



St Peters CofE Primary Academy

Executive Principal: Matt Seex

Chair of Local Academy Committee: Zoe Heath

ATTENDANCE POLICY

St Peter's CofE Academy, Stonnall

ST. PETER'S C of E PRIMARY ACADEMY

Attendance Policy

Our commitment

- St. Peter's C of E Primary School is fully committed to ensuring that all children receive an education which maximises opportunities for every child to achieve their potential.
- We will aim to provide a welcoming, supportive environment in which children, families and staff work together to ensure that our children attend school regularly and punctually.
- We will ensure that consistent and effective practice is in place for monitoring attendance and punctuality, and have incentives in place to promote high standards of attendance and punctuality.
- We will work closely with the Local Authority Attendance and Prosecution Service to issue sanctions and with our own school Family Support Worker to support families to make at least expected attendance to school.

Aims

- To improve the overall percentage attendance of children working in partnership with the Attendance and Prosecution Service, other agencies, our families and Family Support Worker.
- To develop an attendance strategy to ensure consistency of approach across school to raise the profile of attendance and punctuality.
- To ensure there is a consistent and systematic approach to gathering and analysing data, recognising good and improving attendance and punctuality of all our children.
- To develop an effective system of rewards and incentives, with consistent sanctions in line with the Local Authority Attendance and Prosecution Service, ensuring that all children and families understand the importance of attending school regularly and on time.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

Parents have a responsibility to:

- Fulfil their legal responsibility of ensuring that children attend school regularly and on time.
- To inform the school of the reason for absence or lateness as soon as possible.
- To work in partnership to address any issues which prevent regular attendance.

School will:

- Fulfil our legal responsibility in the completion of pupil registers, providing data to the appropriate body and report annually to the school, Governors and parents.
- Monitor attendance within the school, identify issues and put procedures into place to support children in accessing their right to a high-quality education.

Local Authority will:

- The Attendance Service (previously known as the Education Welfare Service) is responsible for enforcing school attendance which is a statutory function of Staffordshire Council

Local Academy Committee Members will:

- Have a legal duty to ensure an Attendance policy is in place.
- Ensure the policy is monitored and reviewed yearly.
- Have a complaints procedure where they will meet with children and parents.

Children will:

- Talk to a friend or member of staff if they are uncomfortable with anything in school.
- Make an individual effort to attend school on time.

PROCEDURES IN SCHOOL

Gates to school will be open from 8.40am. Children will line up on the playground in their classroom lines. Members of SLT will be on the playground from 8.40 a.m. Teachers will come to collect their class by 8.45am and escort their class into school. Morning registration takes place at 9.00am. Registers close at 9.15am/1.30pm respectively. Children who arrive after 9.00am are marked as late (L code), after 9.15am they are marked as absent (U code). All late children need to report to the main office and will be asked to sign in giving a reason for the lateness.

Punctuality and lateness

On a half-termly basis, a letter will be sent to parents of frequently late children. On occasion, the parents will be invited into school to discuss punctuality. Children are often missing out on vital information at the start of the school day and, although they may not say so, they are often embarrassed by being late. We will offer support to those families who might require help as they have a barrier to get to school on time.

If we have a child(ren) who is/are frequently late, school will remove the use of the 'L' code for these children and a 'U' (absence) code will be used. Lateness will be monitored bi-weekly to identify any child who is persistently late. If lateness is becoming a concern a member of the SLT will liaise with the family to identify the reason and explore ways that the family can be supported.

In the event of regular 'U' codes within a set period, school will inform the Attendance and Prosecution Service and make a referral as necessary. More details regarding this procedure can be found below.

Attendance

Attendance will be reported to the Executive Principal and Head of School on a weekly basis in relation to:

- Weekly class attendance figures.
- Cumulative attendance and persistent absence figures for each class and overall for the school.
- 90% and under pupils – (persistent absence).
- Any other attendance and punctuality concerns.

Working with Parents

Daily attendance monitoring will take place and pupil absences will be monitored by 12pm each day. The School Office will update school registers with any messages from parents with regards to pupil absences. Senior Leaders will review these messages on a daily basis and consider if absences will be authorised or not.

- Day 1 absence – text message sent to parents if contact has not been made with school requesting contact. If no response is made by 11.00am, then a follow up phone call will be made by the Admin Officer requesting contact by 1.30pm.
- Day 2 absence – text message and phone call to parents if contact has not been made with school requesting contact. If no contact is made by the family by 1.30pm then a safe and well check will be completed by a member of the SLT.
- Day 3-5 absence – text message, phone call and if required a safeguarding log will be made (see Safeguarding Policy).

The Head of School will liaise with the office staff about families we have not had contact from and the attendance processes will be followed.

On a monthly basis, a Senior Leader in school will review unauthorised absences. A letter will be sent to any families that have outstanding unauthorised absences where no reason has been provided, shown as an ‘O’ code on the registers. They will be invited to make contact with school through a meeting or phone call to provide reasons for the absences and registers will be updated accordingly.

Where parents have had 10 unauthorised absences in a four-week period and no contact has been made with school, they will be invited into school for a face to face meeting. This meeting is for any parents who have a legal responsibility for the pupil – even if living at different addresses. At this meeting, the Attendance Contract will be shared and help will be offered to improve their child’s attendance. A review date will be agreed with parents. Where parents do not engage with text messages, phone calls and fail to attend meetings, this will result in a referral being made to Attendance and Prosecution Services. Parents will receive a letter to inform them that the three points of contact have been made by school and a referral has been made. The APS will then make contact with parents and inform school that it has been progressed.

The table below explains time lost.

100%	95%	90%	85%	80%	75%
No days lost	10 days lost	19 days lost	29 days lost	38 days lost	47 days lost
190 school days each year	180 days at school	171 days at school	161 days at school	152 days at school	143 days at school

At Risk of Persistent Absence Monitoring:

School monitor all pupils who have 95% and under attendance on a weekly basis, providing support as necessary to parents/carers.

This support will be through letters and phone calls to inform parents about their current attendance and what the impact is upon their social and academic achievements. Parents are provided with the opportunity to discuss this further with a member of school staff if required. School will work with parents to remove barriers and provide support.

The Executive Principal (or Head of School) will provide monthly supervision of this.

Authorised and Unauthorised Absence (including Leave of Absence)

It is essential to be consistent in the definitions used of authorised and unauthorised absence throughout the school. There is a standard system for recording absences especially the codes entered to indicate on what grounds absence haven authorised by the school.

The School Office will advise parents/carers what information is required to ensure that the absence is authorised – i.e. doctors appointment card, prescription tear off, medicine bottle. In some circumstances, where attendance issues have previously been identified and raised with the parents, additional information can be requested by school to authorise an absence.

Senior Leaders will use discretion and the current level of attendance to determine if any other unauthorised absence is allowed i.e. in the case of sickness and diarrhoea.

All holiday/extended leave requests are unauthorised – code G. All parent/carers who request an appropriate form need to meet with a Senior Leader in school to discuss the request first and foremost. The procedure is as follows:

- The form will be completed by the parent/carer and reviewed by a Senior Leader in school during the meeting.
- School will request a date of return for the pupil. Flight tickets/itinerary will be requested if appropriate.
- A Senior Leader will sign/date the form and also will ask parent/carer to sign form.
- School will make a referral to the Attendance Service upon the first day the pupil returns to school after an unauthorised leave of absence (5+ days in a four week period).
- If a pupil fails to return on the stated date, it can result in a Removal from Roll completed in conjunction with the Local Authority.

Monitoring and Evaluation

- Parents will be informed of attendance/punctuality via the school newsletter.
- Senior Leaders will contact any parent/carer on regular basis if there is a concern in relation to attendance/punctuality.
- The Governors will be given a termly update by the Head Teacher.
- Children will be informed through praise assembly and the attendance display

Renewal date: Dec 2023

Next review date: Dec 2024