

# St James the Great Catholic Primary School



## Pupil Attendance Policy Statement

### **General**

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise (Education Act 1996). Under the provisions of the Education Act 1996 (S434) and the Pupil Registration Regulations 1995 the School must keep an attendance register.

At the moment the School keeps an electronic register. The School is aware that there must be a print-out at least once per term and that at the end of the year the print-outs must be bound into annual volumes. The School is registered with the Information Commissioner under the Data Protection Act 1998.

### **Aim**

The School is committed to a positive policy of encouraging pupils to attend school regularly. The School will work with parents and pupils to secure this aim. The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the School have registered twice daily, or a reason for non-attendance is known to the School.

### **Taking the Register**

Pupils of compulsory school age must have their attendance registered twice per day. It is the practice of this school to register ALL pupils (including those under compulsory school age).

The register must be updated twice daily at the start of the morning and afternoon sessions. In addition, all teaching staff must check that the pupils who should attend each lesson do so. They mark all children in attendance from a paper list. This detail is then input by office staff who ensure that the register is completed with the appropriate code, electronically.

The register must record whether the pupil is present, absent or attending an approved educational activity. Attendance and all forms of absence, i.e education elsewhere etc, should be recorded using the Absence and Attendance codes.

(Education [Pupil Registration] England) Regulations 2006). Educational codes are:

/ \ Present at registration

B Educated off-site (not dual registration)

C Other approved education activity (not covered by other codes)

D Dual registered (i.e present at another school or at a PRU)

E Excluded but no alternative provision made

F Agreed extended family holiday  
G Family holiday (not agreed or sessions in excess of agreement)  
H Agreed family holiday  
I Illness  
J Interview  
L Late but arrived before the register closed  
M Medical or dental appointment  
N No reason for the absence provided yet  
O Other unauthorised (not covered by other codes or descriptions)  
P Approved sporting activity  
R Day set aside exclusively for religious observance  
S Study leave  
T Traveller absence  
U Late and arrived after the register closed  
V Educational visit trip  
W Work experience (not work based training)  
X Untimetabled sessions for non-compulsory school-age pupils  
Y Partial and forced closure  
Z Pupil not on roll yet  
# School closed to all pupils

### **Inspection**

The School Office Manager ensures that the School Admission and Attendance Registers are available for inspection by HMIs, registered inspectors and, for LA maintained schools, by a Local Authority officer.

### **Leave of Absence**

Leave can be granted only by the Headteacher.

### **Holiday Leave**

Permission will not be granted by the Headteacher for holiday requests or travelling. If the pupil still goes on holiday, it counts as unauthorised absence.

### **Exceptional circumstances**

The School will not agree to absences of more than a single day even for exceptional circumstances. However, Attendance and Absence codes will apply, where appropriate, when a period of absence extends beyond the 10 day period of holiday (Education [Pupil Registration] England) Regulations 2006).

### **Short Term Leave**

The School can legally grant short-term leave for family reasons but not for more than one day. It is for the Headteacher to determine the reasonableness.

- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence (using the codes set down in accordance with the 2006 regulations)
- The nature of the approved educational activity (for pupil of compulsory school age)

All class registers will be closed 30 minutes after the start of the morning and afternoon sessions.

## **Local Authority Advice**

(Regarding holidays during Term Time and Fixed Penalty Notices.)

'Taking your child out of school during term time can seriously disadvantage the educational opportunities available.

From 1st June 2014 Southwark Council started issuing Fixed Penalty Notices to parents/carers who take their children out of school for unauthorised leave of absence or holidays. The fine is £60 per parent and includes all the children of statutory school age in the family. If the fine is not paid within 21 days it will double to £120 per parent. Failure to pay may result in court action which could lead to a criminal record. Please be reminded that once a child is on a school's register, the law requires that parents/carers send their child to school every day it is open'.

## **Punctuality**

The school playground is supervised from 8:50a.m. The school day begins at 9.00a.m. and the register will be taken as soon as possible after this. Children arriving after 9.00a.m. should report to the school office. The registers close at 9.15a.m.

Any children arriving after this time without a reason for doing so will be regarded as being absent without authorisation.

If parents know their child is going to be late for any reason, they should let the school know.

Parents of children who persistently arrive late will be approached and reminded of these times and their obligation to comply with them. It will be explained that the lateness not only interrupts their child's education, but also that of others in the class.

At the end of the school day children should be collected promptly. Children who are not collected within 10 minutes of the end of the final session will be supervised by a member of staff, lateness will be monitored and parents will have to account for their late arrival.

If, in exceptional circumstances, parents know that they are going to be late, they should let the school know.

Repeated, unexplained lateness or persistent lateness without an acceptable reason will be referred to the Educational Welfare Officer and/or Social Services where relevant.

## **Responsibilities**

The Governing Body will:

- Approve the policy and any proposed changes
- Receive reports on attendance from the Headteacher
- Review the working of the policy in the light of the Headteacher's report
- Ensure that the policy is promoted and implemented throughout the School, and is known by the parents

## **The Headteacher will:**

- Set attendance targets in accordance to guidelines, as part of the development plan and target-setting process
- Monitor progress
- Ensure that strategies are in place to promote and implement the policy throughout the School
- Notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence
- Initiate, with appropriate staff, strategies to improve attendance

- Liaise with the LA over persistent absentees
- Liaise with the LA and Police when they wish to exercise their powers to enforce truants to return to school
- Make an annual report with statistics to the Governing Body

#### **The School Office Staff:**

- Oversee the attendance arrangements
- Work with class teachers to ensure the efficient running of the system
- Make daily checks of the registers to monitor pupil absence
- Make daily checks on absence notes and the reasons for absence
- Ensure that unaccounted for absences are followed up
- Deal with issues of inadequate registering
- Arrange appropriate training for staff
- Keep the Headteacher informed of the progress of the policy
- Advise the Headteacher on any strategies that could be initiated or improved

Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded.

#### **Taking a Pupil off the Register**

The Headteacher will authorise the taking of a pupil's name off the register in accordance with the current Regulations.

#### **Monitoring and Review**

The Headteacher will review the working of the policy with the Senior Leadership Team and make at least annual reports to the Governing Body.

Date: February 2015

Review Date: February 2017