



Attendance and Punctuality Policy

St Richard Reynolds Catholic Primary School

Policy: Attendance and Punctuality

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Introduction:

If pupils are to achieve their full potential, high attendance rates are essential. St Richard Reynolds Catholic College will support parents and pupils in achieving excellent attendance. The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents/carers have a duty to make sure that their pupils attend. As part of the Home-School Partnership the school is committed to working with parents/carers for the benefit of pupils to achieve their best in all aspects of school life.

Aim

- To achieve excellent attendance and punctuality

We will achieve this by

- keeping regular and accurate records of attendance for all pupils, at registration and at the start of each lesson;
- monitoring every student's attendance and punctuality;
- having clear procedures for reporting absence;
- ensuring high standards of punctuality;
- providing a welcoming atmosphere for children, provide a safe learning environment and provide a sympathetic response to any student or parent's concerns;
- referring irregular or unjustified patterns of attendance to the Education Welfare Service;
- Celebrating and rewarding good attendance.

Absence

Sickness and diarrhoea

- In the event of illness through sickness or diarrhoea we follow the NHS guidelines and advise that pupils should not return to school until 48 hours after the symptoms have passed.

Contagious illnesses

- Please inform the school if your child has a contagious illness or infection so we can advise on their return to school.

Absence Procedures:

- Parents/carers are asked to telephone or email the school each day if a child is unable to attend school. The school office team will note the call and put the appropriate mark in the register along with a comment explaining the absence.
- On the first day of absence, if no note or telephone call is received from the parent/carer by 10:00 am the College will endeavour to contact them that day by telephone or email messages.
- The child should bring a note signed by their parent confirming the reason for their absence when they return to school
- Class teachers are authorised to give permission in advance for pupils to be absent for medical or dental treatment if this must occur in school time. All other requests for absence should be referred to the Principal. Parents/carers are highly encouraged to arrange appointments after school hours or in holiday times wherever possible.
- On return to school a note should be presented to explain the period of absence, accompanied by a doctor's note or equivalent where possible.
- Pupils in need of antibiotics or prescription medicine must complete a permission form to allow staff to administer antibiotics/medicine. Caution will be exercised if staff have not had appropriate medical training required to administer medication/treatment.

Holiday Leave:

- If a family holiday in term time is unavoidable, parents/carers should apply to the College by writing to the Principal directly; however it is no longer policy to authorise any absences due to holiday taken during term time. Some exceptional circumstances may be considered when appropriate.
- Leave of absence for holidays is not a right and will only be granted in exceptional circumstances

- Where such leave is sanctioned it constitutes an authorised absence. Where the school and the parents fail to reach an agreement and the child is then absent from school the absence will be marked as unauthorised as will any period beyond that which has been agreed.
- If you decide to take your child out of school on a holiday, it is not our policy to provide school work to cover the period of absence.

Punctuality

Attendance and punctuality are essential to ensuring that your child gets the most out of their time at school. They are also important life skills that your child will need as they become young adults and enter the world of work.

- Please ensure that your child arrives in time for the start of school at 8.45. Pupils and their parents/carers can arrive on site from 8.30, so there is really no reason for anyone to be habitually late. Late arrivals are disruptive for the child who is late and also for the other pupils who will have begun lessons. No pupils should be on the school grounds before 8.30.
- Any pupils who are late should be taken to the main college office to be registered and not taken directly to the classroom.
- Prompt pick-ups after school are also really important. Pupils can become distressed when waiting for parents and looking after them requires supervision which deflects staff from other important work. Please phone us if you are going to be late. School finishes at 3:10 Monday through Thursday and at 2:50 on Fridays.
- If parents/carers are more than 10 minutes late after the end of the school day pupils will be taken to the main office for collection.
- Those who are late but who arrive before 10.00 am will be counted as present and their attendance will be indicated by a 'L' in the register.

The Legal Requirement:

- It is a legal requirement to take an attendance register twice a day. This shows whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent every half-day absence from school is classified as either **authorised** or **unauthorised**. Only the school can authorise the absence, not parents/carers. This is why information about the cause of each absence is always required.
- **Authorised** absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause. e.g music or dance exams, moving house

- **Unauthorised** absences are those that the school does not consider reasonable and for which no “leave” has been given. This includes:
 - parents/carers keeping pupils off school unnecessarily
 - absences which have never been properly explained
 - pupils who arrive at school too late to get a mark (after 10.00am)

- Parents/carers whose pupils are experiencing difficulties should contact the school at an early stage and work together with the staff to resolve any problems. If difficulties cannot be resolved in this way, the school or the parent may refer the child to the Educational Welfare Officer (EWO) who will also try to resolve the situation by working directly with the family and school. In some cases a referral to another agency may be appropriate
- If attendance remains poor over time following the school’s work to improve it in collaboration with parents/carers and the formal involvement of the EWO, the EWO may use legal action which can result in the parent/carer being taken to court.
- Alternatively, parents/carers may wish to contact the EWO themselves to ask for help or information

Responsibility for Attendance:

The Principal has overall responsibility for attendance at St Richard Reynolds Catholic College. Attendance is monitored by AMU who is also responsible for ensuring that attendance data is returned to the DfE. The Principal’s p.a. is responsible for informing EWO when a student is removed from the school roll.

