For medical appointments to be authorised, should produce the medical appointment card/letter/text message, and these will be authorised at the discretion of the Headteacher. Pupils will be expected to attend school before or after the appointment (or both) depending on the time of the appointment.

3. Exceptional Circumstance Absence

The school expects that parents will take their holidays during the approved school break. It should be noted that there are 175 days each year when pupils are on holiday from

school. The cost, convenience or availability of a particular holiday will not be taken into consideration.

Parents must accept that additional absence will be unauthorised and will be coded so upon their child's attendance record.

Absence for religious observance may be agreed by the Headteacher but should not exceed 2 days in any school year.

The Government has changed the Education (Pupil Registration) Regulations in relation to term time holidays and this came into force on 1 September 2013. As a result, the Headteacher can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence in the school register.

Any request for Exceptional Circumstances Absence must be put in writing to the Headteacher.

4. Registers

Legally, registers must be taken twice daily, am and pm.

4.1 First Day of Absence

In the event of your child not being able to attend school parents must inform school before the start of the school day, on each day of absence. Failing to do this, the school will try to make contact with parents by text in the first instance (First Response). If school is unable to make contact by text or telephone they will continue each successive day of absence, until they successfully make contact and find the reason for the absence. Records of first day contact and reasons for absence will be recorded.

Failure to clarify the reason for absence will result in the absence remaining unauthorised, a letter will be sent by post to parents requesting a reason to be completed and returned to school for recording.

4.2 Safeguarding

If a child continues to be absent with no reason, further enquiries will be made promptly. A welfare check will be made on day 3 of an absence, if no contact has been received explaining the absence. In the event of schools being unable to locate a child they will refer the matter to the Education Welfare Officer – Children Missing Education. If a parent has applied for exceptional circumstances leave for their child, parents will be advised that if they do not return by the agreed return date then they may be taken off school roll after 20 days, this could lead to the permanent loss of a school place.

4.3 Late attendance

- The school day starts at 9.00 am, after this time the doors are closed and pupils are classed as late.
- Arrival after the agreed school start time means a pupil is late and will result in an L or U code being given on the register.
- Registers will be closed 30 minutes after the start of the school day. Arrival after this time will result in the pupil receiving a U code, this is classed as an unauthorised absence.
- Schools will monitor lateness and make contact with parents if their children are persistently late. A fine may be issued if a pupil receives a U code 10 times in 10 a 10-week period.

4.4 Explanation of Attendance Codes

U – Unauthorised late after registers are closed at 09:30

O – Unauthorised absence with no explanation/contact with parent

G – Holiday unauthorised

I – Authorised absence

N – used by teaching staff if no reason for absence is given at time of registration. This highlights to the attendance officer that further investigation is required, where contact will be made with the parent/carer. At the end of every term there should be no N's on the registers. These need to be amended to either an I for authorised illness or O if no contact made with parent/carer or explanation given.

U - Unauthorised Absence O is used if we have had no contact from the family either verbally or in writing. This is used to differentiate between the reasons. U is used if the child has missed a part of the session and O is used if the child has missed the whole session with no explanation received from the parent/carer.

5. Duties and responsibilities

All staff are responsible for promoting and raising attendance and have a responsibility in the implementation of this policy.

Parent/Carer responsibilities

- In order to prepare children for a successful school experience it is vital to promote good attendance from an early age
- The school promotes excellent attendance from all the pupils
- All parents/carers have a legal responsibility to ensure their child/ren of school age receive a full-time education and legally pupil's must go to school every day during term time unless there is a valid reason for non-attendance
- Must inform the school on the first day of absence
- Must provide school with a reason for non-attendance
- Ensure that their children are punctual and know the importance of good attendance
- Must ensure that their children are collected from school on time
- show any documentation requested by the school
- To book if at all possible any medical appointments outside of the school day
- To book any holiday no matter how short out of school time.

Pupils

Pupils should

- be aware that good attendance is important for their learning
- know the acceptable and unacceptable reasons for not coming to school
- know to report to the office if they are late.

Class teachers

- Will promote/encourage and celebrate good attendance through the school reward system
- Must complete registers correctly and on time
- Pass on information about absences given to them by parents in writing to the school office
- Make pupils aware that every day counts and that their attendance is important

- Will complete agreed school practices for raising/promoting attendance within the school policy
- If they have any concerns over a pupil's attendance, they must initially speak to the parents and speak to the school member or staff responsible for monitoring attendance.

Governors

Governors will

- Delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy
- Nominate a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body
- Ask questions about trends and what is being done to prevent persistent absentees or poor attendees
- Monitor termly progress towards targets
- Be responsible for the effective implementation, monitoring and evaluation of this policy

6. School Attendance Management

6.1 School Monitoring and Actions

A nominated member of staff will ensure school intervention is completed which includes:

- close monitoring and appropriate action take place for all children and that evidence of actions are recorded
- sending texts/making phone calls and following up with letters for non-response when children are absent
- liaising with other relevant colleagues to identify children causing concern and to communicate all action to the relevant Senior Leader
- speaking to children and contacting parents regarding unsatisfactory attendance and agree improvement strategies
- collecting daily voicemail messages
- overseeing first response calls
- updating Class Teachers with information about the attendance of children in their class/form
- reporting periodically to the Senior Management Team and Governors
- analysing weekly attendance statistics for each class to highlight trends
- keeping records and details of children undergoing attendance related issues
- keeping records and detailed chronology of:

6.2 Persistent Absence

Schools have a legal obligation to notify the local authority of pupils whose attendance is below 92%. They are then classed as a 'Persistent Absentee'. If a pupil is missing school

without good reason, schools and local authorities have a number of legal powers that they can use.

Telephone Numbers

There are times when we need to contact parents/carers about lots of things, including absence, so we need to have up-to-date contact numbers at all times. There will be regular checks on telephone numbers throughout the year.

You must contact school within 1 working day if contact details change.

7 Review of this Policy

The policy will be reviewed at least every two years, but any Governor with concerns regarding its operation can request that it is reviewed at any time.