

# Attendance Policy - February 2022

## St. Adrian's Catholic Primary School



'To Learn, To Love, To Live as a Community of God with Christ as our Teacher'

[www.stadrians.herts.sch.uk](http://www.stadrians.herts.sch.uk)

**Approved by:** Aideen Porter

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**Next review due by:** January 2023



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### Attendance Policy

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### Attendance Policy

#### Importance of Attendance

The Governors and Staff at St Adrian's Catholic Primary School recognise that high attendance gives our children the best possible opportunity for learning and reaching their full potential.

#### Lateness

At St Adrian's Catholic Primary School, we feel it is essential that children make a positive start to the school day. If children are late they often miss vital instructions and learning and they can also disrupt the class. These are the key timings:

- The school gates are opened at 8.40am and children can come into the playground after that time and enter their classroom from 8.45am
- The gates are locked at 8:55. Any child who arrives after this is considered late and must enter through the school office where they will be marked with a late code on Arbor. Arbor gives you the option of putting in the number of minutes late so 8:59 would be 4 minutes late. Their lunch order will be taken at the office as well as the reason for lateness when one exists. Then the child will be sent to class or escorted if early years.
- Registers close at 9.00am. Pupils arriving after this time will be recorded officially late for the morning session unless a satisfactory reason is given, for example a doctor's appointment.

The attendance lead monitors lateness regularly. The school will make contact with parents or carers where there is a pattern of lateness or several 'lates' in a half term.

#### Legal Responsibility for Attendance

It is the responsibility of the parent or carer to get their children to school and on time. In light of this, parents or carers are required to follow and understand these procedures if their child is ill and unable to come to school:

- Parents/carers must contact the school office by telephone on the first day of absence before 9.30am. Alternatively parents may email the school using the following email address only: [admin@stadrians.herts.sch.uk](mailto:admin@stadrians.herts.sch.uk)
- Appropriate codes will be entered in the registers. If you have not reported your child's absence on each day of absence, the school office will aim to contact you or other adults on your contact list. If this is unsuccessful then a home visit may be made by school staff
- Any missed session will be recorded as unauthorised until a valid reason is obtained, and any further sessions will be given appropriate absence codes. Parents/carers must contact the school on each continuing day of absence unless/until they inform the school of their child's return date



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Teachers and office staff will be available to discuss reasons for absence with children/parents/carers as appropriate. The attendance lead monitors attendance data and visits are made by the Local Authority Attendance Officer (LAAO) to monitor registers, discuss, review and analyse current attendance data and provide advice and guidance for future planning. They may contact parents/carers whose child's absence causes concern to discuss how things can be improved.

#### Persistent Absentees

A child would be identified as a 'persistent absentee' if s/he crosses the thresholds within the current half term. To avoid children falling into this category and to support families, the school will attempt to alert parents if a child is approaching a threshold figure.

The Education (Pupil Registration) (England) Regulations 2006 Section 12 requires schools to inform the local authority of any pupils who are **regularly absent** from school, have **irregular attendance**, or have **10 or more consecutive school days absence without the school's permission**. As such the Local Authority will be informed of children identified as having persistent absence from St Adrian's.

The half-termly thresholds by which a child would be identified as a 'persistent absentee' are:

- Within the first half of the autumn term it would be 7 sessions (each day is made up of 2 sessions)
- Within the second half term it would be 14 sessions
- Within the third half term it would be 19 sessions
- Within the fourth half term it would be 25 sessions
- Within the fifth half term it would be 31 sessions
- By the end of the school year it would be 38 sessions

#### Holidays during Term Time

**No holidays will be authorised during term time.** It is expected that parents or carers arrange holidays in the school holidays. **If holidays are taken in term time parents/carers may be eligible to receive a fixed penalty fine.** Holidays should be taken during the school holiday periods and the school's policy is that absence for holidays will not be authorised during term time.

If parents choose to take children out of school for holidays in term time, teachers will not provide additional work for pupils during the given period or reschedule school meetings and events to accommodate them e.g. parent teacher consultations, class meetings etc.

#### Penalty Notice Fines

Please be aware that the £60 fine would be levied for each child in a family on our school registers and to each parent. So, for example three children on holiday would incur a penalty fine of £180 to each parent totalling £360 to the family.



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#### Absence for Exceptional Circumstances

Parents must complete the attached [form](#) and return this to [admin@stadrians.herts.sch.uk](mailto:admin@stadrians.herts.sch.uk) at least a week in advance should they wish to take their child/children out of school for any reason during term time. The Head-teacher will only authorise absence during term time in **very** exceptional circumstances. The expected return date must be specified and adhered to. If authorisation is granted any subsequent delay or absence after this date will be unauthorised. If a child does not return to school 10 days after the expected return date, the school reserves the right to refer the absence to HCC's attendance team

#### Other Unauthorised Absence

A parent/carer/sibling being unwell is not a reason for absence and parents/carers must make arrangements for their children to be brought to school and to be collected. The school will direct parents/carers to external support which may be available and offer help and support as far as practicable if this is a long-term condition. Any such absence will be recorded as unauthorised.

