

St Joseph's Catholic Primary School

At St Joseph's we work, learn and grow together guided by Jesus' teachings



CRC Article 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Local Attendance Procedures

1. Aims

These procedures outline the day to day management of attendance in school and are written in accordance with the St John Bosco Catholic Academy Attendance Policy <https://www.st-joe-dud.dudley.sch.uk/policies.htm>, which is intended to support parents and carers in helping their children make maximum progress at St Joseph's Catholic Primary School. Please refer to this policy for a detailed overview of requirements under law, role and responsibilities and approach towards Improving attendance and punctuality.

2. Expectations of Attendance and Safeguarding

St John Bosco Catholic Academy is giving a clear and consistent message that 'Everyday counts' and that attendance is essential in order to achieve in all aspects of life. As such, we expect all children on roll to attend every day, when the schools are in session, as long as they are fit and healthy to do so.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any child's absence disrupts teaching routines and, therefore, may affect the learning of others in the same class.

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school.

Failing to attend School on a regular basis will be considered as a safeguarding matter.

To help us all to focus on this we will:

- Report to parents each term on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment and progress;
- celebrate good attendance by sharing class achievements;
- reward good attendance by rewarding an Attendance trophy each week to the class with the best attendance; and
- reward good or improving attendance through certificates and prizes at the end of each term.

3. Management of Absence

If your child is absent, you must:

Contact the School on the morning of the first day of absence, and then subsequent days until they return. either by phone call or using the Arbor Parent App message the school.

If your child is absent, we will:

- Telephone you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with the Principal, a Senior Member of staff or Attendance Consultant if absences persist;
- Refer the matter to our attendance consultant and / or the local authority if attendance falls below 95%

4. Persistent Absence

A pupil becomes a '***persistent absentee***' when they miss 10% or more schooling ***for whatever reason***. Absence at this level is doing ***considerable damage*** to any child's education and we need parents' fullest support and co-operation to tackle this.

Attendance at 95% or below

We monitor all absence thoroughly. When a child has reached the 95% or below mark ***for any reasons, including only genuine absences***, the headteacher will write to parents to alert them and offer support. Attendance below 95% is regarded as heading towards persistent absence and the headteacher may ask to see parents in order to draw up an attendance action plan.

Attendance at 93% or below

When a child has reached the 93% or below mark ***for any reasons, including only genuine absences***, the headteacher will write to parents to alert them and notify them that until their child's attendance improves to above 93% ***no further absences will be authorised unless evidence is provided***. Evidence includes appointment cards; evidence of medicines being prescribed by a doctor or evidence of the circumstances necessitating the absence from school. ***If evidence is not provided, then any absence will be unauthorised. There are consequences of unauthorised absence detailed below.*** Please note this only applies for the period until your child's absence reaches above 93%.

Attendance at 90% or below

When a child's absence falls to 90% or below, we will have already been in contact several times and offered every support possible. ***The headteacher will write to parents to inform them that their child's attendance has been referred to the Education Investigation Service who have legal powers to prosecute, issue penalty notices and make home visits.*** The EIS is independent of the school and is part of the local authority.

Our school works with an attendance consultants. If between the school, and the parents / carers we are unable to resolve persistent absence issues these will be referred to the local authority Education Investigation Service for consideration for legal proceedings, home visits, penalty notices etc.

5. Management of Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

We expect all of our pupils to be in class at the start of our school day, which begins at 8:50am. Our gates open at 8:45am. Registers will be marked by 09:00am and your child will receive a late mark if they are not present in the class.

Registers close at 09:15am. In accordance with statutory regulations, and the SJBCA Attendance Policy, if your child arrives after that time, they will receive a mark that shows them to be on site, but this will **not** count as a present mark, and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

6. Persistent Lateness

If your child has a persistent late record, you will be asked to meet with the Principal to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time. Should school be unable to resolve an ongoing lateness issue, we reserve the right to bring forward the close of register. This would mean that your child's lateness would be recorded as unauthorised which could result in the Local Authority considering enforcement proceedings against you. We will always inform you in writing should this action be necessary.

