



Listen, Love, Learn

At Our Lady's –

We are inspired, strengthened and encouraged by our Catholic faith.

We place Jesus at the centre of everything we do and say, **listening** to Him with our hearts.

We spread **love** everywhere we go, valuing and caring for each other.

We strive to be the best **learners** we can, using and celebrating our God given gifts.

“For he who is mighty has done great things for me, and Holy is his name” Luke 1: 49

This should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Working Together to Safeguard Children DfE
- Equality Policy
- Admissions Procedures
- Staff Handbook

Going to school regularly is important to your child's future. For example, children who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime – Direct.gov.website

At Our Lady Queen of Heaven Catholic Primary we aim to consistently work towards our goal of 100% attendance for all children. Every opportunity will be used to convey the importance of regular, punctual attendance to pupils, parents and carers.

Our School is committed to providing the best possible quality of education to all learners. To help achieve this commitment, regular, punctual school attendance is vital.

The following policy sets out the School's aims and systems to ensure that attendance and punctuality is high and all staff/Governors are aware of their roles and responsibilities.

Aims of this Policy:

- **To ensure every child is safeguarded and their right to education protected.**
- **To ensure the School attendance target is achieved through rewards and incentives for good attendance and punctuality.**
- **To raise standards and ensure every child reaches their full educational potential, aided by a high level of school attendance and punctuality.**
- **To ensure Governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality.**
- **To ensure accurate, up-to-date records are maintained through a robust and rigorous system for analysing attendance.**
- **To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address these promptly.**
- **To work with external agencies in order to address barriers to attendance and overcome them.**

ROLES AND RESPONSIBILITIES

Head Teacher

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for absence during school time in line with Local Authority Policies and procedures.
- To consider the use of Penalty Notices in line with Crawley Locality policies and procedures.

Assistant Head Teacher

- To support the School Secretary and Learning Mentor in delivering the policy on a day-to-day basis.
- Meet with the School Secretary and Learning Mentor to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To liaise with external agencies such as the EWS and make referrals where necessary.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the SLT and Teachers to plan for the reintegration of pupils after long term absence.
- To ensure that termly Local Authority Returns are accurate.
- To revise and amend the policy with the SLT.
- To monitor weekly attendance data for all classes.
- To address attendance and punctuality issues in Year Group Meetings.
- To ensure staff in their year groups are promoting good attendance and punctuality.
- To ensure staff are following the systems and structures in this policy.

Staff

- To keep accurate and up to date records of pupil attendance through the register.
- To regularly remind children and parents about the importance of good attendance.
- Following up on pupils absence by ensuring reasons for absence are sought.
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings.

School Secretary and Learning Mentor

- To check the school absence line and take messages from parents/carers about pupil absence.
- To record reasons for absence and update class registers.

- To record the names and the reasons of pupils arriving late.
- To implement the daily checking of registers after the morning and afternoon registration sessions.
- To carry out and record the outcome of first day calls when a child doesn't arrive at School when no reason has been received.
- To contact parents/carers where attendance falls below 90% or where punctuality has become a concern.
- To maintain Attendance records in line with this policy.
- To liaise with and report to outside agencies such as the EWS.
- To report to the Local Authority as requested.
- To maintain clear communication with the SLT regarding attendance and punctuality within their year groups.
- To report weekly attendance and termly mobility figures to the SLT.
- To liaise with the Learning Mentor with regards to pupil attendance and punctuality.
- To check registers each day.

Parents

- To ensure that their children receive a suitable full-time education from the age of 5.
- To be responsible for making sure their children attend school regularly.
- To ensure that their children arrive on time for school every day.
- To contact the school if their child is unable to attend.
- To ensure that the school has up-to-date contact details.
- To work in partnership with the school and external agencies to promote good attendance and punctuality.

Promoting and Rewarding Good Attendance

Aims:

- To ensure good attendance and punctuality (**above 97%**) is regularly **promoted and supported** and remains high profile across school.
- To achieve high levels of attendance and punctuality (**above 97%**) through **rewarding** good attendance and punctuality.

