

St. Mary's RC Primary School, Clive Road, Failsworth, Manchester. M35 0NW

Tel: 0161 681 6663

Head Teacher: Ms M Garvey

Email: [info@st-marys.oldham.sch.uk](mailto:info@st-marys.oldham.sch.uk)

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# Attendance Policy

## March 2022

*Version 1*

### Amendments to policy

Version	Date	Amended by	Recipients	Purpose
1	Sept 2020	S.Jacobs	All staff	Review
2	March 2022	S Jacobs	All Staff Parents Governors School Website	EBSA Educational Neglect Holidays in term time

This document requires approval by governors

Name	Position	Date Approved	Version
Mike Aston	Chair of Governors		1
Mike Aston	Chair of Governors		2

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## **AIMS**

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their child/ren of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Every child should aim to achieve an overall attendance of 97%+ each academic year. Studies have shown that poor attendance is linked to poor attainment. At St Mary's we want all our children to Enjoy and Achieve.

It is a parents' legal responsibility to ensure the regular full-time attendance of their children. Mrs Jacobs is the Attendance Officer for school working in conjunction with Mr C Aspin from the Education and Attendance Service.

## **PUNCTUALITY**

KS2 – Gates will be opened at 8.40am by a member of staff. They will be closed promptly at 8.50am, children will make their way to class for registration.

KS1 – Gates will be opened at 8.45am. They will be supervised by members of staff to make their way to class for registration.

Reception - Gate opens at 8.45am for registration at 8.55am

Nursery – Morning session is 8.55am – 12 Noon. Afternoon Session 12 noon- 3pm. Fulltime 8.55am – 3pm

Children arriving after this time will have to sign in using the Inventory System in reception and will receive a late mark. Children arriving 30 minutes late will receive an unauthorised mark for the morning session. If children are 5 minutes late every day that adds up to over 3 days lost each year. 15 minutes late is the same as being absent for 2 weeks a year.

### **If your child is 20 minutes late a day they lose:**

1 hour 40 minutes a week	6 hours 40 minutes a month  <b>This is equivalent to over 1 full day</b>	10 hours a half term  <b>This is equivalent to over 2 full days</b>	20 hours a term  <b>This is equivalent to 4 full days</b>	65 hours a school year  <b>This is equivalent to 13 full days</b>
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Pupils arriving late in KS1 and EYFS will miss phonics lessons/interventions and pupils in KS2 will miss their mental arithmetic lessons.

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## **ABSENCES**

All absences must be reported by 9.30am on the first day of absence and each subsequent day. If we receive no contact from yourself, we will endeavour to contact you via the school texting system or telephone you direct. If we are unable to make contact with you by telephone, a letter informing you of the absence will be sent out and a reply slip included for you to complete and return to school. Consequently, all absences without reason will be marked as unauthorised on your child's attendance record.

Please be aware, it is at school's discretion to authorise/unauthorise absences, especially if a child's attendance is of concern.

School and the School Health Advisor are able to offer advice and/or leaflets on exclusions due to illness e.g:

1. Chicken pox (child can return once the spots are healed over)
2. Diarrhoea and Vomiting (24 hours after last episode)
3. Coughs and colds (no absence required)
4. Head lice (no exclusion, treatment should be completed without absence)

Furthermore, if your child is absent for two or more days there may be occasions when school requires parents to provide proof of illness; this can be in the form of a doctor's letter, copy of prescription and or medication, which clearly show the dates corresponding with the absence. Certain circumstances may result in a home visit; where possible we will contact you prior to this to agree a convenient time.

Please ensure that school has your most up to date contact details; home address, current mobile number and Email address, alternative emergency contact details.

Pupils are required to attend school for 190 days each year

## **Schools absences and attendance figures:**

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

## **MEDICALS**

Where possible, please make medical appointments outside of school hours. However, we understand at times this is sometimes difficult, on these occasions please provide school with a medical card or letter. A medical appointment DOES reduce your child's percentage attendance. If medical is not provided school reserve right of unauthorise the absence.

Please be aware we are not able to authorise siblings being taken out of school when they do not have an appointment. These absences will be unauthorised.

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### **OTHER ABSENCES**

Children are required to attend school every day. Absences for 'snow' 'rain' or 'extreme coldweather' days do affect your child's overall attendance if they do not attend and if school make the decision to remain open during adverse weather conditions, absences will be unauthorised.

### **SPORTING ACTIVITIES**

School acknowledge that there are occasions when children will be required to attend sporting tournaments, competitions or sporting exams during term time. Proof of this must be provided to school. School are unable to authorise competitions that are held over the weekend but where parents choose to travel to the venue on a school day.

### **ACTING/MODELLING APPLICATIONS**

Whilst school supports extra-curricular activities, children who are required to attend auditions, assignments or productions during the school day, must put their application in writing to school, allowing at least one school week for the request to be processed. Each individual application will be considered. Governors agreed that a maximum of 5 days per term may be granted, taking in to account; any attendance concerns, the impact on the child's academic progress and any events occurring at the time of the request.

