

# ST ALOYSIUS CATHOLIC PRIMARY SCHOOL



## ATTENDANCE POLICY

# ATTENDANCE POLICY

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## RATIONALE

At St Aloysius Catholic Primary School we have a clear understanding of how children learn and we continually strive to provide the best possible conditions to facilitate this. We acknowledge that we live in a changing world and that we need to prepare our children for tomorrow's needs. We aim to deliver a world class curriculum that will challenge and inspire all our pupils and prepare them for the future. We believe that if students are to benefit from education good attendance is crucial. St Aloysius Catholic Primary School will do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as soon as possible.

### **Introduction**

As a school, we will give a high priority to conveying to parents/carers and pupils the importance of regular attendance and punctuality. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home/school links and communication systems that can be utilised when there is concern about attendance.

Persistent or long-term absence has a negative impact in all areas of school life, not just on academic achievement but also on the development of key skills and friendships. Interrupted attendance makes teaching and learning difficult and undermines the educational process leading to educational disadvantage.

If there are problems, which affect a pupil's attendance, we will investigate, identify and work in partnership with parents/carers and pupils to resolve the situation.

## **Aims**


Our overall aim is to promote a whole community approach to improving attendance and punctuality.

- To improve the overall percentage of children at school.
- To make attendance and punctuality a priority for the whole school community, including parents, staff and children.
- To provide support advice and guidance to parents and children.
- To develop a systematic approach to gathering and analysis of attendance data
- To develop and maintain positive communication between home and school.
- To establish a system of rewards and incentives.
- To work together with the School Attendance Service and other services or agencies
- To recognise individual needs of children who have been absent for a prolonged period and who are returning to school
- To reward all children every half term that meet our school target of 96%

As a school we strive to support parents and carers to help remove any barriers which prevent a child attending school. These could be barriers which the child has or which the parent has. Our starting point is always one of support. In return, we expect parents to contact school at an early stage and to work with us in resolving any problems together. This is nearly always successful, and we try to resolve attendance issues within school.

## EVERY LESSON COUNTS

Days off school add up to lost learning and impact on your child's life chances.

|   |  |  |  |  |
|---|--|--|--|--|
| 70 NON SCHOOL DAYS A YEAR   |  |  |  | 70 DAYS TO SPEND ON HOLIDAYS, FAMILY TIME, VISITS, SHOPPING, HOUSEHOLD JOBS AND OTHER APPOINTMENTS |
| <b>190 SCHOOL DAYS EACH YEAR</b><br><br>190 days for your child's education<br><br><b>EXCELLENT</b> | <b>10 days absence</b><br><br>180 days of education<br><br><b>CONCERNING</b>       | <b>19 days absence</b><br><br>170 days of education<br><br><b>WORRYING</b>                             | <b>29 days absence</b><br><br><b>HALF A TERM MISSED</b>  |  |
| 96 – 100%   | Less than 96%  | Less than 90%  | 161 days of education<br><br><b>SERIOUS CONCERNS</b><br><br>Less than 85%  |  |
| Most effective way of success. Sets your child off to a good flying start                           | School monitors attendance; it is less than expected                               | Less chance of success; harder to make progress in learning, friendships and relationships with others | This is not fair on your child. Education Welfare Services are involved; and you risk prosecution and a jail term. |  |

### Roles and responsibilities

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students by their behavior, the importance of the education being provided. All staff should work to make the school environment as welcoming as possible. Staff should be punctual and well prepared so as to present the pupils with positive learning experiences.

In addition to this there are these specific responsibilities:

As a school we will:

Headteacher

- Follow Knowsley's procedures regarding Holiday's in term – time

Learning Mentor

- To oversee the whole policy
- To report attendance matters to the Senior Leadership Team and Governing Body.
- To report, liaise with the School Attendance Service
- To analyse half termly 90% attendance figures and send out letters as appropriate

## Learning Mentor - First response

- To telephone carers/parents to enquire the reason for student absence.
- To send letters to parents/carers re. attendance / punctuality
- To invite parents in for attendance panel with a member of School Attendance Service.
- To support families regarding attendance issues
- To liaise with the School Attendance Service
- To complete weekly attendance board and inform staff of weekly class attendance figures
- To understand fully the school's policy and procedures for attendance
- To compile registers
- To oversee the operation of the SIMS system and the collation of attendance data
- To maintain a list of unauthorised absentees
- To keep up to date record of requests of any holiday requests [via form] and absences through authorised absence
- To provide SLT with half termly attendance data

## Teachers

- To complete registers accurately and on time using the correct black pen
- To include attendance and punctuality
- To inform the Deputy/SLT of any concerns
- To use social media to celebrate 100% attendance
- To complete the 'perfect attendance' poster

## School Attendance Service Officer

- To attend regular meetings with the Learning Mentor
- To send letters, make phone calls, and initiate home visits to students with poor attendance; with regard to the caseload highlighted at meetings with the school
- To provide analyse and interpret half termly data and provide recommendations