SIMS/EMS REGISTRATION CODES

Present

/ Present at registration a.m. (present)

For all pupils present at registration in the morning.

\ Present at registration p.m. (present)

For all pupils present at registration in the afternoon

V Educational visit (present)

School-organised trips and visits, including residential trips. Can also be used for other trips of a strictly educational nature which are arranged by other organisations, provided they are supervised (not family holidays).

M Medical/Dental Appointment (present)

This code covers cases where pupils are missing for part of a session due to a medical or dental appointment but are there for the remainder of the session. Using this code rather than L avoids a child receiving a late mark on their report.

No Student Attendance Required

X Only staff should attend (no mark entered)

Inset and staff training days.

! No attendance required (no mark entered)

This mark should be used when certain pupils are not required to attend school yet the school is at least partially open. For example, at the beginning of a term if one year group comes in before others; or damage has caused part of the school to be closed but pupils are attending on a rota system.

The symbol can also be entered against individual pupils' names or for entire classes. It can be used when a student is being gradually reintegrated into school or where there is a time limited and reviewed arrangement for a reduced timetable due to specific problems the student is encountering. It should always be borne in mind that young people of compulsory school age have a right to an appropriate full time education, so such arrangements must be reviewed regularly to ensure that the timetable is extended to full time as soon as practicable.

Holiday for all (no mark entered)

To be used when the whole school is closed, including for the teachers.

Y Enforced closure (no mark entered)

When the whole school is closed due to bad weather, heating problems etc. If only some pupils are not required to attend, use "!".

Z Undefined code (authorised absence).

*** Not on roll (no mark entered)**

To be used to fill up the individual yearly record for a student who becomes a registered pupil after the beginning of the school year or who leaves before the end.

Lateness

L Late before registration closes (10.00 am) for an acceptable reason (present)

This is for pupils who are late but within the registration period or who come in at the first reasonable opportunity (for example when a school bus is late, or the car has broken down).

It is also intended to reward those who come to school in difficult circumstances e.g. for a 'young carer' when the school is aware of a particular difficulty. Note that this is counted statistically as a 'present' mark.

U Late after registration closes or for no good reason (unauthorised absent)

The registration period is considered to have ended at **10.00** am. This mark is for pupils who will not be credited with an attendance, even though they attended for part of the session. Please note, that if there is good reason for the child to be late after registration then the school has the discretion to mark these as 'late' (see L above) for which a mark will be credited. The symbol (**U**) counts as unauthorised absence or an M if a medical/dental reason has been given.

Authorised Absence

C Other authorised circumstances (authorised absent)

This covers all circumstances where the Principal has granted "leave", which are not covered elsewhere, e.g. bereavement, family problems, weddings etc. It is also used where leave is granted for a licensed "performance" and for pupils attending an interview at other schools etc.

E Excluded (authorised absent)

This includes all fixed term exclusions and permanent exclusions until all the representation procedures have been completed. The student should not be removed from the admission register on the day of the exclusion itself.

H Holiday leave approved in advance (authorised absent)

School policy should define the procedures and how many days are available to parents. This is intended for pupils going away on an annual holiday, not for days out (which should not be authorised unless the school agrees, using C above). Note that applications for holiday leave should be made by the parent with care (even if they are not going on the holiday themselves). This code is also used for extended holidays if permission has

been granted by the school, though it is often preferable to remove pupils from the admission register and re-admit them on their return (for example a student who might attend a school abroad for a lengthy period.)

T Traveller absence (authorised absent)

Pupils currently away travelling but still on roll as they are expected to return in the foreseeable future.

I Illness and medical or dental appointments (authorised absent)

This is for use where the student misses the whole session. (Use M if they come in late after a medical/dental appointment. If they need to leave school for an appointment or go home ill, there is no need to change the original present mark).

R Religious festival for child's family (authorised absent)

Should be used for any major religious festival. (There is no set limit on the number of days).

G Family holiday (not agreed or days in excess)

Unauthorised Absence

N No reason yet provided - temporary mark (unauthorised absent)

This is an interim mark which should be converted to a permanent mark before the monthly printout of registers is made. There should be no Ns in the final version. If no adequate explanation had been provided, N should be converted to O.

O No satisfactory explanation received by deadline

(unauthorised absent)

The permanent mark for all absences which have never been properly accounted for by parents.

U Late after registration closes or for no good reason

(unauthorised absent)

The registration period is considered to have ended at 10.00 am. This mark is for pupils who will not be credited with an attendance, even though they attended for part of the session. If there is good reason for the student to be late after registration (10.00 am) they may be marked as 'late' (see L above). The symbol (U) counts as unauthorised absence.

Index to Legislation:

These are key pieces of legislation governing student registration in schools.

The paragraphs which are particularly relevant to attendance are as follows:

Statutory Instruments 1995, No 2089

Education, England and Wales

The Education (Pupil Registration) Regulations 1995

1. Reasons for authorised absence – page 5, paragraph 7.3
2. Leave of Absence – page 6, paragraph 8
3. Deletion from Register – page 6,7, paragraph 9
4. Dual Registration – page 8, paragraph 10
5. Inspection of Registers – page 9, paragraph 11
6. Reporting Absences to LEA – page 9,10, paragraph 13
7. Preservation of Registers – page 10, paragraph 15
8. Use of Computers – page 11, paragraph 16

Statutory Instruments 2001, No 2802

Education, England