



**ATTENDANCE and PUNCTUALITY POLICY**  
**OUR LADY OF PITY ROMAN CATHOLIC PRIMARY**  
**SCHOOL**  
**A VOLUNTARY ACADEMY**  
**(2023-24)**

# **Our Lady of Pity Roman Catholic Primary School A Voluntary Academy**

## **Attendance policy**

### **Rationale:**

Our Lady of Pity Roman Catholic Primary School recognises the correlation between attendance and achievement.

The whole school community takes responsibility for ensuring good or better attendance for all of the children.

It is every parent's legal responsibility to have their children in school every day they are well enough.

Named individuals with responsibility for attendance monitoring include:

Head of School:	Mrs K Dunne
Assistant Head:	Mrs Clare Peers
Attendance Officer:	Mrs Una Waters
Foundation Governor:	Mrs Phoebe Gibson

### **Guidelines in managing attendance;**

#### **Reasons for absence**

Parents and carers are asked to notify the school office via the website, by telephone, by email, through Arbor or in person if their child needs to be absent from school.

#### **Authorised absences include:**

Sickness, hospital appointments, clinic, dentist, religious holidays and funerals. Medical appointments, where possible, should be arranged outside the school day. Where this is not possible it is expected that pupils only miss part of the day.

All leave of absence requests must be made in writing or by email to the Head of School, giving at least two weeks' notice. The 'Application for Leave of Absence' form found on the website. The school knows that absences taken during term time are damaging to children's learning. However, there may be circumstances when this is unavoidable and may be authorised (at the Head of School's discretion) upon parents providing full details of an exceptional circumstance.

Authorised absence also includes school closure due to unforeseen circumstances e. g. extremely poor weather conditions. If the school closes early due to deteriorating weather conditions, we ask parents to follow our procedures to minimise disruption and ensure the safety of all.

**Unauthorised absences include:**

Unauthorised absences occur where the reason given for the absence is insubstantial: these may include staying at home because a parent is unwell, shopping for school shoes and such like. Where a parent takes their child/ren on holiday during term time and this hasn't been authorised, the absence will be code G (Family Holiday Not Agreed)

Please note that with effect from 1 September 2013 amendments to **Education (Pupil Registration) (England) Regulations 2006** make clear that Head Teachers may only grant leave of absence in exceptional circumstances.

Parents who remove their children from school in term time where this has not been authorised may be issued with a Fixed Penalty Notice. From 1 September 2013 this will be for £60 per parent per child if paid within 21 days and £120 per parent per child if paid between 22 and 28 days. Parents who fail to pay Fixed Penalty Notices may be prosecuted in court.

The 2 main areas in which a Fixed Penalty Notice can be issued are:

- 1) Holidays taken in term time over a period of 5 days or more.
- 2) Unauthorised absence whereby parents have been requested to attend meetings and failed to respond.

**Response to absence**

If any child has not been registered or the school has not been notified about a child's absence, the office will contact the parent/ carer within the first day of absence by text message.

If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than a week then an update check will be made by the school.

Absences of longer periods will be pursued by the school to ensure that all is being done to maintain the child's learning.

**Lateness**

School starts at 9.00 am with a drift in from 8.50am. Lateness (coded as 'L' in the register) is classed as any child coming into school between 9.00 am and 9.30am. After 9.10am their minutes late are recorded. After 9.30am a child is coded as 'U' (Late after registers closed) with the minutes late recorded.

All children arriving after 9.00 am must report to the office and parents are asked to sign their child into school.

Those children transported to school by the dedicated bus services i.e. 632/648 will not be marked late if the bus is late, fails to arrive or breakdown occurs.

Lateness is monitored daily. Where children have persistent lateness problems the parent(s) will be invited into school to discuss the matter. If lateness persists, the Head of School will arrange a further meeting.

**Monitoring and Evaluation.**

Throughout the year parents will be kept informed of school expectations and procedures through emails, letters and newsletters.

The school will employ a range of strategies to encourage good attendance.

**Procedures:**

- Registers of all classes are kept and monitored by the office staff daily.
- Log kept of all children who arrive late.
- Log kept of all children arriving late due to medical appointments
- Log kept of all children daily for whom no notification for absence has been received and of text messages/telephone calls made to parents.

**Attendance figures scrutinised on a monthly basis.**

Any child with poor attendance will be monitored and we work with parents to resolve any issues. Reasonable adjustments can be made to overcome physical, social, educational or emotional barriers to support children's attendance and participation. Where strategies are put in place, these will be monitored by the relevant adult in school (e.g. SENDCo, DSL, etc)

High absence or patterns of absence/lateness could lead to safeguarding concerns and associated procedures for reporting, recording and escalating such a concern.

The management of behaviour can impact on attendance. Our Behaviour and Relationships policy focuses on the importance of restorative practice and positive language around school. This will help to promote good attendance. Emotional wellbeing, behaviour and attendance are linked.

Attendance figures to be analysed regularly by class, year group, vulnerable group and whole school. These figures to be discussed by the Curriculum Committee annually together with all practices relating to attendance and the Attendance policy.

*Reviewed by governing body November 2023*