

# St Patrick's RC Primary School



## Pastoral Care - Section A

## Policy for Pupil Attendance

Revised January 2016

# PUPIL ATTENDANCE

## 1.0 INTRODUCTION

- 1.1 These guidelines exist to document the expectations of staff, governors, pupils and parents in respect of pupil attendance.
- 1.2 High levels of pupil attendance is important, so that each child can benefit from the curriculum offered and staff have a realistic opportunity to progress Learning.
- 1.3 The relevant features of our policy are:
  - Aims
  - The welcoming school
  - The registration of pupils (registration/absence/holidays)
  - Exclusions
  - The role of the LA
  - Induction
  - Primary / Secondary liaison

## 2.0 AIMS

The school encourages a positive attitude towards good attendance through:-

- 2.1 providing a welcoming school ethos
- 2.2 providing systems that monitor regular attendance
- 2.3 co-ordinating action with LA colleagues and support agencies

## 3.0 THE WELCOMING SCHOOL

The school attempts to create a welcoming environment where staff are approachable, co-operative and supportive. The relevant aspects of this policy are:-

### 3.1 Environment

- 3.1.1 school well sign-posted
- 3.1.2 reception area inviting and comfortable
- 3.1.3 information available on request
- 3.1.4 visitors promptly attended to
- 3.1.5 names of staff and governors posted

### 3.2 Pupils

- 3.2.1 an extended induction programme from January to September for new children
- 3.2.2 mid-term starters receive additional attention from staff and a peer partner
- 3.2.3 pupils' work celebrated
- 3.2.4 teachers and pupils begin lessons promptly
- 3.2.5 clear documented expectations of pupil behaviour and a school system of rewards and sanctions consistently applied
- 3.2.6 school routines well known by staff and pupils
- 3.2.7 additional support for long term absence from teachers

### 3.3 Parents

- 3.3.1 parents regularly invited to special occasions
- 3.3.2 parent volunteers invited to support school
- 3.3.3 information regularly passed to parents through newsletters, open evenings, parent teacher evenings, forecast of pupil work
- 3.3.4 pupil Record of Achievements made available for parents
- 3.3.5 curriculum evenings to inform parents of curriculum coverage and other related topics, e.g. [Target setting & Achievement](#)
- 3.3.6 parents informed of the pastoral structure and behaviour expectations through [parental handbook](#)
- 3.3.7 open house policy to encourage parent/teacher dialogue
- 3.3.8 school prospectus is friendly and informative
- 3.3.9 school reports are supplied with arrangements for parent/teacher discussion

### 3.4 Attendance Officer & Education Welfare Officer

- 3.4.1 Known to all staff – liaises with EWO
- 3.4.2 role of EWO available for all staff
- 3.4.3 available for parents who wish to discuss problems at home
- 3.4.4 set timetable for meetings with [attendance officer](#) on a weekly basis [and with the head teacher twice a year](#)
- 3.4.5 guidance for involvement with the school are documented in these guidelines
- 3.4.6 is aware of school policy and has input into the enclosed information

### 3.5 Family Support Worker

- 3.5.1. [known to all staff and parents](#)
- 3.5.2 [role of Family Support Worker available to all parents](#)
- 3.5.3 [meets with Associate Head Teacher each term to plan case loads](#)
- 3.5.4 [all staff have access to referral forms](#)
- 3.5.5. [the Family Support worker will be available to all parents at weekly drop-in sessions](#)
- 3.5.6. [Parents will receive regular invitations to attend workshops and sessions relating to family, finance and health matters](#)

## **4.0 THE REGISTRATION OF PUPILS**

### 4.1 Registration

- 4.1.1 the designated teacher carries out registration at the beginning of each school session
- 4.1.2 the time for registration is:
  - a.m. 8.45 a.m.
  - p.m. 12.30pm (YF & LKS2) 12.45pm (LKS2) 1.00 p.m. (KS1)Late coming for pupils is set for:
  - a.m. after 8.50am
  - p.m. after 1.03pm
- 4.1.3 late coming may regarded as unauthorised absence unless parent or guardian gives a satisfactory reason

- 4.1.4 persistent late coming should be reported to the Head Teacher by the designated teacher
- 4.1.5 the system delineated in the staff handbook should be regarded as the standard approach. Any discrepancies should be checked with the Head Teacher
- 4.1.6 The school attendance officer checks the registers at the end of each week and compiles required information for the LA and DfE