## Pupils

- Attend school regularly
- Arrive on time and appropriately prepared for the day

## Parents / Carers

- To encourage their children to attend school
- To contact St Aloysius on the first day of their child's absence by telephone on 0151 477 8110
- If absence continues for longer than one day then the parent/carer should telephone the school office each morning to confirm the continued absence

- To make sure their child is prepared for the day
- To contact school about any problems that may keep their child away and / or may require the support of the Learning Mentor
- To avoid taking holidays in school time
- To provide evidence when attending appointments for medical needs during the school day

### St Aloysius Catholic Primary

To provide;

- Regular, efficient and accurate recording of attendance
- Early contact and action with parents/carers when their child is absent
- Have rewards to encourage attendance

The Senior Leadership Team is responsible for reviewing this policy, monitoring attendance and reporting to the LA on attendance data.

### **Implementation**

#### Marking Registers

Registers are marked by staff twice daily

- 09.00am Whole School
- 08.45am Nursery am/30 hours
- 12.30pm Nursery pm
- 12.15pm Reception and KS1
- 13.00pm LKS2
- 13.15pm UKS2

Staff mark the register as students present [^] or student absent [0]. If a child arrives during registration and their name has already been called, they are marked as - initially and then 0 (this will show on attendance reports as “Late During Registration”).

After completion, registers are passed to the school office, they must be returned before 9.15am and 1.30pm. Children will not be allowed in to the classroom through the classroom door after 9.00am. Children will need to enter school through the main entrance and report their presence to the school office (this will show on attendance reports as “Late During Registration”).

## Following Registration

- If a child is absent and no notification has been given by Parents, the Learning Mentor will cross reference the registers against the absence record and the late book and if there is no reason a parent app notification will be sent by the Learning Mentor or Business manager.
- All absences are then written in the absence record
- If no contact is made to school before the end of the morning session a phone call will be made by the Learning Mentor to request a reason of the absence; if no contact can be made by phone a further phone call is made and a home visit may be arranged for that day.
- If a reason is still not obtained further contact will be attempted via the School Attendance Service (one off contact), which could lead to penalty warning notices being issued.
- For all absences it is requested that contact is made on a daily basis to advise of the reason for absence (unless there are exceptional circumstances such as hospital attendance for example). Upon return for any medical absence, written evidence must be provided, this should be a letter from the parent or Doctor or Hospital.

## Holidays During Term Time

St Aloysius Catholic Primary School will adopt Knowsley's holiday procedures see **Leave of Absence Policy** (Appendix A). The changes mean there is no legal entitlement for parents to take their children on holiday during term time. The new regulations also make it clear the Head Teachers may not authorise leave of absence during term time unless there are exceptional circumstances. Head Teachers would not be expected to class any term time holiday as exceptional.

### We will encourage attendance in the following ways:

- Accurate completion of the registers at the beginning of each morning and afternoon.
- Ensure the school environment is as welcoming as possible
- Promoting positive staff relations with students at all times.
- Expectations of good attendance
- Keeping accurate and comprehensive records of attendance
- Providing rewards for students with high levels of attendance using half term/ end of term reward incentives.

- Reminding parents at the beginning of the academic year of their responsibility in supporting their child's attendance through welcome meetings and letter and policies published on the parent app and the Schools website.
- Producing weekly class attendance information which will be published on the school website/weekly newsletter
- Meetings will take place with the attendance ambassadors (pupils from across the school) and Learning Mentor to try to improve attendance and punctuality in school

### **Communication with Parents/Carers**

- Weekly reviews of attendance / punctuality are discussed with the Learning Mentor and SLT. These reviews identify all pupils who have poor attendance and punctuality below the school target 96%
- Half termly reviews are made with the attendance officer. These reviews discuss which families will be contacted by the LA. Children who are below 90% are known as persistent absentees. A decision is made at these reviews as to what Stage letter is issued.

|  |  |
|--|--|
| <p>Stage one<br/>95%-93%<br/>inform</p>                    | <p>Parents will be sent letters explaining that they are not currently meeting the school target and informs them their child's current %. Parents are encouraged to make contact with the school if they have any issue or concerns.</p>  |
| <p>Stage two<br/>93%-91%<br/>Warn and monitor</p>          | <p>Parents will be sent a letter explaining that they are not currently meeting the school target and that school will monitor attendance for the next four weeks</p>  |
| <p>Stage three<br/>90% and below<br/>Inform and action</p> | <p>Parents will be sent a letter informing them that their child is a persistent absentee. The attendance panel will discuss all the children who are PA and decide on the appropriate action.</p> <ul style="list-style-type: none"> <li>• Continue to monitor</li> <li>• Invitation to panel meetings in school</li> <li>• Invitation to panel meeting with LA</li> <li>• Referred to LA as a one-off contact</li> <li>• Referred to LA as a case</li> <li>• Referred to LA to start legal proceeding</li> </ul> |



Fines will be issued when 10 non-consecutive sessions have been missed; warning letters will be issued in the first instance by Knowsley Attendance Service, before a fine is given.