#### Medical or Dental Appointments

Absence from school due to a medical or dental appointment will be marked as a medical appointment on Arbor. As soon as the appointment is confirmed, please notify the school office on [admin@stadrians.herts.sch.uk](mailto:admin@stadrians.herts.sch.uk). Parents/carers are encouraged to make medical and dental appointments out of school hours as far as possible. Where practical, children are expected to attend school either side of the appointment time.

#### Consequences of Unauthorised Absence

Where a pupil incurs a certain level of unauthorised absence and there is a level of concern, the case may be referred by the attendance lead to the school's Local Authority Attendance Officer (LAAO) who will advise and support parents on the pupil's attendance difficulties and if no improvement is made and/or may use statutory powers under the Education Act, including the issuing of a Penalty Notice, where appropriate. In such cases, the school will follow the Local Authority Attendance Team Checklist for Schools to Support Referral or Penalty Notice Application.

#### Fixed Penalty Notices

A Penalty Notice will be issued with regard to unauthorised absence if a pupil fails to attend school as required without a genuine explanation. A pupil's absence must have been unauthorised for at least 15 sessions (one session is half day either am or pm) in the previous and/or current term. Penalty notices will involve a parent paying a fine of £60 if paid within 21 days, or £120 if paid within 28 days.

Failure to pay the fine within 28 days will result in either a prosecution for the offence to which the notice applies, or withdrawal of the notice (limited circumstances apply). Prosecution will be taken by the Local Authority under the Education Act 1996, section 444.

The issuing of penalty notices will comply with the code of conduct and practice as determined by the Local Authority



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#### Child Missing Education

If parents do not provide information about a child's absence and the school cannot make contact with them by 12 noon on the day of absence then, in compliance with our duty of care under the Keeping Children Safe in Education Act, a member of the Senior Leadership Team will visit your address in order to confirm your child's whereabouts. If we do not make contact at this time a letter informing you of the visit will be left at the address. If contact with the school is still not made, then the school will contact the authorities so that we can ensure that your child is safe. Therefore, **please contact the school as soon as possible** when your child is absent.

#### Responsibility for Policy

This Policy is in line with the attendance guidance from the relevant advisory bodies and has been approved by the school's senior leadership team.



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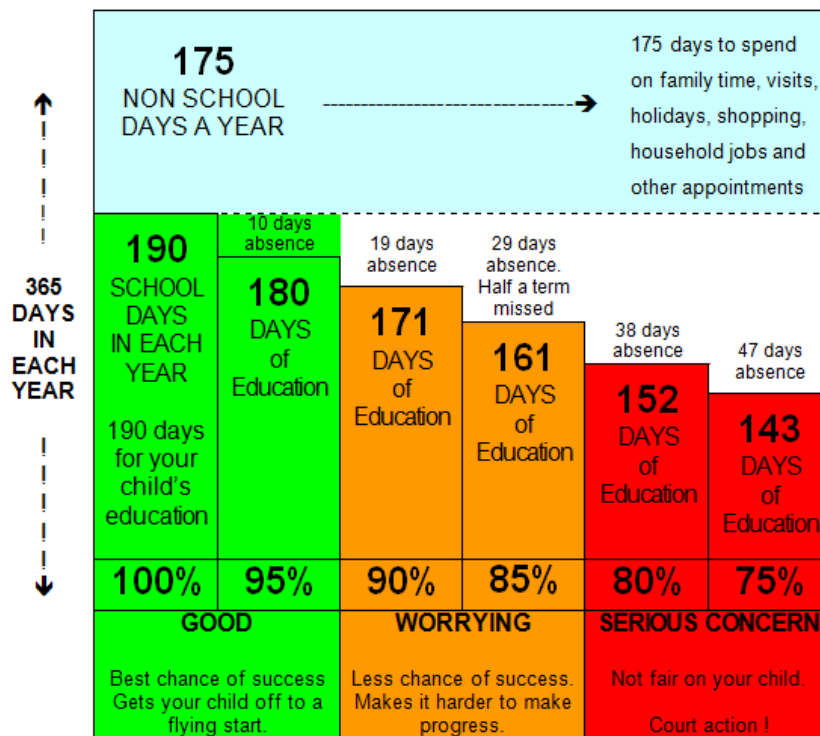


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## Attendance Policy

every school day counts

DAYS OFF SCHOOL ADD UP TO LOST LEARNING



PLEASE DON'T LET YOUR CHILD MISS OUT ON THE EDUCATION THEY DESERVE.

every school day counts

If you are worried about your child's attendance, always talk to someone at school about it.

### Publication of Policy

This policy will be published on the school website [www.stadrians.herts.sch.uk](http://www.stadrians.herts.sch.uk) and a copy is available on request from the school office.



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