### **RELIGIOUS OBSERVANCE**

School encourage and support our children and their families to celebrate religious events, however children are expected to be in school every day leading up to religious festivals and back in school immediately after. If parents keep their children off school for longer than is entitled these days will not be authorised. School will only authorise the date of the festival, a maximum of 2 days per academic year.

### **HOLIDAYS IN TERM TIME**

Holidays MUST NOT be booked prior to requesting permission from school, the application must be made at least 6 weeks before the intended departure. Forms are available on the school website; *'School life' then 'Attendance'*

The amendment to regulations is still in place making it clear that the Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances.' This includes visits to countries of origin. Penalty notices will be requested by school.

If more than one holiday is taken during the academic year and a Penalty Notice has been previously requested and has been satisfied, school will notify the Local Authority. This may result in the parent/carers being prosecuted direct through the courts.

Research shows that a break of one week or more from school can often lead to children falling behind in their work and that some children never catch up.

### **STRATEGIES TO PROMOTE GOOD ATTENDANCE**

School will notify parents of any concerns regarding their child's attendance. This may be verbally in the first instance or by letter. If no improvements are made and attendance continues to be of concern, then you will be invited in to school to discuss this further.

School can offer Team Around the Child Multi Agency Meetings or refer to the Early Help Team with consent from parent/carers.

### **EMOTIONAL BASE SCHOOL AVOIDANCE (EBSA)**

This has become more prominent due to the Covid-19 pandemic and the disruption this has caused to children and young people's (CYP) educational experiences. It is a term used to describe children and young people who experience challenges attending school due to negative feelings, such as anxiety and emotional and physical distress. For some CYP they will benefit from the familiar routine of school, however we acknowledge that for some CYP they may need additional support.

Additional to our Pastoral Staff, we can refer to the Mental Health Support Team (MHST) and Rebecca Ashworth, a Social Worker from Caritas, both services are able to offer a targeted package of support, both services are in school weekly.

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Where necessary we can refer to the Quality and Effectiveness Team (QEST) and/or the Educational Psychologist for further advice and support to offer a tailored package of support.

School use the following strategies when attendance remains a concern and no improvements are evidenced.

### **PENALTY NOTICES**

School may at times request that a Penalty Notice, through the Education Attendance Service, is issued to a parent/carer, this will only be used when parent/carers have been informed of our concerns, offered support but do not work with us and/or show continued and sustained improvement. Penalty Notices will be requested for the following reasons;

1. Persistent unauthorised late arrival to school
2. Unauthorised absences where no reasons have been provided by the parent/carer or the reason has not been authorised by school
3. Holidays during term time, both parent and/or carer will be issued with one

*Parents must from the 1st September 2013, pay £60 within 21 days or £120 within 28 days, this is per parent, per child'. Unpaid Penalty Notices will result in prosecution via the courts.*

### **FAST TRACK TO ATTENDANCE**

Fast Track to Attendance is a time focused approach to improve attendance. The aim of Fast Track is to promote early intervention by school and where necessary by the Local Authority. The aim is to ensure that rapid and appropriate action is taken to tackle absence problems as soon as they become apparent. Failure to make and sustain changes will result in the Local Authority prosecuting through the courts.

### **EDUCATIONAL NEGLECT**

Following a prosecution for poor attendance, if there is no sustained improvement and lack of engagement to make and sustain changes, school will notify you, prior to completing a MASH referral to Children's Safeguarding Team under the 'Educational Neglect Policy'. This is in conjunction with Oldham Safeguarding Children's Partnership Protocol a copy of which can be found on the school website under 'School Life' 'Attendance'

### **CHILDREN MISSING EDUCATION**

At St Mary's RC Primary, we believe all children, regardless of their circumstances or background are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs.

Pupil absence will be followed up on a daily basis as a matter of priority. Every child who has a continuous period of absence of three days or more may be required to provide proof of absence; home visits may also be undertaken.

School will follow the Education Attendance Service process when a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the school's investigation to the Local Authority, who will then follow their procedures. After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

School follow Department for Education Statutory guidance, which can be found on the link below:

<https://www.gov.uk/government/publications/children-missing-education>

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## **REWARDS**

Weekly celebration assemblies are held; an attendance trophy is awarded to the class with the highest attendance. If a class achieves 100% they are rewarded with an 'Own Clothes Day'.

Children with 100% attendance during a term receive a certificate.

Children are rewarded for whole year attendance at the end of the summer term. Children will receive a certificate; these differ dependent on percentage attendance achieved; Gold, Silver and Bronze award. Each child will then be placed in to a draw and have the opportunity to win a Family Ticket to the cinema

## **Actions**

- Pupil booklet to be agreed with School Council
- Punctuality Pupil interventions
- Rewards
- School/Class attendance displays
- Penalty Notice for Holidays process
- DFE Consultation for school attendance policies

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