Promoting and Supporting Good Attendance and Punctuality

Merit Assemblies

Assemblies include the celebration of good attendance and are held each Friday.

School Dispatches Newsletter

Each Friday, the school newsletter 'Dispatches' or Twitter feed and Call Parents is used to highlight the importance of good attendance and punctuality. It includes a section reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives which the school is using to promote attendance and punctuality.

Breakfast Club

We offer childcare from 7.50am to 8.55am each school day. This supports parents by allowing them to drop their children off from 7:50am, ensuring they are on time for school. It is supervised by school based staff.

The School Learning Environment

A welcoming, organised learning environment that supports and celebrates learners are key factors in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous learning walks are carried out by the SLT to ensure this.

Pupil Leadership

Pupil Leadership' which incorporates, school councillors, mentors and mediators promote good attendance and punctuality through leading by example and by playing an active role in making School a safe and welcoming place to be.

Rewarding Good Attendance and Punctuality

Weekly Attendance Rewards

Attendance Trophy

In KS2 the class with the best attendance receives an Attendance Trophy to display in class until the next week. In KS1 the class with the best attendance receive 'Reggie Bear' for the week.

Attendance Certificates

A child receives bronze, silver and gold attendance badges for each term in which they have 95% or higher attendance. Bronze = 1 term, Silver = 2 terms and Gold = 3 terms high attendance.

Monitoring and Recording Attendance & Punctuality

Class Registers

Teachers enter registration marks in the class register. The attendance marks in the registers are then recorded using SIMS. The system ensures that no children are missed and that pupil information can be shared quickly and securely.

Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session. The EWO is invited in to audit the register each year to ensure that procedures are followed correctly.

Registers **must** be accurate and returned to the School Office at key times (see below).

Morning Register

Class registers remain with the teacher until no later than 9.15am. At that point, the teacher sends the register to the School Office. The School Secretary then begins 'first day absence' calls.

Afternoon Register

Registers must be submitted by teaching staff straight after lunch.

Late Book

From 9am the School playground gates are closed. All late children should be brought by parents to the School Office. Parents are required to sign their children into school in the 'Children Arriving Late' book, which is kept in the Office. This is to ensure that no children are missed on the register due to arriving in school late.

Punctuality is monitored and if an issue is identified, parents are invited into school to discuss the concerns with the SLT/Learning Mentor to play a way forward.

If lateness does not improve following the meeting then the family will be referred to the EWS who will contact parents warning them that further action may be taken if punctuality does not improve.

School Attendance Letters

Letters are sent out by the school to communicate with parents about attendance and punctuality.

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer a first day absence call will be made. The School Secretary follows this system:

1. Phone parents contact number(s).
2. Repeat this during the first morning of absence if no response.
3. Phone emergency contact number(s) to get an up-to-date contact number for the parent / carer and update the school system accordingly.
4. Teacher to speak to the parents at home time in the playground if they are at school to pick up other children.
5. Teacher to speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.

These calls are made by the School Secretary following submission of the class registers from 9:15am. The parent/carer is contacted and asked to provide a reason as to why their child is not in school. The absence reason is recorded next to the child's name on the register.

The School Secretary **must** establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code.

Attendance Meetings

The Safeguarding Team meet monthly to monitor attendance on a fortnightly basis. They focus on children whose attendance is below 95%.

The DHT and Learning Mentor monitor individuals, classes, year groups and different ethnic groups to identify patterns and trends in absence and punctuality.

The systems and structures are then followed to improve attendance for these individuals or groups.

Letters are sent out to parents whose child's attendance is below 90% and parents may be invited to school to work in partnership for the child's benefit. The school is always willing to share attendance data with parents who are authorised to see it.

Systems and Structures to Tackle Attendance and Punctuality Issues

When children's attendance and punctuality is a concern to the school the following systems and structures are followed.

