

# St Mary's CEVA Primary Academy

## Child Attendance Policy & Procedures



### Policy Aims

St Mary's CEVA Primary School believes that high levels of attendance and punctuality enable all students to take full advantage of the educational opportunities available to them.

St Mary's CEVA Primary School therefore aims to encourage and assist all pupils to achieve the highest possible levels of attendance and punctuality.

The school sees regular school attendance as essential for all pupils if they are to be successful, we aim to work in partnership with parents/carers to ensure that this is the case.

### Policy Sections

#### 1. Rights and Responsibilities

#### 2. Registration

#### 3. Absence Management

#### 4. Procedures and Referrals

#### 1 – Rights and Responsibilities

Improving attendance at St Mary's CEVA Primary School is the responsibility of everyone in the school community – pupils, parents, carers, governors and staff.

#### 1A – of Pupils

All pupils are expected to attend school, and all of their lessons, punctually and every day as stated in the Home School Agreement. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from their class teacher, the Learning Mentors and, when necessary, from a member of the Senior Leadership Team. At the end of each term, pupils who have achieved full attendance will be presented with a certificate as acknowledgement of this achievement. At the end of the year those pupils with full attendance will be presented with an award.

#### 1B – of Parents/Carers

Parents/Carers are responsible for ensuring that their child attends school regularly and punctually. If a child is prevented for any reason from attending school, parents/carers are to notify the school office every day with the reason for the absence and the expected duration of the absence. A pupil's absence from school will be considered as unauthorised until a satisfactory explanation is received from the parent/carer.

Parent/carers will be informed promptly of any concerns, which may arise over their child's attendance. Parents/Carers should avoid making medical/dental appointments for their child during school hours. Holidays should not be taken in term-time and this is communicated clearly to parents/carers.

Parents/Carers whose first language is not English will be offered appropriate support from school in matters of communication.

#### 1C – Of the School and staff

Staff will encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff. The school will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents and in accordance with Northamptonshire County Council and the Education Inclusion Partnership Team procedures.

## 2 Registration

The School gates are open for children to enter the School from 8.45am until 8.55am (9.05am due to COVID safety) every day.

The register at St Mary's CEVA Primary Academy is taken at 9.05am and 1.00pm.

Any child, whether accompanied or not, who arrives after 9.05am must enter through the main entrance and report to the School Office. The register will then be completed as a late arrival. Likewise, this is true for any child arriving after 1.00pm.

When a child arrives after 9.30am or 1.30pm this will be deemed as late after registers have closed, and counts as an unauthorised absence for that session.

The School will monitor late attendance, should late attendance become persistent and a block to a child's learning, the School will meet with the parents to discuss how to manage the situation going forward, with possible solutions.

### 2A Recognised Registration Codes

The School records every child's attendance onto SIMS – our management information system.

Current recognised codes are;

Code	Description
/	Present (AM)
\	Present (PM)
B	Educated off site
C	Other authorised circumstances
D	Dual Registration
E	Excluded
G	Family Holiday (not agreed)
H	Family Holiday (agreed)
I	Illness
J	Interview
L	Late
M	Medical appointment
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study Leave
T	Traveller absence
U	Late (after registers have closed)
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age absence/COVID related absence
-	All should attend/ no mark recorded

## 3 Absence Management

Parents/Carers are to contact school every day that their child is absent, providing the school with a reason and estimated time/date of return (unless they have completed a request for absence form).

Parents/Carers must be aware that it is the decision of the Head Teacher on whether a child's absence will be recorded as authorised or unauthorised, and that a letter or other communication from the parent/carer does not necessarily authorise the absence.

At St Mary's CEVA Primary Academy absence from School will only be authorised for the following reasons:

- Genuine illness;
- Unavoidable medical/dental appointments;
- Days of religious observance;
- Exceptional family circumstances (such as bereavement)

Parents/Carers are made aware that any holiday taken in term time will be recorded as unauthorised absence.

Parents/Carers will be asked to complete an absence request form for any upcoming absence they are aware their child will have from school such as Family holidays or medical appointments. For the latter, parents/carers may be requested to provide an appointment letter, card or medical prescription in order to authorise the absence.

The School adheres to NHS guidance on infection control and will send a child home if a child is deemed an infection risk. The guidance includes the 48 hour rule for diarrhoea and vomiting, in which a child will not be able to be on site for 48 hours following their last movement.

Should a child become unwell at school, they may be sent home (at the discretion of senior management). If this is the case, that child's absence will be recorded as authorised for the rest of that academic day.

The school will follow the latest government guidance in regard to any COVID-19 related absence.

#### 4 Procedures and referrals

##### 4A Attendance procedure if School is not notified of an Absence

Day	Action
Day 1	Phone call, texts and email to SIMS contacts made by office staff (DSL notified if vulnerable child) – this will continue every day throughout the absence until resolution
Day 3 or earlier if deemed necessary	Home visit conducted – letter put through the door requesting for the parent/carer to make contact with the school
Day 6	School to contact the Police for a welfare check, and social care
Day 10 – or earlier if reason to	Report as Child Missing in Education

##### 4B School's Attendance Monitoring Procedure

Attendance figures will be reviewed five times an academic year.

Pupils will be categorised according to their attendance figure:

Attendance Figure	Category	Procedure
100%	Excellent Attendance	Letter written to parents notifying them of their child's achievement
<95%	Good Attendance	No Action Required
Between 95% and 90%	Poor Attendance	Letter on attendance management sent home to parents
>90%	Persistently Absent	Parent/Carer requested to attend a meeting at the school. All absence will be marked as unauthorised unless proven.

##### 4C Attendance Meetings

Should a child's attendance figure fall below 90% the parent/carer will be requested to attend a meeting at the school. During this meeting the parent/carer will be asked how the school can support in raising their child's attendance figure, in the form of an attendance contract. Parents are notified that any absence from school will be marked as unauthorised unless proven with medical documentation. Any medical needs of the child will be taken into

consideration and, if necessary, with appropriate medical documentation, the child may be exempt from the usual attendance procedures.

#### **4D Referrals**

The School will refer to Northamptonshire County Council's Education Inclusion and Partnership Team (EIPT) for the following reasons:

- Any child who has a family holiday during term time that is 5 days (10 sessions) or more
- Any child who records 10 unauthorised sessions in any 6 week period
- Any child who is persistently absent and parents/carers are not engaging with the school

The EIPT will decide on which course of action will be taken under Section 444, 1/1A Education Act 1996.