



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Attendance Policy

|                             |                  |
|-----------------------------|------------------|
| Date of issue               | January 2016     |
| Renewal date                | January 2018     |
| Responsible for this policy | Frances Sorapure |

*To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be*



## **CONTENTS**

- **Rationale and Aims**
- **The School**
- **The Parent and Carers**
- **Attendance procedures**
- **Step On**
- **Step Two**
- **Step Three**
- **Procedure for Exceptional Absence request**
- **Staff Roles**
- **Children Missing in Education**



### **Rationale and Aims**

Our aim at St Michaels is to ensure pupils have excellent levels of attendance and punctuality in order that they are able to succeed and thrive at school and maximise their learning time and be the best they can be. In order to do this we aim to:

- Encourage, recognise and celebrate good attendance and punctuality.
- Teach children the importance of developing good habits of attendance and punctuality.
- Liaise with parents regarding attendance concerns.
- Have clear procedures for recording and monitoring attendance and act quickly where issues arise.
- Set aspirational targets for high levels of attendance

Staff and parents/carers should be aware of their rights and responsibilities with regard to the attendance of pupils.

The Education Act 1996, section 7 states that, "The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise". Section 444 of the Education Act 1996 states that,

'If a child of compulsory school age, who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.'

Improving and maintaining good school attendance is the responsibility of everyone in the school community.

### **The School**

- Record attendance of each pupil for both morning and afternoon sessions.
- Follow up absences and identify authorised/unauthorised absences
- Ensure any safeguarding actions are taken.

### **The Parent and Carers**

- Ensure their children attend school on time each day.
- Inform the school of any reasons for a child's absence as soon as possible, this can be done on the school's absence line or by email to [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com)
- Request any planned absence during term time to the Head Teacher.
- Provide any proof of absence as required.
- Inform the school of any medical needs on the child's return from an illness where necessary.

*To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be*



- If the child has been involved in an accident and on their return their mobility has been affected, the parent and school will make the necessary risk assessment so that the child can safely participate prior to the child returning to the school.

### **Attendance procedures**

Late pupils need to report to the school office where they will be sent to their class at the appropriate time.

Pupils arriving after 9.30am when registration closes are marked as absent for that session.

Parents of any absent pupils who have not notified the school on the morning of their first day of absence will receive a telephone call to ascertain the reason.

Pupil attendance is monitored each half term by the Assistant Head and Head Teacher.

Pupils with persistent absence i.e. 10% or more, or who have a pattern of lateness are carefully monitored and the Assistant Head will work closely with the pupil and their family to ensure attendance improves.

### **Step One**

The school will contact the parent by telephone or letter to see how they can work together to improve attendance

(See appendix 1).

### **Step Two**

Where the school's actions have made limited impact and the attendance is still of concern, parents will receive a letter from the Headteacher and medical evidence will be required. Parents may be asked to meet with the EWO. (See appendix II)

### **Step Three**

If there is no further improvement a Fixed penalty notices may be issued to parents.

### **Procedure for Exceptional Absence request**

The Head Teacher will decide whether to authorise parental requests for leave of absence in term time on a case by case basis, taking into consideration the year group of the child, attendance history, previous requests for leave, the impact of leave on the child's educational outcomes, the reason for the request and the time of year. Holidays taken during the school term are actively discouraged as they will impact negatively on a child's ability to achieve and will not be authorised.

*To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be*



Request should be made to the Head teacher using the Request Form ten days prior to the date. Parents and carers will receive a written reply informing them of the Headteacher's decision.

If *Exceptional Absence* has been authorised a return to school date will be given. Failure to return without an explanation a Fixed Penalty may be issued.

### **Staff Roles**

Assistant Head ensures registration procedures, monitoring of attendance and punctuality, clear record keeping, parent letters and referrals to appropriate staff/EWO are made.

Class teachers promote good habits of attendance and will remind pupils and speak to parents regarding any concerns in the first instance; parents are informed of their child's attendance during parent consultation meetings and final end of year report.

Senior leaders and governors monitor the schools attendance data and look for any specific patterns or concerns so that appropriate actions can be taken.

### **Children Missing in Education**

If the school is not notified of a reason for absence and contact cannot be made with the family then after 10 days the school will refer the child to the local authority as a child missing in education. They remain on the schools register until the child is enrolled in a new setting or the family informs the school that the child is being 'home-schooled'. The local authority must be informed of any correspondence with the family.