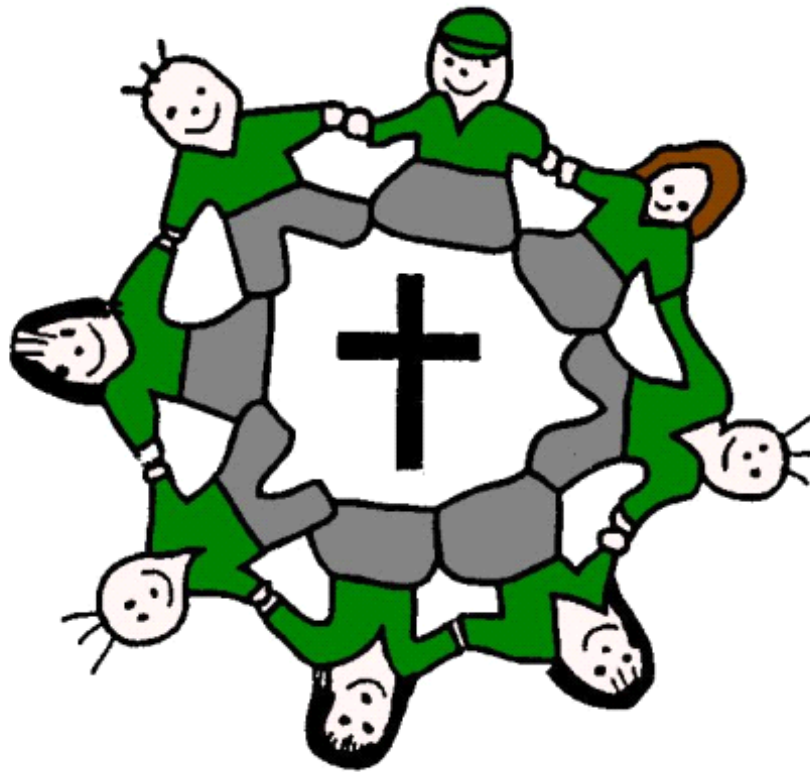




# Martin's CE Primary School



## Attendance Policy



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## ATTENDANCE AND PUNCTUALITY POLICY

### Rationale

At St Martin's CE Primary School we believe that children can only effectively achieve if they attend school regularly. It is important too, that children arrive and leave school on time. St Martin's is a happy school and we believe that children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. As attendance is crucial to effective learning, the continuity of learning experiences, and reaching positive outcomes for children, the school places great emphasis on its communication with parents

### Purpose

- To ensure that all learners regularly attend school.
- To ensure that all learners are punctual.
- To win the support of parents in ensuring that their children attend school well and that they arrive on time.
- To keep good records of attendance through the school registers and to take prompt action to follow up absences.
- To investigate and act immediately where truancy is suspected or confirmed.
- To work effectively with the LA and other agencies to follow up attendance issues promptly and effectively.
- To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

### Broad Guidelines

- Information on appropriate procedures concerning lateness, illness and absence is given to parents in the School Prospectus. This highlights the importance of being at school on time and notifying school if their child is absent for any reason
- At the pre-school induction meetings held each year for children about to enter main school, the importance of regular attendance is discussed and explained.
- Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent on the first day of absence. This can be done by telephoning school before 9.30 am. Parents can also call into school to see the class teacher or the office administrator to explain an absence. All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence a pastoral worker and/or the school administrator will attempt to contact the parent/carer. If no reason can be obtained they will be given an unauthorised absence.
- All staff will complete registers accurately for each session and they will draw to the pastoral and/or head teacher's attention any absences that are cause for concern or suspicion.
- Learners arriving late will be reported to a pastoral worker and/or head teacher and each teacher will have a record in their register of the times and occasions that a learner is late.
- Where a learner is developing a pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences.
- The school will use the school attendance officer to follow up absences that are suspicious or causing concern.
- Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school.
- Attendance is looked at regularly and patterns of absence are worked out by the school attendance officer.
- The Attendance Officer meets with the school regularly to discuss attendance issues, and offers advice and support. If necessary attendance panel meetings are held to monitor and encourage good attendance.
- If truancy is suspected, the Headteacher is notified, who then contacts the parent, either by phone, or by home visiting. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved.



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- School instigates various reward schemes in school to reward good attendance and encourage others to have good attendance. These rewards include class attendance trophy, weekly toast challenge, individual prizes half termly, lates club and others.

## Appendix

### REGULAR ATTENDANCE

- School considers regular attendance to be at 97% or above. Over an academic year this would allow for five days or ten sessions of absence to illness or other absences which would normally be authorised.
- Parents/carers of pupil's whose attendance falls below 95% may be contacted and ask to attend a meeting to discuss how to improve their attendance.
- Any pupil who falls below 90% attendance will be considered persistently absent, their parents/carers will be asked to attend a meeting at school to discuss their child's attendance and the local authority attendance service will be informed who may also contact parents/carers.
- Parents/carers of pupil's whose attendance is below 90% will be asked to provide medical evidence for absence due to illness, for example a letter from the child's GP.

### AUTHORISED ABSENCE

- Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance. We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

### UNAUTHORISED ABSENCE

There are times when children are absent for reasons, which are **not** permitted by law. These are known as "unauthorised absences". Examples of unauthorised include but are not limited to :

- Waiting on a delivery
- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Parents are unwell
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfES guidance.
- Going shopping or for a hair cut
- Because it is your child's birthday
- Unapproved Holidays

### Supporting such absences is against our school ethos

- Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider taking legal action against you if your child has unauthorised absence.
- If you expect your child to be absent from school for any period of time you must contact the school as early as possible to discuss this



# Martin's CE Primary School

## FAMILY HOLIDAYS DURING TERM TIME/FIXED PENALTY NOTICE/PENALTY NOTICE WARNING

- Regular attendance is considered to be at 97% and above.
- If a pupil receives 10 sessions (equivalent of 5 full days) of unauthorised absence, the school will contact the LA attendance service who may issue a penalty notice or penalty notice warning.
- A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for subsequent lessons on their return. There is a consequent risk of underachievement.
- Parents / carers do not have a right to take their child out of school for a holiday during term time. As a result family holidays should be planned during the school holidays.
- As of September 2013 the School Governors agreed that, in line with new law, no holidays taken in term time would be authorised. In accordance with the Local Authority Attendance Policy, school will refer for a Fixed Penalty Notice fine for unauthorised holidays of 5 days or more.
- Information about Oldham Council's stance on Penalty Notices can be found at - [https://www.oldham.gov.uk/info/200226/schools\\_and\\_colleges/1834/poor\\_attendance\\_at\\_school\\_-\\_penalty\\_notices](https://www.oldham.gov.uk/info/200226/schools_and_colleges/1834/poor_attendance_at_school_-_penalty_notices)

## SCHOOL OUTINGS/VISITS/RESIDENTIAL TRIPS

- Opportunities for children to attend these activities are provided. If they do not go, the children ***are expected in school***, where alternative arrangements will be made for them.
- Governors **will not authorise** absence if the child does not attend school during this time, unless there is a valid medical reason ( *a bad cold is not acceptable*) or medical certificate provided or there are exceptional family circumstances.

## PUNCTUALITY

- We bring the children in at **8.50am** This is the time your child must be in the line in the playground, so you need to ensure your child is coming through the school gate before this time. The doors on the infant and the junior corridor will close as soon as all the pupils are in school but no later than **8.55am**.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.
- All children arriving **after 8.55am must be accompanied to the school office by the parent /carer**, where they will be asked to sign them in.
- Children arriving between 8.55am-9.30am will be recorded as L (late). Children arriving after 9.30am, when registers close, will be recorded as U (unauthorised late). 10 unauthorised lates in a 13 week period may result in a Fixed Penalty Notice being issued by the Attendance Service.
- Lateness is monitored regularly. Where children have persistent lateness problems the head will invite the parents into the school to a formal meeting.

## WAYS TO REPORT YOUR CHILD'S ABSENCE



# Martin's CE Primary School

School telephone: 0161 770 8303

School email: [info@st-martins.oldham.sch.uk](mailto:info@st-martins.oldham.sch.uk)

Via Parentmail

We value your support in helping us to maintain high standards.

*"Every day counts..."*