

CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

Part of the Edith Stein Catholic Academy Trust



ATTENDANCE POLICY

OUR MISSION STATEMENT

WE LIVE OUR LIVES LIKE JESUS

This means we will:

- √ *Support everyone on their journey of faith as they deepen their personal relationship with Christ and by recognising the love of God in their lives.*
- √ *Promote everyone's well-being and nurture children to be confident, resilient and articulate with a self-belief that they can make a difference to their local community and wider world.*
- √ *Encourage everyone to achieve their personal best, enjoy school and celebrate all achievements.*
- √ *Celebrate our school's unique cultural diversity.*
- √ *Reach out to Parents, the Parish and the wider community*

Jesus is at the heart of all that we are and do together at Corpus Christi

Responsibility	Date
Approved by Trust	
Scrutinised and Inspected by Governors	December 2022
Member of Staff Responsible	Head teacher
Statutory/Non- Statutory	Statutory
Date Last Reviewed	December 2022
Date of Next Review	December 2025

A signed copy of this policy is kept in the school office

1. Aims

This policy aims to guide staff, parents and pupils on our commitment to school attendance through our whole-school culture and ethos that values good attendance. This will allow the pupils at Corpus Christi Catholic Primary School to fully benefit from our calm, safe and nurturing environment which supports every child both emotionally and educationally to give them the best possible chance of success.

We are committed to meeting our obligation with regards to school attendance including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and Responsibilities

	Responsible for
The Local Governing Board	<ul style="list-style-type: none">• Promoting the importance of school attendance across the school's policies and ethos• Making sure school leaders fulfil expectations and statutory duties• Monitoring attendance figures for the whole school• Making sure staff receive adequate training on attendance• Holding the headteacher to account for the implementation of this policy• The Resources Committee regularly reviewing and challenging attendance data and report to the LGB
Headteacher – who acts as the designated senior leader for attendance	<ul style="list-style-type: none">• Implementation of this policy at the school• Offering a clear vision for attendance improvement• Monitoring school-level absence data and reporting it to governors• Supporting staff with monitoring the attendance of individual pupils• Monitoring the impact of any implemented attendance strategies• Issuing fixed-penalty notices, where necessary

	<ul style="list-style-type: none"> • Working with the Attendance Officer to devise specific strategies to address areas of poor attendance identified through data • Evaluating and monitoring expectations and processes • Having an oversight of data analysis
The attendance officer	<ul style="list-style-type: none"> • Monitoring and analysing attendance data • Benchmarking attendance data to identify areas of focus for improvement • Arranging calls and meetings with parents to discuss attendance issues • Delivering targeted intervention and support to pupils and families • Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher • Working with education welfare officers to tackle persistent absence • Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices • The attendance officer is Miss S Jack and can be contacted via 02392 661818
Class teachers	<ul style="list-style-type: none"> • Recording attendance on a daily basis, and submitting this information to the school office by 9am each morning and 10 minutes after lunch each afternoon. • Create and maintain a calm, safe and nurturing classroom environment that supports all children • Plan and deliver engaging lessons which ensure children want to come to school • Support children who find coming to school challenging
School Admin/Office Staff	<ul style="list-style-type: none"> • Take calls from parents [and pupils] about absence on a day-to-day basis and record it on the school system • Transfer calls from parents [and pupils] to the Attendance Officer or senior leader, when necessary, in order to provide them with more detailed support on attendance
Local Authority School Attendance Team	<p>The School Attendance Team will become involved when:</p> <ul style="list-style-type: none"> • School has worked with parents explaining concerns over level of attendance/ unauthorised absence (Pupils have 10 sessions of unauthorised absence in a term) • Children have gone on holiday which has not been authorised.
Parents/carers are expected to:	<ul style="list-style-type: none"> • Make sure their child attends every day on time • Call the school to report their child's absence before 9.15am on the day of the absence and each subsequent day of absence), and advise when they are expected to return • Provide the school with at least 2 emergency contact numbers for their child • Ensure that, where possible, appointments for their child are made outside of the school day <p><i>"Parent" definition includes:</i></p> <ul style="list-style-type: none"> • <i>All natural parents, whether they are married or not, and</i> • <i>Any person who, although not a natural parent, has parental responsibility for a child or young person, and</i> • <i>Any person who, although not a natural parent, has care of a child or young person.</i>
Pupils are expected to:	<ul style="list-style-type: none"> • Attend school every day on time

