

# Attendance Policy



Policy developed by Mr Grogan (Headteacher) and Mrs Kearns (Learning Mentor): March 2021

Policy approved by Governors: April 2021



Chair of Governors



Headteacher

Policy shared with staff and shared on the school website: April 2021

***'Never settle for less than your best'***

## ATTENDANCE POLICY

### Our school motto

Never settle for less than your best.

### Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

### Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

### Introduction

The Attendance Policy for St. George's Central School and Nursery was written in consultation with all staff in line with National and Local legislation revised during the Autumn Term 2018. This document is a statement of the importance the school places on regular punctual attendance and the partnership of parents/carers, children and staff, which is needed to ensure this. It also addresses ways of helping to ensure good punctual attendance.

### Aims

- To convey a clear message to parents/carers and pupils that regular attendance is vital to ensure that each child has the maximum opportunity to progress effectively with their learning.
- Establish and sustain effective links with parents/carers to ensure that this is the case.
- To have clear systems and procedures in place to ensure that absences are checked on the first day of non-attendance and further or continued absence will be monitored and authorised.
- To have clear systems and procedures to monitor and remedy unauthorised absences.

***Under The Educations Act 1996 parents/carers have a duty to make sure their children regularly attend school, if parents/carers fail to do this they can be prosecuted: see Appendix 1.***

### School Systems

The leadership team of the school will, through the Learning Mentor, be responsible for attendance and ensure the following:

- That all staff keep accurate registers;
- That all staff are aware of the procedures for reporting/recording absence;
- Monitoring daily the attendance of all children;
- Reporting attendance to parents/carers on annual reports and half termly RAG letters;
- That First Day Absence Calls take place;
- Home visits if required (see Home Visits Policy)
- That all absences are authorised and coded appropriately;
- Monitoring attendance weekly for any patterns, declining frequency and patterns of lateness;
- Taking structured steps to address any of the above and if appropriate refer to the Early Help Hub Attendance Service for the following; the use of education penalty notices and the monitoring of persistent and frequent absence (90% or below at any given point in the year);
- Whole school annually issued Education Penalty Notice warning letter;
- Termly reminders/links to the Education Penalty Notice warning letter included on newsletters;
- Education Penalty Notice letter and Wigan Council Education Penalty Notice Code of Conduct are on the school website;
- Education Penalty Notice letter and Wigan Council Education Penalty Notice Code of Conduct form part of the school prospectus;

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- Reward and praise children for prompt arrival and good attendance;
- That the attendance trophy and/or certificates are presented each week/month in celebration time to the class with the highest attendance;
- That any child with good attendance receives a certificate to reflect this achievement;
- Provide up to date reports to the Governors.

#### **The role of parents/carers**

- Ensure that school is informed by responsible adult on first day of absence.
- Ensure holidays are taken in school holiday time.
- Be willing to escort child to school if necessary.
- Ensure child is punctual.

#### **The role of the Governing Body**

To become involved in cases of persistent non-attendance, meeting with staff, parents/carers and children to find the reasons for non-attendance and explore possible solutions.

#### **The system in place to address non-attendance is as follows:**

- When a child is absent without explanation, the Learning Mentor or Head Teacher will contact the parents/carers on the first day of absence.
- If no contact has been possible with the family then a home visit may be required.
- Where a child is known to have a pattern of persistent absence or frequent absence, their parents/carers will be invited into school for an attendance meeting.
- Notes, records of telephone calls and medical certificates should be dated and initialled by the office staff/Learning Mentor. All such items will be treated with appropriate confidentiality.
- Should attendance fall below 95%, a letter notifying the parents/carers of the child's attendance will be sent to the family.
- Continued absence will then result in the implementation of the statutory systems for persistent absence and frequent absence.
- Each child's absence will be inputted onto the SIMS Attendance module each week so that calculated absences can be seen at a glance and followed up consistently by the schools.

***Please note: During the Coronavirus Pandemic, any COVID-19 related absence is marked in the school register using the code: 'X' and will not count as an absence within the whole school attendance data. All non-COVID-19 related absences during the Pandemic, whether authorised or not-authorised, will count within the whole school attendance data.***

#### **The system in place to address punctuality is as follows:**

- Doors open at 8:45am.
- Morning registration will take place at 8:55am.
- Registers will remain open until 9:25am.
- If a child arrives after 9:25am without a reasonable explanation then an 'unauthorised late code' will be recorded.

***Please note: During the Coronavirus Pandemic, the times that doors are open for different year groups has been amended to allow for social distancing in and around our school site. During this time, registers have continued to remain open until 9:25am.***

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# St George's Central CE Primary School and Nursery

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Dear parents/carers,

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period:

- 10 sessions (5 days) of unauthorised absence with under 90% attendance;
- 20 sessions (10 days) of unauthorised absence;
- persistently arrives late for school after the close of registration;

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep;
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties please contact your school and ask for support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Grogan'.

Mr M Grogan  
Headteacher

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