

CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL



GOVERNORS' POLICY ON ATTENDANCE

OUR MISSION STATEMENT

*Christ is like a single body which has many parts.
'It is still one body even though it is made up of many parts.'
(1 Corinthians 12 : 12)*

We are a community which supports children's learning,
and the development of their Catholic faith.
We witness this by recognising that Jesus is with us in all we think, do and say.
We acknowledge the challenge of every individual
and strive to enable them to develop their full potential.

The staff of Corpus Christi Catholic Primary School is committed, in partnership with the parents, pupils, governors, the Local Authority (LA), to promoting a school which serves the parish and wider community, and is committed to promoting Gospel values and realising the potential of all our children.

The school, alongside the LA, firmly believes that all pupils benefit from regular school attendance. There is a clear connection between regular attendance and achievement, and when attendance falls there is a noticeable deterioration in achievement, friendship circles, and self-esteem. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Legal responsibilities:

The Education Act 1996 requires parents and carers to ensure their child receives efficient full time education, suitable to their age, aptitude and ability and any special needs they may have, either by regular attendance at school or otherwise. Current legislation requires that all absence data, including reasons for absence, are reported to Corpus Christi Governing Body, Portsmouth Local Authority, and the Department for Education.

- Authorised absence: when the school has accepted the explanation given for absence
- Unauthorised absence: when the school has not received a reason, or not approved a pupil's absence after a parent or carer's request

Please be aware that a parental telephone call with information that your child is unable to attend owing to illness, or other circumstances, may not be automatically authorised; current and previous attendance will be considered when making the decision to authorise an absence.

Expectations:

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;

We expect that all parents/carers/persons will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school on the first day of the child's absence
- contact the school promptly whenever any problem occurs that may keep the child away from school

We expect that school staff will:

- monitor every pupil's attendance
- provide a welcoming atmosphere for children
- provide a sympathetic response to any pupil's concerns
- encourage and reward good attendance
- follow up all unexplained absences to obtain notes authorising the absence,
- keep regular and accurate records of attendance for all pupils, at least twice daily;
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence;
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance;
- request statutory action for irregular attendance from the School Attendance Team (SAT)

Responding To Non-Attendance

When a pupil does not attend school we will respond in the following manner:

On the first day of absence, if no note or telephone call is received from the parent/carer by 9.30am at the latest, the school will endeavour to contact them that day by telephone at least three times. We will also attempt contact via text message and e-mail where possible. If the family is not on the telephone, a letter will be sent.

If there is no response, the school will continue to try to contact the parent/carer. If the child fails to return to school on the second day, the above procedure will be followed and still no contact with the family, a member of the SLT will undertake a home visit.

The school will listen to parents, and discuss the individual circumstances which have brought about the absences in the hope of improving attendance. Parents will be informed that if their child's irregular attendance persists then a request for statutory action will be made to the SAT

Failure to comply with the expectations set by the school may result in further action being taken by the Local Authority, including a penalty notice or prosecution.

Leave of absence:

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states: "*Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application*"

From 1st September 2013:

Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office.

Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Attendance Monitoring Service. This may result in a Penalty Notice. If a Penalty Notice is issued, a separate Notice will be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS, RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS

If the penalty notice is not paid, each parent or carer may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1,000, plus costs.

Exceptional circumstances:

Each case will be considered individually, but Corpus Christi would like to make it clear that permission will **not** be granted:

- For term time holidays
- Any time in Y6 before or during SATs
- During transition time when the child is adjusting to his or her new class or school.

Encouraging Good Attendance

Corpus Christi encourages regular attendance in the following ways

- by providing a caring and welcoming learning environment
- by celebrating good and improved attendance with letters, certificates and awards
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register (9.00a.m and 1.00 pm.) without a written explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill;
- by providing governors with attendance statistics;
- by constantly reminding parents of the importance of attendance in newsletters and the website;
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them and, if necessary, to request statutory action from the SAT.

Changing schools

It is important that if families decide to send the child/children in their care to a different school, they inform Corpus Christi school staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received from the receiving school and investigated:

- the date the pupil will be leaving this school and starting the next
- the address of the new school
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible.

In the event that the school has not been informed of the above information, and you remain in the Portsmouth area, your child will remain on roll and the absence will be marked as unauthorised. If necessary, a request for statutory action will be made to the SAT.

If you are no longer living in the Portsmouth area, and your child reaches 10 consecutive days of absence, they will still remain on roll however a referral will be made to the Local Authorities Child Missing from Education Officer. Once located the relevant authority will be informed and your child will be removed from our roll.

In-year admissions

When children move to Corpus Christi School a record of their previous school(s) attended will be kept on file.

Monitoring of Attendance

Attendance will be monitored closely by the SLT and this will be reported to the governors on a half termly basis.

Review: This policy was adopted in September 2013 and will be reviewed every two years or sooner if legislation dictates.

Appointed Governor for attendance: Claire Tomlinson

Appendix 1: Leave of absence from school form

Appendix 2: Letter to parent responding to request

Date to Governors: September 2016

Date to Staff: September 2016