Please click on the link below for further information about Knowsley Attendance Strategy:-

<https://www.knowsley.gov.uk/knowsleycouncil/media/Documents/KNOWSLEY-ATTENDANCE-STRATEGY-2021-2024.pdf>

## **Legal Framework**

The Education Act 1996, part 1 Section 7 states:

The parent of every child of compulsory school age shall cause to receive efficient full time education suitable:

- to his/her age, ability, and aptitude, and
- to any special needs he/she may have

either by regular attendance at school or otherwise.

If a child is a registered pupil at a school and fails to attend regularly the parent is guilty of an offence.

The 1995 Education [pupil registration] Regulations, [statutory instrument number 1089], states all schools [except for independent boarding schools] must keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent.

The Education [pupil registration] [amendment] Regulations 1997 [statutory instrument 2624] which came into force on January 1<sup>st</sup> 1998 makes further provision that:

## Appendix: 1

Inform letter



ST ALOYSIUS  
CATHOLIC PRIMARY SCHOOL  
TWIG LANE, HUYTON  
MERSEYSIDE L36 2LF

Telephone 0151 489 5083/0151 477 8110

Email: [staloyusius@knowsley.gov.uk](mailto:staloyusius@knowsley.gov.uk)

Website [www.staloyusius.co.uk](http://www.staloyusius.co.uk)

Headteacher Miss S Wrigley

Deputy Headteacher Mrs O O'Brien

Assistant Headteacher Mrs A O'Callaghan

Dear Parent/Carer of \_\_\_\_\_

Your child's current attendance for this academic year is \_\_\_\_\_ as of 11/2/2022. This falls below the National minimum expectation of 96% attendance.

I am writing to respectfully remind you that there is a legal duty under section 7 of the Education Act 1996 for a parent/carer to ensure their child receives full time education suitable to age, ability, and aptitude.

School attendance is very important to us, and we will be monitoring your child's attendance. You may incur a penalty notice if attendance does not improve.

Please let me know if you would like to discuss this matter or if we are able to offer any support to help overcome any difficulties you may be having in getting your child to attend school.

Yours sincerely

Mrs Hayes

Learning Mentor

## APPENDIX 2

Warn and monitor letter



ST ALOYSIUS

CATHOLIC PRIMARY SCHOOL

TWIG LANE, HUYTON

MERSEYSIDE L36 2LF

Telephone 0151 489 5083/0151 477 8110

Email: [staloyus@knowsley.gov.uk](mailto:staloyus@knowsley.gov.uk)

Website [www.staloyus.co.uk](http://www.staloyus.co.uk)

Headteacher Miss S Wrigley

Deputy Headteacher Mrs O O'Brien

Assistant Headteacher Mrs A O'Callaghan

Dear Parent/Carer of \_\_\_\_\_

Your child's current attendance for this academic year is \_\_\_\_\_ as of 11/2/2022. This falls below the National minimum expectation of 96% attendance.

We are writing respectfully to remind you that there is a legal duty under section 7 of the Education Act 1996 for a parent/carer to ensure their child receives full time education suitable to age, ability, and aptitude.

We are going to be monitoring their attendance for the next 4 weeks which if it has not improved you may be invited to a panel meeting with our school attendance panel to look at ways to support your family in order to improve attendance.

You may incur a penalty notice if attendance does not improve.

Please let me know if you would like to discuss this matter or if we are able to offer any support to help overcome any difficulties you may be having in getting your child to attend school.

Yours sincerely

Mrs Hayes

## APPENDIX 3

### Panel meeting letter



ST ALOYSIUS  
CATHOLIC PRIMARY SCHOOL  
TWIG LANE, HUYTON  
MERSEYSIDE L36 2LF

Telephone 0151 489 5083/0151 477 8110

Email: [staloysius@knowsley.gov.uk](mailto:staloysius@knowsley.gov.uk)

Website [www.staloysius.co.uk](http://www.staloysius.co.uk)

Headteacher Miss S Wrigley

Deputy Headteacher Mrs O O'Brien

Dear Parent/Carer of \_\_\_\_\_

Your child's current attendance for this academic year is \_\_\_\_\_ as of \_\_\_\_\_. This falls below the National minimum expectation of 96% attendance. This puts your child in the PA absence category, meaning they have missed more than 10% of school.

We are writing respectfully to remind you that there is a legal duty under section 7 of the Education Act 1996 for a parent/carer to ensure their child receives full time education suitable to age, ability, and aptitude.

We would like to invite you to an attendance panel meeting on \_\_\_\_\_ at \_\_\_\_\_.

It is of great importance that you attend this meeting where an action plan will be drawn up between ourselves aimed at improving your child's attendance. Attending this meeting will enable us to work together in order to improve attendance and academic achievement.

Please return the slip attached to confirm your attendance. Thank you for your continued support.

Yours sincerely

Mrs Hayes

Learning Mentor