4. Recording Attendance

Registers are legal documents that may be used in evidence where parents are being prosecuted for attendance offences. They are retained in school for a period of three years. The governing body are legally responsible for the attendance register and must register with the Data Protection Registrar under the Data Protection Act 1998

In the register children will be entered under their legal name, i.e. the name on their birth certificate or as changed by deed poll, their known as name may be shown on the register in brackets.

Attendance register

We will keep an attendance register, and place all pupils onto this register.

The school uses Studybugs as an electronic register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Late

See appendix 1 for the DfE attendance codes.

We will also record:

- For all pupils whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Registers are checked by the Attendance Officer after they are taken and he/she will make any amendments as needed.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken by 8.55am and will be kept open until 9.10am. The register for the second session will be taken at 1pm for EY, KS1 and Yrs 3/ 4 and 1-.30pm for Yrs5/6 will be kept open for 5 minutes after these times.

Lateness and Punctuality

A pupil who arrives late: (i.e after 8.45am)

- Before the register has closed (before 9.10am) will be marked as late, using the appropriate code
- After the register has closed (after 9.10am) will be marked as absent, using the appropriate code. Unless there is a clear reason for the lateness this will be recorded as an unauthorized absence.
- Should be brought to the school office by their parents who will be asked to provide an explanation for their child's lateness. If a parent does not accompany the child to the front office, the Family Support Worker will phone you for a reason for the lateness.
- Parents will need to log their child in on the electronic system at the main office.

- The Family Support Worker will monitor lateness and will contact parents to address the problem.
- It is a parent's responsibility to ensure their child is collected at 3:15 pm.

Where a pupil is regularly late for school, the Attendance Officer with support from the Head teacher will discuss with the parent the reasons for the lateness and agree a plan of action. If punctuality continues to be a cause for concern, the parent/s will be invited to a more formal meeting with the Headteacher and advice will be sought from Portsmouth Local Authority Attendance Team.

Absences

- On the first day of absence
 1. School expect parents to inform them of the absence via a phone call by 9.15am
 2. Parents should indicate a likely return to school date, if appropriate.
- On subsequent days, parents should keep the school informed of the reasons for the absence. A phone call are acceptable ways of communication
- Reasons for absence are recorded in the school office and transferred onto computer by the Attendance Officer
- All communication from parents regarding absence should be reported to the school office and stored electronically.

The school will text or phone the parent if we have not heard a reason for their child's absence.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer by 9.30am on the morning of the first day of unexplained absence to ascertain the reason.
- Send a text message to all known contacts asking for a prompt response
- When the school cannot reach any of the pupil's emergency contacts, the school may
 - Contact sibling schools
 - Make a home visit
 - Complete a Missing in Education Tracking form
 - Contact Social Care or the Police
- Once contact has been made with a parent:
 - Identify whether the absence is approved or not
 - Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Further information about children missing from Education can be found in the School's Safeguarding Policy.

5. Authorised and Unauthorised Absence

Authorised absence

Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The child's overall attendance during the current academic year and previous academic year will also be taken into account when a leave of absence request is submitted.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible from the School Office. The headteacher may require evidence to support any request for leave of absence. (eg copy of wedding invitation, letter from employer stating why leave can only be taken at this time)

Valid reasons for **authorised absence** include:

- Illness and emergency medical/dental appointments – the school will ask to see the appointment card
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Unauthorised absence

Most absences from school will be unauthorised. These circumstances will lead to an unauthorised absence

- Application for extended leave of absence eg holiday
- The child's father/ mother/ carer/sibling being ill – if parents are unable to bring their child to school for this reason please contact the school.
- Parents/carers keeping their child off school unnecessarily
- Non-urgent medical or dental appointments
- Absences which have never been properly explained or are linked to pattern of absences at the end of the term
- Children who have arrived at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and leave in term time which have not been agreed
- Days that exceed the amount of leave agreed by the Head teacher
- Truancy before or during the school day

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by the local authority officer

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year and per term
- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Removing pupils from roll.

When a pupil leaves Corpus Christi Catholic Primary School they will not be removed from the school roll until they have been accepted onto the roll of another school or until we have authorisation from the Local Authority (LA) to remove the child from the school roll.

Suspected changes of address

When it is suspected that a family has moved away from the area without notifying the school, and the school and School Attendance Team are unable, after reasonable enquiry, to locate the child, the child should be removed from the school roll after a period of 4 weeks and their name will be placed on the school to school (S2S) site for missing children. The period from when the child stopped attending the school until removed from roll should not count against unauthorised absence returns.

6. Strategies to Promote Good Attendance

We believe that positive reinforcement of our values and by maintaining a calm, safe and nurturing environment promotes good attendance as children want to come to school. We also recognize that some children may experience challenges which makes consistent school attendance difficult – our aim is to work in a supportive manner to continually improve each child’s attendance.

- As a school our attendance target is 96%.
- Each week the class with the highest attendance is awarded the Attendance Bear at the Celebration Assembly, winning the class 5 minutes extra play time .
- Children who exceed the school’s target and those whose attendance has significantly improved (i.e moved from persistent absence to above 94%) are awarded a certificate and badge at the end of each year.
- The Headteacher sends letters and postcards home throughout the year when a child’s attendance has significantly improved and they maybe invited for hot chocolate and cake with the headteacher
- Personalised plans are drawn up with the pupil, parent and school to promote good attendance with the Attendance Officer.

At Corpus Christi school we believe good attendance is vital for our children to gain the maximum from their time in school. We aim to work collaboratively with all involved parties for the benefit of all of our children.

At any time, school may reward good attendance in other ways and may hold specific attendance drives to promote good attendance at school. These will always be clearly communicated to children and parents.

7. Attendance monitoring

Monitoring attendance

The school will

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Analysing attendance

The school will

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Issue letters raising the school's concerns about a child's attendance

8. Monitoring and Review of the Policy

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by the Governors' Resources Committee. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and Safeguarding policies
- Behaviour policy

Approved by _____ Headteacher

_____ Governor

Appendix 1 – SIMS codes

/	Present (am)
\	Present (pm)
#	School closed for all pupils
-	All should attend no mark recorded
B	Educated off site
C	Other authorised circumstances
D	Dual registration (attending other establishment)
E	Excluded
G	Family holiday (not agreed or days in excess)
H	Annual holiday (agreed)
I	Illness (not med/dental appointment)
J	Interview
L	Late (before register closed)
M	Medical/ dental appointment
N	No reason yet provided
O	Unauthorised absences (not covered by any other code)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after register closed)
V	Educational visit
W	Work experience
X	Non compulsory school age absence
Y	Enforced closure
Z	Pupil not on roll

LEAVE OF ABSENCE FROM SCHOOL



**To be completed by Parent/Carer/Guardian
(one form to be completed for each child)**

Name of Pupil:		DOB	
School:	CORPUS CHRISTI CATHOLIC PRIMARY	Year/Class:	

Your request will be considered by the Headteacher. Please note all requests will be judged on an individual basis but any leave of absence can only be approved in exceptional circumstances.

Dates for requested leave of absence: From To

Number of days that have been requested:

Please give brief reasons for your request for the leave of absence.

Parent(s) Name:

Address:

Is there any other parent living at this address? Yes*/No *If yes Name:

Signature(s).....Date.....

Address of any **non-resident** parent

To be completed by School

Your request for leave of absence **has/has not*** been approved for the following reason(s):
Please see attached letter* (*delete as appropriate)

Date received by school: Date refusal letter was sent:

Headteacher's Signature: Date:

The code placed in the register will be: (please circle relevant code)	C Performance (licence required) /Exceptional circumstances	G Unauthorised Leave of absence	H Authorised Leave of absence	O Unauthorised (other reason)	P Approved sporting activity	R Religious observance
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