



Corpus Christi Catholic Primary School

Attendance Policy

This policy was reviewed in April 2021.

1. Introduction

We expect all children on roll to attend punctually every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

The school will employ a range of strategies to encourage good attendance and punctuality. We will offer an environment in which pupils feel valued and welcomed. Pupils must feel that their presence in school is important, that they will be missed when they are absent or late and that follow up action will be taken. Information about individual attendance percentages will be sent to all families each term.

- Every effort will be made to match the curriculum to the pupils' needs.
- Pupils who find punctuality difficult will be set targets for improvement.
- Pupils who are absent through sickness for any extended period of time will have work sent home.
- The Headteacher will make an annual report to the Governing Body on attendance matters.
- The Headteacher will liaise with external agencies when appropriate.

Under the Education (Pupil Registration) Regulations 1995 the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2. Definitions

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

3. If a Child is Absent

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or carer by telephone or text message. The reason for the absence will be recorded

A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment. If this is not possible, we ask parents to ring up before 9am if their child is to be absent.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or carer, in order to check on the safety of the child.

4. Requests for Leave of Absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event. We expect parents to contact the school at least 2 weeks in advance, giving as much information as possible so that a decision can be made. We are no longer able to authorise leave for family holidays and ask that holidays are taken in the normal school holiday periods.

The following circumstances will not normally be granted an authorised absence:

- Within transition periods (home/school primary/secondary)
- Immediately before and during NC assessments
- When the pupil's attendance record is already at or below 95% or will fall to or below that level if the leave is granted.

The Headteacher will consider the following points before authorising leave:

- The child's previous attendance history
- The age of the pupil
- The child's stage of education
- Time of Year (SATs)
- The nature/reasons for absence

The Education (Pupil Registration) (England) Regulations 2006 – Holidays taken for the following reasons will not normally be authorised:

- Availability of cheap holiday
- Availability of desired accommodation

- Poor weather experienced in school holiday period
- Overlap with beginning or end of term

5. Long-term Absence

When children have an illness or a condition that means they will be away from school for over five days, the school will do send resources via remote learning or a paper pack, so that they can continue to follow the curriculum.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6. Repeated Unauthorised Absences

The school will contact the parent or carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or carers will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or carers understand the seriousness of the situation.

The Governors, supported by the LA, reserve the right to consider taking legal action against any parents or carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7. Rewards for Good Attendance

All children who have 100% attendance in any one year will receive an excellence certificate for attendance, awarded at the last assembly of the year.

8. Attendance Targets

The school sets attendance targets each year. These are agreed by the senior staff and Governors at the annual target-setting meeting. The attendance targets are then agreed with the LA School Improvement Partner as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

The current attendance target is 96%.

9. Monitoring and Review

It is the responsibility of the Governors to monitor the overall attendance, and they will request an annual report from the Headteacher. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The

Governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be. The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported in the school prospectus.

Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or carers.

This policy will be reviewed by the Governing Body every two years, or earlier if considered necessary.