



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Attendance Policy

Date of issue	October 2019
Renewal date	October 2021
Responsible for this policy	Frances Sorapure Deputy Headteacher

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



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### **Rationale and Aims**

Our aim at St Michael's 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.
- Have robust recording and monitoring of attendance and act quickly where issues arise.
- Set aspirational targets for high levels of attendance for all pupils at 97%.
- Have clear procedures, support and challenge parents to improve attendance.
- Work closely with the Education Welfare Officers and draw upon advice and support when necessary.

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.
- If the child has been involved in an accident and on their return their mobility has been affected, the parent should make an appointment with

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the Deputy Headteacher to complete the necessary risk assessment so that the child can safely participate prior to the child returning to the school.

### **Attendance procedures**

Late pupils will be met by a member of staff who will record their attendance and then escort them into class or assembly.

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 Education Welfare Officer and the Deputy Headteacher reporting to the Head Teacher.

Pupils whose attendance is below the school target of 97% will be contacted by the school to see how they can work together to improve attendance.

### **Communication procedures**

#### **Step One - Children with attendance between 95 – 96 %**

Initial contact will be made by school to inform them of their child's attendance levels and discuss any issues and illness.

#### **Step Two - Children with attendance between 93 – 95%**

A letter will be sent to arrange a meeting or telephone conversation to find ways to improve attendance. (Appendix Letter A)

#### **Step Three - Children with attendance between 91 – 93%**

A letter will be sent inviting parents or carers to attend a Clinic Meeting 1 with the Deputy Head to improve attendance. (Appendix Letter B)

#### **Step Four**

#### **Persistent Absentees 90 or below% Clinic meeting serious concern 2**

Where the school's actions have made limited impact and the attendance is still of concern, parents will receive a further letter from the school medical evidence will be required. Parents may be asked to meet with the Head Teacher or the Deputy Headteacher and a meeting with EWO.

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

### **Improvement of attendance**

If a pupil's attendance improves, the school will contact the family in writing to thank them for working with them to increase attendance to an acceptable level. (Appendix Letter D)

### **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.

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 Head teacher'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**

The Deputy Headteacher 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 will 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.

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Appendix

**Letter A – Meet to discuss with DH  
Step Two - Children with attendance between 93 – 95%**

Dear

As you will know, the school tries to encourage good attendance because it can impact positively on children's wellbeing and learning. Research shows that there is a clear link between high levels of attainment and good attendance. Pupils are expected to attend for at least 97% of the school year and we have advised all parents and carers that we would be writing to inform them if their child's attendance has dropped below. Currently, XXXXXXXX's attendance is XX%.

If there is anything I can do to support you, please come in to see me, so that we can work together to ensure excellent attendance. Therefore I have arranged a meeting for ..... ..

Please contact the school on 0208 340 7441 to inform us you have received this letter and will be attending the meeting.

Yours sincerely,

**Letter B – Meeting with DH  
Step Three**

Dear

Clinic Meeting 1.

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance causes concern. We are therefore writing to invite you to a meeting as your child's current level of attendance has not improved since our previous communication.

Overall School Attendance is

Of which Authorised Absence is

Of which Unauthorised Absence is

We would like to discuss this with you as a matter of importance. An appointment has been made on xxxxx at school with the Deputy Head. At this meeting we would like to agree a plan to work together to improve your child's attendance.

Please contact the school on 0208 340 7441 to inform us you have received this letter and will be attending the meeting.

We look forward to meeting with you.

Yours sincerely,



**Letter C – Meeting with EWO and DH  
Step Four**

Dear

Clinic Meeting 2.

We are writing to invite you to a meeting as there has been little or no improvement to your child's attendance and this has fallen into the category of a Persistent Absentee.

An appointment has been made on xxxxx at school with myself and the Education Welfare Officer.

At this meeting we would like to agree a plan to work together to improve your child's attendance.

Please contact the school on 0208 340 7441 to inform us you have received this letter and will be attending the meeting.

Yours sincerely,

**Letter D - Improved attendance thank you letter**

Dear Parent/Carer,

Re: (child's name)

Current attendance percentage %

We recently met on (date) to discuss (child's name) poor attendance. We have been monitoring (child's name) attendance since we met and we are very pleased to see an improvement. (Child's name) has had no further absences since our meeting. We look forward to seeing further improvements in their attendance.

I would like to take this opportunity to thank you for supporting our commitment to improving the attainment of your child and working closely with us.

Thank you.

Yours sincerely