



ATTENDANCE POLICY

Date	May 2023
Compiled by	B. Jackson (Headteacher)
Ratified by Governors	
Date for review	May 2026

St.Philip's C.E Primary School believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil.

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.

St.Philip's C.E Primary School will endeavour to work alongside parents, local community and the Education Welfare Service and other relevant agencies to ensure that every child receives their full entitlement.

Maintaining a high profile for attendance and punctuality

St.Philip's C.E Primary School aims to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records
- Maintaining clear procedures for recording lateness
- Raise awareness of attendance issues at parents' evenings and new intake meetings
- Ensuring unauthorised absences are dealt with promptly
- Rewarding good attendance by rewards such as certificates during Celebration Assemblies and annual prize giving for 100% attendance.
- Applying the Whole School Attendance Policy consistently and reviewing annually
- All new initiatives ratified by Governors
- To continue to promote attendance

Roles and Responsibilities

Of the school ...

- To ensure the strategies of the school attendance policy are adhered to by all staff.
- To inform parents when school attendance or punctuality becomes a cause for concern.
- To adhere to the Prevent Duty, the Safeguarding Team are obliged to notify the Local Authority if a family are visiting a country considered to be a high risk for terrorism.
- The Safeguarding Team are also obliged to refer to Children's Services any pupil they suspect is being taken out of school to undergo FGM (Female Genital Mutilation).
- After 3 days of unexplained absence, the Child and Family Support Officer will either:

Contact the Education Welfare Officer

Inform Children's Services

Request a welfare check by the police

Of the pupils ...

- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers.

Of the parents/carers...

- Parents/carers must:
 - ensure that their children achieve a minimum attendance figure over 96%.
 - ensure that their children arrive at school promptly – 8.40am
 - contact school before 9.00am to report their child's absence
 - ensure that non-emergency medical appointments, i.e dental check ups, are made outside of school hours.
 - If your child must attend an appointment during school they will be expected to be in school before and after the appointment.
 - ensure a leave of absence during term time is requested in writing to the Head teacher. Parents should fully complete the request form stating the following:
 - First date of absence
 - Date of return to school
 - Number of days
 - Destination
 - Parent/Carer signature and date
 - Contact details, if different to those held in school
 - Any exceptional circumstances
- **family holidays should be taken out of term time.**
- keep school up to date with
 - Home, work and mobile contact numbers
 - home addresses
 - e-mail addresses
 - two additional contacts for emergency purposes, including phone numbers and home addresses
 - any additional information school needs to be aware of

Of the Local Education Authority...

- The Local Authority will provide consultation and support with school for those children with attendance below 90%. This could include:
 - advice on penalty notices
 - attendance panel meetings
 - fast track to prosecution
 - condoned truancy initiatives which includes unannounced home visits
- To work with school on devising and implementing new initiatives to promote attendance and punctuality

Procedures – Who does what and when?

- Registration via SIMS is the responsibility of the class teacher or teaching assistant in the teacher's absence and involves each pupil arriving at school for 8.45am.
- Any child arriving after 9.10am will receive a U code which is an unauthorised absence. Parents are expected to give a reason for late arrival.
- The Child and Family Support Officer sends a text at 9.10am each morning to those parents whose children are absent. If no response is received this will automatically be recorded as an unauthorised absence.
- The Child and Family Support Officer will speak to the parents of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of trying to assist the family.
- Problems relating to a pupil's attendance will be addressed by the Child and Family Support Officer approaching the parents informally in the first instance but will be discussed with the Education Welfare Officer at their regular consultation meetings.
- 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.

Attendance and Punctuality

- St.Philip's C.E 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.

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. If Eid falls on a Saturday or Sunday, children will be expected to be in school on the Monday.

- School will not authorise more than one session (1/2 day) for the treatment of head lice
- Sporting events such as football academy matches will be authorised at the discretion of the Headteacher after a formal request has been made by the trainer or club.
- Penalty Notices will be issued to parents/carers taking their children out of school in term time (10 sessions/5 days). The Penalty Notice fine is £60.00, if the fine is not paid within 21 calendar days of issue of penalty, it will be increased to £120.00. If the penalty is still not paid within 28 days parents/carers will be prosecuted under Section 444(1) of the Education Act 1996. Any parents/carers not paying the fine will be taken to court for the offence of not sending their child to school on a regular basis.
- Any unauthorised absences will be automatically reported to the Education Welfare Officer and a Penalty Warning Notice will be issued.

- Wherever possible, please provide medical evidence eg, appointment card/letter, hospital letter, prescribed medication, otherwise absences may not be authorised. If your child is absent through illness, please contact school each day of the illness to keep them updated.
- Opportunities for informal contact: Building good relationships with families is achieved by the meeting and greeting of families in the morning by the Headteacher and Child and Family Support Officer.
- Incentives/Rewards: Certificates, weekly attendance awards, half termly rewards for children with 100% attendance and punctuality and 100% attendance prize at the end of the year.

Holidays in Term Time

The Headteacher cannot authorise absences during term time unless there are exceptional circumstances; this includes holidays and extended leave. Please see links below for further information.

[Term-time holiday guidance • Salford City Council](#)
[School attendance and absence - GOV.UK \(www.gov.uk\)](#)

Monitoring and Evaluation

- St.Philip's C.E Primary School will evaluate the effectiveness of its strategies by:
 - weekly monitoring of attendance through SIMS
 - regular consultation with the Education Welfare Officer
 - the opening and closing of referrals to the Education Welfare Service
 - planning and evaluating initiatives
 - annual review of this policy
- Reporting to CME (Children Missing Education)
 We have a legal obligation to report to the Local Authority any child as missing from education, for example, child not attended school due to moving out of the authority and school not been given a new home address, and school if possible.
- Cluster schools
 We at St.Philip's C.E Primary School work together with our cluster of schools in Salford to have a joined up approach to school attendance.

What absence percentages means in terms of pupils days.		
<u>Attendance</u>	<u>ABS</u>	<u>Number of school days EACH PUPIL is absent</u>
100%	0%	0 days
99%	1%	1.95 days
98%	2%	3.9 days
97%	3%	5.85 days
96%	4%	7.8 days
95%	5%	9.75 days
94%	6%	11.7 days

<u>93%</u>	<u>7%</u>	<u>13.65 days</u>
<u>92%</u>	<u>8%</u>	<u>15.6 days</u>
<u>91%</u>	<u>9%</u>	<u>17.55 days</u>
<u>90%</u>	<u>10%</u>	<u>19.5 days</u>
<p><u>Think!</u> <u>An absence rate of 5% means that each pupil in the school is off for almost 2 weeks.</u></p>		

Chair of Governors:

Date:

Head teacher:

Date:

Minute Reference:

Date to be reviewed.....