System for Absence

On the first day of absence	Parents called to enquire about child's wellbeing Establish when child will return Enter 'I' for illness or 'M' for medical appointment on system If no contact can be made, emergency contacts are called. If contact cannot be made or acceptable reason cannot be established, absence is recorded as 'U' unauthorised.
On the fourth day of absence in any school year <i>(authorised or unauthorised and not necessarily consecutive days)</i>	Learning Mentor will arrange meeting with parents to discuss the attendance concern.
If attendance does not improve or attendance drops below 80%	A referral is made to the EWS and a letter from the Head Teacher is sent.

Punctuality

Punctuality is monitored by the safeguarding Team.

System for Extended Leave During Term Time

In line with Crawley Locality policy, **leave for pupils during term time is not authorised under any circumstances.**

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

School receives information that a pupil may be taking extended leave. <i>(Could be via parent, pupil or teacher)</i>	Senior members of staff at school contacts parents to establish details and ensure that there are no safeguarding concerns. Parents fill in 'Absence Request Form'.
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Once form has been completed	Parents meet with HT. Policies are explained. Request is denied. Parents informed that absence will be unauthorised and school place may be lost, if the child fails to attend school within 10 school days immediately following the expiry date of the period for which leave was granted.
If child is not present in school on return date	'Loss of School Place Letter' is sent out requiring parents to come in to school. Children Missing in Education Team at WSCC is immediately informed that child has not returned.

Long Term Medical Absence

In some cases a pupil may be absent from school long term due to an illness or injury. The school liaises with families in order to ensure children return to school quickly and that there are no safeguarding concerns.

For example, in the case of a broken leg, the school may hire a wheelchair and liaise with parents to write up care plans that ensure the child returns to school quickly.

School Refusal or Unauthorised Other Absence

If a child is absent long term for unauthorised circumstances (i.e. refusal to come to school, or persistent unauthorised absence) then the child is referred to the EWS.

Sanctions for Persistent Absence or Lateness

If parents fail to send their children to school regularly and that absence from school is **unauthorised** parents can be prosecuted or may be made liable to a Fixed Penalty Notice (FPN) for failing to ensure their children attend regularly at a school where they are registered pupils.

The Anti-Social Behaviour Act 2003, Section 23 gives the Local Authority the power to issue a FPN. These may be issued when parents fail to ensure their child attends schools without good reason, as defined by the law.

The FPN is issued with an invoice for £120 and 28 days are given to settle the Penalty. If the FPN is paid within the first 21 days the amount payable is reduced to £60. If the fine is not paid within the 28 days the Authority will consider instigating a prosecution in the Magistrates Court for the offence of poor school attendance. If proven this could result in a fine of up to £1000 per parent per child and/or a parenting order or a community service order and also costs.

<p>Education Supervision Order</p>	<p>A young person can be made the subject of an Education Supervision Order for persistent failure to attend school. This order empowers the supervising officer to make 'reasonable directions'. The Education Supervision Order will be superseded by a Criminal Supervision Order.</p> <p>In order for an Education Supervision Order to be made, the Education Welfare Service have to show that parents will co-operate with the conditions of the order.</p>
<p>School Attendance Orders</p>	<p>This order names the school, which the Local Authority requires the young person to attend, in cases where the parent has failed to secure a school place. If the parent does not comply with the order, a fine may be imposed in the Magistrates Court.</p>
<p>Parenting Orders</p>	<p>These orders may be made against parents or guardians to help them address the young person's offending behaviour or failure to attend school. Parents may be obliged to attend counselling or guidance sessions for up to 3 months, or to exercise particular controls over their children. Breach of the order is a criminal offence.</p>
<p>Anti-Social Behaviour Order</p>	<p>This order can be applied for by the Police or Local Authority against an individual, aged 10 or over, or several individuals (including a family), whose behaviour is anti-social; ie: causes alarm, distress or harassment to one or more people. The orders are preventative and incorporate the use of prohibitions to prevent further acts. Breaches carry a penalty of up to 5 years imprisonment. Schools, seeing a possible need for this order, should liaise with the Police.</p>
<p>Prevention & FGM</p>	<p>Being aware of safeguarding issues including radicalization and FGM are of the utmost importance and are always considered by staff when children are absent from School.</p>

Policy date:

Chair of Governors:

Date:

Review date: