



St. Patrick's R.C. Primary School



Attendance and Registration Policy

Date	Review Date	Coordinator
February 2016	Spring 2017	M Ryan

This policy represents the agreed principles for Attendance and Registration throughout the school. This policy has been agreed by the governors within the school and the Headteacher.

Statement of Intent

The importance of regular school attendance cannot be overestimated. Regular attendance is vital to a good education. Securing it must therefore be a high priority of the school, governors, LA, parents and the pupils themselves. By failing to attend school regularly, pupils lessen the impact of the education provided for them. Pupil absence may seriously disrupt the continuity of teaching for themselves and others.

The aim of the school is to facilitate their student's regular and sustained attendance at school by providing a full and efficient educational experience for all their students.

Parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

Introduction

We expect all children on roll to attend every day and to arrive on time properly attired and in a condition to learn, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the 'Education (Pupil Registration)(England) Regulations 2006' the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence is authorised or unauthorised.

Registration

- The school registers are legal documents and every care is taken to ensure that they are filled in accurately and correctly.
- Registers are completed electronically on SIMS by each class teacher.
- Registration is an integral part of the school day and all children need to be present in their classrooms at the start of the school day in order to be marked present.
- Registers will be completed using the 'Marking of Attendance Registers' (Taken from Instructions for implementing the new DfES Codes in Attendance 2006)(Appendix 1)
- The register will remain open in the Foundation Stage and Key Stage 1 from 8.55am to 9.10 am and in Key Stage 2 from 8.50am to 9.05am.
- Pupils arriving after the start time for school, but while the register is still open, can be marked as 'late' but present for the session.
- Pupils arriving after the register has closed are marked as absent. This can be authorised if a satisfactory reason is given, or left unauthorised. Children arriving after the register has closed must be signed in by a parent or guardian at the school office.
- Once the register has been taken it is returned to the office as soon as possible.

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

The following actions are required by parents and carers if a child is absent:

- Prior to the absence a note may be sent to the school, for example, if a child has a medical appointment.
- If a child is unexpectedly going to be absent due to sickness, a parent/carer must call the school office between 8.30am and 9.00am to explain the unexpected absence.
- When a child is absent unexpectedly, the class teacher will record the absence in the register. When the registers are returned to the school office, once registration is closed, the school office will complete the register with the relevant information provided via the parent/carer who has contacted the school office between 8.30am and 9.00am and authorise the absence where appropriate.
- If no explanation has been given regarding a child's unexpected absence, the school office will endeavour to contact a parent or guardian as soon as possible that morning.
- If parents develop a persistent pattern of not informing the office of children's unexpected absence, this will become a cause for concern and could lead to unauthorised absences and penalty fines being incurred.

Requests for leave of absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event. We expect parents to contact the school at least four weeks in advance, and the Headteacher will consider these applications on an individual basis.

The Headteacher may authorise leave of absence from the school if there are special or exceptional circumstances and it is considered to be beneficial to the child. Application will be considered on an individual basis and the Headteacher will also consider when making the decision, the level of attendance the child has achieved and the rate of academic progress made.

School cannot grant holidays in term time unless there are exceptional circumstances.

These circumstances are:

- a recent serious illness/bereavement of an immediate family member;
- a member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;
- restrictions on police leave, where a police officer has specific duties in relation to a national event which conflicts with school holidays.

Long-term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact the support services, so that arrangements can be explored for the child to be given some tuition outside school.

Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence to determine the reason for the absence. If a child has a repeated number of unauthorised absences

the parent or guardian will be asked to visit the school to discuss the problem. Every endeavour will be made to put in place supportive measures where appropriate and to ensure the parent or guardian understands the consequences of failing to ensure their child's regular attendance. Parents will also be familiarised with St. Patrick's Primary School's Attendance and Registration Policy. If the situation does not improve the Local Authority Absence Officer will be notified.

Penalty Notices

When a pupil's unauthorised absences become a concern ie taking unauthorised holidays and the child's attendance falls below 95%

Amount and payment of penalty

The amount of the penalty shall be:

- a) £65 if paid within 28 days of receipt of the notice.
- b) £100 if paid after 28 days but within 42 days of receipt of the notice.

If the penalty notice is not paid in full by the end of the 42 day period the LA must either prosecute for the offence or withdraw the notice.

The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Rewards for good attendance

At St. Patrick's Primary School we will reward good attendance using:

- our Epraise system, where children can use good attendance to buy rewards,
- weekly rewards during Celebration assembly and termly trophy awards for good and improved attendance.
- Class competitions with rewards for the highest attending class

Reporting attendance to parents

Children's overall attendance (%), unauthorised absences from school (%), and number of times late to school will be reported to parents on their child's half termly attitude tracker and end of year academic report, alongside targets for improvement in punctuality and attendance, where appropriate.

Attendance targets

The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting.

The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported annually in the School Improvement Plan (SIP) .

Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher or Phase Leader, who will contact the parents or guardian.

This policy will be reviewed by the governing body every two years or earlier if considered necessary.

Appendix 1: 'Marking of Attendance Registers'

Symbols for Marking Register Present

<i>Present</i>	<i>/</i>
<i>Home & Hospital Teaching</i>	<i>B</i>
<i>Present part-time/temporary education off-site/Support Unit</i>	<i>B</i>
<i>Educational Visit</i>	<i>V</i>
<i>Work Experience</i>	<i>W</i>
<i>Interview</i>	<i>I</i>
<i>Late before close of registration</i>	<i>L</i>
<i>Approved Sporting Activity</i>	<i>P</i>

Authorised Absence

<i>Hospital, medical, dental, pregnancy</i>	<i>M</i>
<i>Annual Parental Holiday</i>	<i>H</i>
<i>Religious Festivals</i>	<i>R</i>
<i>Exclusions</i>	<i>E</i>
<i>Study Leave</i>	<i>S</i>
<i>Traveller Absence</i>	<i>T</i>
<i>Other circumstances (reason must be recorded by form tutor)</i>	<i>C</i>

Unauthorised Absence

<i>No reason provided/truancy from school</i>	<i>O</i>
<i>Late after the close of registration</i>	<i>@</i>
<i>Reason not yet provided</i>	<i>N</i>

Symbols used but not counted in Figures

<i>Pupils not in school – Staff Only</i>	<i>X</i>
<i>School closed for Holiday</i>	<i>#</i>
<i>Enforced School Closure</i>	<i>Y</i>

<i>Attendance not required</i>	!
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Headteacher:	M. Ryan	Date:	February 2016
Chair of Governing Body:	G. Wilson	Date:	February 2016

