

The Federation of St James the Great and St John's Catholic Primary Schools



Pupil Attendance and Punctuality Policy

General:

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise (Education Act 1996). Under the provisions of the Education Act 1996 (S434) and the Pupil Registration Regulations 1995 the School must keep an attendance register.

At the moment the School maintains an electronic register. The School is aware that there must be a print-out at least once per term and that at the end of the year the print-outs must be bound into annual volumes. The School is registered with the Information Commissioner under the Data Protection Act 1998.

Aim:

The School is committed to a positive policy of encouraging pupils to attend school regularly. The School will work with parents and pupils to secure this aim. The Governors and the school leaders have set out an aspirational target of 97% attendance for all pupils.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the School have registered twice daily, or a reason for non-attendance is known to the School.

Taking the Register:

Pupils of compulsory school age must have their attendance registered twice per day. It is the practice of this school to register ALL pupils (including those under compulsory school age).

The register must be updated twice daily at the start of the morning and afternoon sessions. In addition, all teaching staff must check that the pupils who should attend each lesson do so. They mark all children in attendance from a paper list. This detail is then input by office staff who ensure that the register is completed with the appropriate code, electronically.

The register must record whether the pupil is present, absent or attending an approved educational activity. Attendance and all forms of absence, i.e education elsewhere etc, should be recorded using the Absence and Attendance codes.

(Education [Pupil Registration] England) Regulations 2006). Educational codes are:

- / \ Present at registration
- B Educated off-site (not dual registration)
- C Other authorised circumstances (not covered by other codes)
- D Dual registered (i.e present at another school or at a PRU)
- E Excluded but no alternative provision made
- F Agreed extended family holiday
- G Family holiday (not agreed or sessions in excess of agreement)
- H Agreed family holiday
- I Illness
- J Interview
- L Late but arrived before the register closed
- M Medical or dental appointment

N No reason for the absence provided yet
O Unauthorised absence (not covered by other codes or descriptions)
P Approved sporting activity
R Day set aside exclusively for religious observance
S Study leave
T Traveller absence
U Late and arrived after the register closed
V Educational visit trip
W Work experience (not work based training)
X Un-timetabled sessions for non-compulsory school-age pupils
Y Partial and forced closure
Z Pupil not on roll yet
School closed to all pupils

Registration times:

Registration is at 9am, any child who misses registration will receive an 'L' (Late) mark in the register. The register closes at 9.30am. Any child arriving after this time will receive a 'U' mark.

Inspection:

The School Office Manager ensure that the School Admission and Attendance Registers are available for inspection by HMIs, registered inspectors and, for LA maintained schools, by a Local Authority officer.

Leave of Absence:

Leave can be granted only by the Executive Headteacher/Head of School. It has been agreed by the Governors that permission will not be granted for families travelling abroad to visit family under any circumstances.

Holiday Leave:

Permission will not be granted by the Executive Headteacher/Head of School for holiday requests. If the pupil still goes on holiday, it counts as unauthorised absence. From September 2016, the school introduced 'Fixed Penalty Notices' for parents who take their children on holiday during term time.

Exceptional circumstances:

The School will not agree to absences of more than 10 school days in any school year under any circumstances.

Short Term Leave:

The School can legally grant short-term leave for family reasons. It is for the Headteacher/Head of School to determine the reasonableness,

- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence (using the codes set down in accordance with the 2006 regulations)
- The nature of the approved educational activity (for pupil of compulsory school age)

Responsibilities:

The Governing Body will:

- Approve the policy and any proposed changes
- Receive reports on attendance from the Executive Headteacher/Head of School.
- Review the working of the policy in the light of the Executive Headteacher/Head of School report
- Ensure that the policy is promoted and implemented throughout the School, and is known by the parents

The Executive Headteacher/Head of School will:

- Set attendance targets in accordance to guidelines, as part of the development plan and target-setting process
- Monitor progress
- Ensure that strategies are in place to promote and implement the policy throughout the School
- Notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence

- Initiate with appropriate staff strategies to improve attendance
- Liaise with the LA over persistent absentees
- Liaise with the LA and Police when they wish to exercise their powers to enforce truants to return to school
- Make an annual report with statistics to the Governing Body

The School Office Staff:

- Oversee the attendance arrangements
- Work with class teachers to ensure the efficient running of the system
- Make periodic checks of the registers to monitor pupil absence
- Make regular checks on absence notes and the reasons for absence
- Ensure that unaccounted for absences are followed up, firstly by a telephone call before 10am on the first day of absence then in writing if no contact is made.
- Deal with issues of inadequate registering
- Arrange appropriate training for staff
- Keep the Executive Headteacher/Head of School informed of the progress of the policy
- Advise the Executive Headteacher/Head of School on any strategies that could be initiated or improved

Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded.

Rewards for attendance:

At St John's, in order to encourage improved attendance at school, there are a number of rewards systems in place. These are individual certificates and medals for attendance, as well as class rewards for the highest percentage every month. Given the high attendance of pupils at St James the Great, it has not been felt necessary to introduce this system.

Taking a Pupil off the Register:

The Executive Headteacher/Head of School will authorise the taking of a pupil's name off the register in accordance with the current Regulations.

Monitoring and Review

The Executive Headteacher/Head of School will review the working of the policy with the wider Senior Leadership Team and make at least annual reports to the Governing Body.

Date: April 2017

Reviewed: April 2019