

St Mary's CEVA Primary Academy



Every Day Matters approach

Introduction

Our vision has been created in line with “Valuing All God’s Children”, “Fruits of the Spirit: Character Education” and the “Church of England’s Vision for Education: Deeply Christian, Serving the Common Good”. Staff and governors have been made aware of these documents which form the foundation for the school’s ethos, decision-making process and policy design. This statement fully acknowledges the school’s legal duties under the Equality Act 2010, safeguarding and SEND. This document is shared in writing with the whole school community annually.

At St Mary’s, we aim to create a safe, happy and inclusive environment, in keeping with our whole school vision of “Do everything in Love” (1 Cor 16:14). We demonstrate this through: loving ourselves, others and the world. We believe that in order for children to achieve their full potential they must attend school every day. In order to facilitate this, we recognise the impact that our work in other areas – such as an interesting curriculum, positive relationships with pupils and families & an inclusive environment, alongside the use of resources such as pupil premium – can have on improving attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits
- Ensuring inclusivity, equality and fairness for all.
- Ensuring this approach is clear and easily understood by staff, pupils and parents.
- Intervening early, building positive relationships with families to overcome barriers.
- Working collaboratively with other agencies and schools in the area
- Ensuring the framework set in section 7 of the Education Act 1996, is adhered to by all parents.
- Regularly monitoring and analysing attendance data to identify pupils or cohorts that may require more support.

The school’s attendance officer is Hannah Starkey, and can be contacted via the school office (01536 485500, office@stmarysprimarykettering.co.uk).

1. Legal Framework

This approach has due regard to all relevant legislation and statutory guidance, including, but not limited to; Education Act 1996, Equality Act 2012, Children and young persons act 1963, DfE (2022) ‘working together to improve school attendance’, DfE (2023) ‘keeping children safe in education’, DfE (2016) ‘children missing in education’, DfE (2023) ‘Providing remote education’.

This approach operates in conjunction with other school documentation, such as; Child Protection Policy, Complaints Procedures Policy, Positive Relationships Vision & Challenging Behaviour Statement.

2. Roles and Responsibilities

The role of the governing body

- Monitoring the implementation of this approach and all relevant procedures across the school.
- Promoting the importance of good school attendance.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT & DSL’s to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring inclusivity across the school in relation to this approach.
- Handling complaints regarding this approach as outlined in the school’s Complaints Procedures.
- Regarding KCSIE throughout their role, in order to safeguard children.

The role of the headteacher

- The day-to-day implementation and management of this approach
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The role of staff

- Following this approach and ensuring pupils do too.
- Ensuring the approach is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Where designated, taking the attendance register at relevant times throughout the school day.

The role of the attendance officer

- Having the overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance weekly and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents in regard to attendance.
- Following up incidents of persistent absence.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

The role of the pupils

- Attending school every day, on time.

The role of the parents

- Providing accurate and up to date contact details.
- Providing the school with at least three emergency contact numbers.
- Making sure their child attends school every day, on time.
- Promoting good attendance with their children.

3. Definitions

We recognise the following definitions:

Absence:

- Not attending school for any reason

Authorised absence:

- An absence for sickness, for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during the school time, for which school has granted leave.
- Religious or cultural observances, for which the school has granted leave.
- Exceptional circumstances, for which the school has granted leave.

Unauthorised absence:

- A child being absent unnecessarily or without reason.
- Arrival at school after the school registers have closed (9.30am/1.35pm).
- Absence due to holiday's during term-time which have not been agreed.

Late:

- Arriving at school after the school gates have closed (8.55am) but before the registers have closed (9.30am)

Persistent absence:

- Missing 10% or more of schooling across the year for any reason.

4. Registration

The School gates are open for children to enter the School from 8.45am until 8.55am.

The register at St Mary's CEVA Primary Academy is taken at 9.00am and 1.00pm/1.30pm.

Recognised Registration Codes

The School records every child's attendance onto Arbor – 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

5. 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, appendix A).

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.

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.

6. Procedures and referrals

6A Attendance procedure if School is not notified of an Absence

Day	Action
Day 1	Phone call, texts and email to Arbor 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 contact 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

6B 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.

6C Attendance Meetings

The school will follow the below approach to any child with problematic attendance:

Step	Procedure
1	Parents requested to attend a meeting in school, school to support with potential barriers to attendance (uniform, transport, breakfast club, pastoral care, after school clubs).
2	Referral to be made to support agencies
3	Parents to be offered an Early Help Assessment
4	School to conduct formal conversations with parent & offer a parenting/attendance contract (appendix B)
5	School to refer to the local authority – see section 6D
6	School to refer to social care, should attendance fall below 50%

6D 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.



REQUEST FOR CHILD ABSENCE

Please complete all sections of this form. Child absence for medical reasons is generally authorised, please attach any relevant documentation to this form. Child absence for holidays during term time is very rarely authorised, however, you are welcome to write a covering letter to the Head Teacher to support your request.

Child's name

Date of birth

Class Teacher

Dates Requested

Reason for absence:

I understand that my child's absence may be recorded as unauthorised, and that should my child's absence accrue more than ten unauthorised sessions, the school will contact the local authority, which may result in a fine.

Signed (Parent/Carer) Date

OFFICE USE ONLY

CR/KC - DATE RECEIVED _____ CURRENT ATTENDANCE FIGURE _____ %

BC – DATE RECEIVED _____ AUTHORISED/UNAUTHORISED/N/A REF NEEDED Y/N

HS – CHECKED INFORMATION DATE _____

CR/KC – LETTER SENT Y/N DATE _____



St Mary's CEVA Primary Academy

Attendance Parenting Contract (PC2)

About the Meeting

Chair of the Meeting	
Date of the Meeting	
Time of the Meeting	
Other Attendees/roles	

About the Child

Child's Name	
Child's Date of Birth	
Address	
School	St Mary's CEVA Primary Academy
Year Group	
Agency Involvement	

About the Parent(s)

Parents Name	
Date of Birth	
Agency Involvement	

Parents Name	
Date of Birth	
Agency Involvement	

Sibling Details

Name	
School	
Date of Birth	

Name	
School	
Date of Birth	

Summary of Involvement

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School have made you aware of your legal responsibilities in relation to this matter

Areas of concern

School attendance %	
No. of Lates	
No. of Unauthorised absences	
No. of authorised absences	

Issues raised

Issue	Yes	No	Detail
Alleged Bullying			
Medical			
Home related difficulties			
Transport			
Peer/Staff Relationships			
Academic			
Behaviour			
Community			

Actions

Action	By Who	By When

Review Meeting

Date	
Time	

Signed

School Representative	
Parent(s)	