

# St Vincent De Paul R.C. Primary School, Knutsford

## Mission Statement:

*"It is the mission of this Catholic School to enable our children to become aware of the world that God has given them and to recognise their vocation and responsibilities within it."*



## Attendance & Punctuality Policy

Policy Date: Jan 2016

Review Date: Jan 2017



# St. Vincent's Catholic Primary School, Knutsford



## Attendance and Punctuality Policy

### *Mission Statement:*

*“It is the mission of this Catholic School to enable our children to become aware of the world that God has given them and to recognise their vocation and responsibilities within it.”*

We believe that the highest possible attendance at school, including arriving punctually at the start of each day, is vital if a child is to achieve their full potential. Research clearly demonstrates the link between regular attendance and educational progress and attainment. At our school we expect all pupils to develop good habits of punctuality and to achieve the highest possible attendance. We encourage all parents and carers to support us in these endeavours and to ensure that children arrive promptly at the beginning of each school day and that those who are being picked up from school are collected promptly at the end of each school day.

All members of the school community are concerned with our children's welfare and happiness and everyone plays a part in promoting regular attendance and punctuality among all pupils. The DfE's 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, emphasises the need for all schools to adopt more challenging responses to absence from school.

### **Aims**

- ◆ To foster a climate where regular attendance and punctuality are valued by the school community – teachers, parents/carers and pupils
- ◆ To provide a framework, with agreed roles and responsibilities
- ◆ To provide support and guidance for parents/carers and pupils
- ◆ To develop positive and consistent communication between home and school, including set procedures for attendance information
- ◆ To develop a systematic approach for gathering and analysing data
- ◆ To improve the overall attendance of pupils at school and reduce unauthorised absence
- ◆ To implement a system for rewards and sanctions
- ◆ To promote effective partnership with the Education Welfare Service and other agencies
- ◆ To achieve attendance targets set by the DfE/LA

### **Communication**

Information on punctuality, unauthorised absence and illness is set out in the School Prospectus and in the Policy Statement for Holidays during Term Time. Parents/carers are also asked to sign the Home/School Agreement each year agreeing to support the school's policy on attendance and punctuality. These documents emphasise the importance of being at school on time and notifying Mrs. Corrigan, our School Business Manager, if a child is absent for any reason.

The importance of regular attendance is discussed and explained at the Pre-school Induction Meetings held each year for children about to enter Reception Class. This reiterates that parents/carers and children should arrive at school on time, so that each child can be given the best possible start to the school day. It is also stressed that young children particularly should be collected promptly, as they can become upset if left behind. Parents/carers are asked to share any worries that their child might have in school. Parents/carers need to be aware that even little things can upset children, which means that they might become unhappy and might not want to come to school.

At Induction Meetings and prior to pupils being admitted to our school, the importance of regular attendance is always highlighted, together with other school routines. Parents/carers are also reminded that family holidays must be taken during school holidays, so that a child's education is not disrupted. This is also made explicit in our Policy Statement for Holidays during term time where detailed information is given about any requests for leave of Absence. If the request is for a holiday, then authorisation will only be given in very exceptional circumstances.

All parents/carers should contact St. Vincent's if their child will be absent or late. A telephone call or email is acceptable; this information is then recorded and saved electronically. Should no communication be made with school if a child is absent then school will contact the parent/carer. On the child's return, parents/carers should send a letter to school explaining the absence so that the absence may be authorised.

### **Registration**

All class registers are completed at the beginning of the morning and afternoon sessions. Should a child be absent without explanation at registration times then this information is relayed to the Head Teacher who will act as appropriate.

If a pupil is late they must report to the Office where the School Business Manager will update the attendance register. She is responsible for collating Attendance Records in school and notifies the Head Teacher if there is any reason for concern. At the end of the year, each child's attendance is analysed and a copy is given to parents/carers with their child's School Report.

The Head Teacher's Report to Governors records the school attendance figures for authorised and unauthorised absence. These figures can also be found in the Ofsted Report and the School Prospectus.

### **Concerns**

Should a class teacher have concerns about a child's poor attendance or punctuality, they will consult the Head Teacher immediately. Attendance Registers are checked each term and if there is a frequent pattern of absence from school, this will be investigated by the Head Teacher and contact may be made with the parent/carer. If absences or poor punctuality persist, the Head Teacher may contact the Education Welfare Officer. Since Sept 2015 the DfE considers pupils who missed 10% of school sessions in an academic year to be a persistent absentee.

The Educational Welfare Officer meets the Head Teacher regularly to discuss attendance issues offering action, advice and support, especially where Persistent Absentees are identified.

### **Absence through Illness**

Should a child have a medical condition that causes absence from school, St. Vincent's will continue to provide as much education as the child's medical condition allows to keep up the momentum of their learning.

St. Vincent's monitors attendance of those pupils who are absent from school because of short-term or chronic illness, and close links are maintained with parents/carers.

Educational support, including the provision of work and materials will be provided for those pupils who are absent from school, with medical conditions for more than 3 days. ICT is used if practicable, including the use of the school website to access information. The teaching staff will liaise with Medical Advisers and/or Home Tuition Providers, so that, during prolonged absence, pupils receive suitable work for their age and ability group. The reintegration of children into school, after a long absence through ill health, is considered a high priority. The school consults parents/carers about general concerns, medical issues and the timing and pace of return. All Staff involved meet to discuss the return to school. Friends and other pupils are encouraged to help the child settle back in school. Extra support is provided (subject to available resources) after an analysis of the child's needs.

## **Lateness**

School begins at 8.55am and all pupils are expected to be in school for registration at this time. Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action will be taken.

Lateness is often an indication of more serious problems, but can also be merely the result of poor time management. Parents/carers also need to be kept informed if punctuality is a problem because sometimes they will be unaware of this. Where a short-term problem develops it may be advisable to agree to allow lateness to prevent absences being incurred instead.

Written communication can also be helpful in stressing parental responsibility and highlighting the damage caused by lateness. Such letters should require a response from parent(s)/carer(s) to explain the reasons for lateness.

## **Promoting Good Attendance and Punctuality**

Our school works hard to promote and reward good attendance and punctuality:

### **Assemblies**

The class with the highest attendance, each week, is awarded 'Buzzy Bee'

### **Rewards**

- ◆ At the end of each term 100% attendance badges are awarded to pupils with 100% attendance
- ◆ At the end of each year the pupils with 100% receive a Certificate and a gold badge.

Policy updated in: Jan 2016

Due for review in: Jan 2017

Persons Responsible: Mrs. Moores and Mrs. Anne-Marie Jones (Governor)