



English Martyrs Catholic Primary School  
*"where everyone is special"*



# P1: Attendance Policy

## Mission Statement

With Christ at the heart of our Catholic community,  
our mission is to:

- ✘ nurture the potential in each individual,
- ✘ celebrate achievement,
- ✘ and develop an awareness of service  
to God and each other

*Adopted by the school: November 2021*

*Review and renewal date: September 2023*

## Attendance Policy

### 1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 1995 the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### 2 Definitions

#### 2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### 2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school and/or a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### 3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register with an 'N' (no reason for absence), and will inform the school office, which will endeavour to contact a parent or guardian if the parent/guardian has not already contacted the school by 10.30am on the day of absence..
- 3.2 We expect parents/guardians to contact the school to advise the school office of absence and reason for absence by 9:15am on the first morning of absence.
- 3.3 A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

#### 4 Requests for leave of absence

4.1 The Government have issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

- Head Teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents do not have any entitlement of take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised, which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

#### 5 Long-term absence

5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work if this is appropriate.

5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

#### 6 Repeated unauthorised absences

6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## 7 Monitoring and review

- 7.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.
- 7.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 7.3 The rates of attendance will be reported in the Head teacher's report to Governors.
- 7.4 Class teachers/TA's will be responsible for completing the daily register and monitoring daily attendance in their class. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the head teacher, who will contact the parents or guardian.
- 7.5 The Head teacher may issue the following letters:
- Informal Stage 1 Absence Notification letter
  - Formal Stage 2 Absence Notification letter
  - Referral to ACE (Attendance, Compliance and Enforcement Service)
- 7.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

## 8. Punctuality

- 8.1 The school day starts at 8.55 am and ends at 3.30 pm. The school gates open at 8.45am so parents and children can access the playground prior to the start of the day. However, children accompanied by parents can access the playground from 8.30 but children must not be left unaccompanied. Doors to the school building will open at 8.55 to allow children to be ready for registration at 9.00. Any pupil arriving at school after 9.00 must enter school via the school office. The school utilises the L – Late code for pupils arriving 10 minutes after registration and the U Unauthorised code for pupils arriving 30 minutes after registration.