7. Pupils that are collected late at the end of the school day

- Parents/carers of the child/ren starting school are required to provide specific information which is recorded on the child's registration form and include information about any person who does not have legal access to the child.
- On occasions when parents/carers or the persons authorised to collect the child are not able to do so, such as the child visiting a child's house after school or attending an after-school club, they should make sure their child's class teacher and the office are aware before collection.
- On occasions when parents/carers are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with the staff
- In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware with as much notice as possible.
- If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following action:
 - Attempt to phone the parents/carers that are given on the child's contact form.
 - Attempt to contact any other adults identified as emergency contacts on file.
 - All reasonable attempts are made to contact the parents/carers or nominated carers of emergency contacts.
 - The child does not leave the premises with anyone other than those named on their collection list, nominated, or verbally agreed by parents/carers.
 - The child will remain with a member of staff until collected.
 - If no one collects the child after a reasonable* period of trying and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - If a child is late being collected three times, then they receive a first warning letter from the Principal. Following this if the child is late being collected a further three times another letter is

then sent to the parents from the Principal detailing what will happen if parents are unable to collect their child on time – this may involve contacting children’s services.

* What is deemed reasonable will be decided on by the Principal

Uncollected Children – (after 3:15pm) or (15 minutes after an after-school club)

- Under no circumstances are staff to take the child home with them. If there has been no contact made, or no staff available on the premises after a reasonable* period, the school will telephone the police and give the child’s details i.e. name, date of birth, address, names of parents/carers and any other contact details.
- The police are likely to complete a home visit and/or undertake basic enquiries in order to locate the child’s parents/carers.
- If the police cannot locate an appropriate adult to come for the child, they will notify social services via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- The police may decide to take out a police protection order (PPO) as part of this process.
- The Principal should discuss the incident with the parents/carers at the earliest opportunity in order to address the issue and prevent any further incidents

8. Requesting permission for absence

We understand that from time to time there will be Instances where you may need to request absence from school for doctor appointments etc.

On this occasion, please visit the staff members in the School Office, they will then guide you with what steps need to be taken and hand you any paperwork which needs to be completed.

We do always try to advise, if it possible to try and book appointments for after school, however we know this may not always be possible and we will try to support.

9. Holidays during term-time

In line with the SJBCA Attendance Policy, any holiday taken during term time will be unauthorised. Taking holidays in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child’s education.

10. Penalty Notices

Where the school is not satisfied with the reasons given for absence, the local authority will be asked to arrange the issue of a penalty notice.

The criteria for Issuing a fixed penalty notice can be found In the SJBCA Attendance Policy.

Appendix A - Absence Codes

/\	Present at the school / = morning session \ = afternoon session	E	Suspended or permanently excluded and no alternative provision made
L	Late arrival before the register is closed	Q	Unable to attend the school because of a lack of access arrangements
K	Attending education provision arranged by the local authority	Y1	Unable to attend due to transport normally provided not being available
V	Attending an educational visit or trip	Y2	Unable to attend due to widespread disruption to travel
P	Participating in a sporting activity	Y3	Unable to attend due to part of the school premises being closed
W	Attending work experience	Y4	Unable to attend due to the whole school site being unexpectedly closed
B	Attending any other approved educational activity	Y5	Unable to attend as pupil is in criminal justice detention
D	Dual registered at another school	Y6	Unable to attend in accordance with public health guidance or law
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Y7	Unable to attend because of any other unavoidable cause
M	Leave of absence for the purpose of attending a medical or dental appointment	G	Holiday not granted by the school
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	N	Reason for absence not yet established
S	Leave of absence for the purpose of studying for a public examination	O	Absent in other or unknown circumstances
X	Non-compulsory school age pupil not required to attend school	U	Arrived in school after registration closed
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Z	Prospective pupil not on admission register

C	Leave of absence for exceptional circumstance	#	Planned whole school closure
T	Parent travelling for occupational purposes		
R	Religious observance		
I	Illness (not medical or dental appointment)		

Review Date – September 2025