#### 4.2 Authorised and Unauthorised Absences

- 4.2.1 LA guidance on the designation of authorised and unauthorised absence and is adopted as the school's policy
- 4.2.2 School will normally consider absences as authorised when a parent calls to school, or a note is produced or telephone message is provided, the attendance officer normally follows up on unexplained absences
- 4.2.3 The Head Teacher, through governor delegation, can authorise absences in exceptional circumstances. Absence for a family holiday is not considered to be an exceptional circumstance and will be recorded as an unauthorised absence. The Head teacher has the discretion to consider additional knowledge of family and pupil circumstances in discerning authorised and unauthorised absence.
- 4.2.4 The school will attempt to identify condoned absence when:
  - \* reasons for absence are persistently not given
  - \* patterns exist in absences
  - \* parents present inadequate reasons for absence
  - \* contradictory reasons for absence are given
  - \* explanatory reasons for absence are not within the category for absence

#### 4.3 Family Holidays

- 4.3.1 The Head Teacher, through governor delegation, may grant permission up to 10 days, if a suitable reason is given
- 4.3.2 Holiday time beyond 10 days shall be considered as unauthorised unless a suitable explanation is presented for the Head Teacher
- 4.3.3 Careful consideration will be given for extended visits overseas for personal, cultural or religious reasons. In these cases permission must be gained from the chairman of governors
- 4.3.4 The advice of the EWO should be sought for cases in 4.3.3

## 5.0 EXCLUSIONS

- 5.1 The Head will exercise the power of exclusion, but where the Head is not present the most senior member of staff has the authority (i.e. the Deputy Head and senior staff).  
Categories are:-
- i) exclusion for 5 days or less
  - ii) exclusion for a fixed period
    - where the period is beyond 5 days
    - where the period together with other earlier exclusions in the term exceeds five days
  - iii) exclusion for an indefinite period
  - iv) permanent exclusion
- 5.2 The following procedure is followed:-
- 5.2.1 The Head notifies parents of exclusion as soon as possible, informing them of:
- The relevant dates of exclusion
  - The reasons for exclusion
  - The right to make representation to the governors
- 5.2.2 The Head reports the exclusion
- 5.2.3 The Head, governors or LA will receive representations from parents
- 5.3 For fixed period/indefinite/permanent exclusions the chairman of governors will call the first committee to consider reinstatement of the pupil. Contact with the school's EWO will take place to ensure that the correct LA procedures are pursued.

## 6.0 ROLE OF THE LA

School recognises the important partnership between itself, pupils, parents and the Local Authority to maintain satisfactory attendance. School therefore expects the LA to meet its stated intentions in its policy on 'Attendance and Exclusions from Schools' summarised as:-

- 6.1 keeping policy updated
- 6.2 encouraging schools to offer appropriate curriculum
- 6.3 maintaining a review group
- 6.4 providing school's termly with comparative attendance information
- 6.5 providing effective communication and liaison for schools through EWO, General Advisers, Education Committee meetings, co-operation with outside agencies
- 6.6 maintain effective communication between services involved in promoting good attendance and behaviour and avoiding exclusions.

## **7.0 INDUCTION**

7.1 “Where a school manages the induction of new parents with care, the conditions of high rates of attendance can be set from the beginning.”

*HMI. Education Observed*

7.2 The following measures form part of the induction programmes:-

- 7.2.1 INFORMATION – prospective parents receive information about admission arrangements, events at school, visits to school and a prospectus
- 7.2.2 EDUCATIONAL LITERATURE – pre-school activity advice is posted to parents on a monthly basis
- 7.2.3 EVENING FOR PARENTS – takes place in the Summer term to meet other parents, staff, pupils, governors and PTA
- 7.2.4 SUMMER PROGRAMME – new starters attend school
- 7.2.5 PRE-SCHOOL PUPIL INFORMATION- date is collected by school
- 7.2.6 STAFF VISITS – YF teacher visits pre-school groups to see the prospective children
- 7.2.7 INTERVIEWS WITH THE HEAD TEACHER are available by individual arrangement

## **8.0 PRIMARY/SECONDARY LIAISON**

8.1 St. Patrick's School serves the intake of St. Cuthbert's High School, consequently the following arrangements are in place which encourage opportunities to plan for good attendance:-

- 8.1.1 Parents Evening for Y6 parents and senior high school staff in the Spring term before transfer
- 8.1.2 Senior staff of the high school and Head Teacher and Y6 teacher have pastoral liaison in Spring and Summer terms
- 8.1.3 Senior staff visit St. Patrick's in Summer term to speak to Y6 pupils
- 8.1.4 Regular Head Teacher meetings for the high school cluster group take place each term
- 8.1.5 Parents Evening for pupils and parents take place in the high school
- 8.1.6 Pupil 'Open Day' takes place in the Summer term, when Y6 transfers go to the high school
- 8.1.7 School records are passed to high school and include advice on attendance
- 8.1.8 The Education Welfare officer is informed of any pupils who require monitoring.

School/pupils/pastorc/attendance