

St Augustine's Catholic Primary School

ATTENDANCE POLICY

Agreed by Governors: October 2024

To be reviewed: October 2025

*As one family working together
to be the best that we can be,
we live, love and learn with Jesus.*

The Equality Act 2010 is recognised and embedded in our school values.

- We teach children to understand others, promote common values and to value diversity, to promote human rights and of the responsibility to uphold and defend them and to develop the skills of participation and responsible action.
- We ensure equal opportunities for all to succeed at the highest possible level, removing all barriers to access and participation in learning and wider activities and eliminating variations in outcomes for different groups.
- We provide a means for children, young people and their families to interact with people from different backgrounds and build positive relations, including links with different schools and communities, locally, across the country and internationally.

Every Day Counts

Some Attendance Facts:

- Attending school every day will give your child the best chances in life.
- Regular attendance is important at every stage of your child's school career.
- All evidence suggests that regular attendance equals greater opportunity.

It is important to be aware that days missed soon add up!

- Attending school every day = 100%
- Absent for half a day a week = 90% = 4 weeks a year.
- Absent for 1 day a week = 80% = over half a term during the course of the year or 2 full years over the course of the school career.
- Absent one and a half days each week = 70% attendance = over a quarter of the school year.

Remember that for every day that your child is absent they will miss up to five lessons.

Some Punctuality Facts

- Teaching starts when school starts. Your child will never miss out on important lessons if they are on time.
- Teachers issue clear instructions at the start of the school day. Your child will be there to hear these important messages.
- The start of the school day is an opportunity to further develop important social skills with other children and adults.
- Walking into a classroom or assembly late can be embarrassing for a child. Being on time every day means your child will never have to experience this.
- It is important to establish good habits now.

How it adds up!

- 5 minutes late everyday adds up to over 3 days lost a year.
- 15 minutes late everyday is the same as being absent for 2 weeks a year.
- Being 30 minutes late everyday is the same as 19 days absent a year.

St Augustine's Attendance Policy has the following principles:

- On the first day of absence, parents/carers should inform the school by telephoning the school office **no later than 9:00 am**.
- On the child's return to school, a note must be provided to keep as a record.
- If a telephone call is not received, parents/carers must expect a telephone call from a member of the school's staff to find out the reason for absence.
- Registers are checked and monitored by the attendance team **and Attendance Officer**.
- Attendance is analysed weekly by the attendance team and the Attendance Officer using a registration audit process. This focuses on all pupils on roll whose attendance is below 90%.
- Individual pupils are identified using this process. Action is agreed and carried out by Attendance Officer ie telephone call/letter to parents/carers, home visit, school meeting etc.
- Members of the school staff will follow DfE guidelines (can be viewed on www.education.gov.uk) to decide if an absence should be authorised.
- Persistent lateness (ten in a term) will be monitored and letters sent to parents/carers. If no improvement is made the Attendance Officer will be informed.
- Regular lateness scans are carried out where families who arrive late are greeted by the Attendance Officer to discuss reasons for lateness and also provide advice to families to prevent lateness from recurring.
- A child arriving after the bell is marked as a latecomer. Children arriving after registration closes at 9.15 am will be marked as absent with a code **which represents unauthorised absence**.
- Apply strategies to promote good attendance eg weekly 100% attendance award (all relevant pupils' names entered into a free raffle and two winners publicised on the weekly newsletter), half-termly attendance award for the class with the highest attendance, yearly attendance award for the class with the overall highest attendance, termly 100% attendance certificate and pencil.

Children missing

The attendance team at St Augustine's Catholic Primary School follows up each absence on a daily basis. In the unlikely event that we are unable to contact a family over a reasonable period of time in order to ascertain the whereabouts of an absent pupil is, we shall instigate the following procedures:

- Attendance Officer will carry out a home visit and make other diligent enquiries in order to make contact with the family.
- If this is unsuccessful, the Attendance Officer or member of the school's Attendance Team will refer the matter to the Local Authority and any other agencies as appropriate in order for more extensive enquiries to be made.
- Following guidance from Birmingham LA and in accordance with The Education (pupil registration) Regulations 2006, we will then remove the pupil/s from roll.

Family Holidays in Term Times

Parents and carers are strongly advised that family holidays are not to be taken during term time unless there are exceptional circumstances.

Exceptional circumstances do not include:

- ***Visiting relatives, even in circumstances where relatives are seriously ill***
 - ***Family holidays***
 - ***Celebrating religious festivals during term time which have previously been agreed neither by the Local Authority nor St Augustine's Catholic Primary School***
- ⌘ ***Families should not make any travel arrangements prior to completing a "Request For Leave of Absence" form available from school office.***
- ⌘ ***Any applications made may result in a meeting with the Headteacher and Attendance Officer during which parents will be advised on the outcome of the application and the possible action that may be taken.***

Please refer to the Parental Guidance regarding leave of absences during term time

Government and LA guidance May 2022 (DFE website) plus Update August 2024

PARENTS MAY NOT TAKE FAMILY HOLIDAYS IN TERM TIME

Fixed penalty fines may be issued or court action taken.

**IF YOU HAVE ANY CONCERNS ABOUT YOUR CHILD'S ATTENDANCE OR PUNCTUALITY,
CONTACT THE SCHOOL**

MONITORING AND EVALUATION

This policy will be reviewed regularly by staff and governors or earlier if local or national directives are received.