

St. Nicolas Avenue Cranleigh Surrey GU6 7AQ
Telephone: (01483) 274961 Fax: (01483) 273683
Head of School: Mr Thomas Hall

Attendance Policy

It is our task as teachers at St Cuthbert Mayne Catholic Primary School to promote and support our children's learning and enable each of them to achieve their full potential. We endeavour to provide a school day that excites, challenges and motivates each child, and allow them to develop as independent learners. Our organisation of their learning, promotes enjoyment, perseverance and self-discipline. We encourage the children to achieve personal excellence in all aspects of work and behaviour. The school staff, alongside the Local Authority, firmly believes that all pupils benefit from regular school attendance. We know that every day lost to education can have a serious impact on children's attainment and overall progress in school. As a staff we do all we can to encourage parents and carers to ensure that their children in our care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils will be expected to achieve attendance but when absence is unavoidable, parent/carers will be required to inform the school at the earliest opportunity.

Key Objectives

We expect that all pupils, will:

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the school day

We expect that all parents/carers will:

- Encourage regular school attendance and be aware of their legal responsibilities;
- Ensure that the child in their care arrives at school punctually, prepared for the school day
- Contact the school on the first day of the child's absence via email or telephone
- Discuss promptly with their child's class teacher or Head of School, any problems that deter their child from attending school;
- Not taking holidays in term time.

We expect that the school staff will

- Keep regular and accurate records of attendance for all pupils, at least twice daily
- Monitor every child's attendance
- Contact parents as soon as possible when unexplained and/or prolonged absence occurs and obtain notes authorising the absence

- Encourage good attendance and punctuality
- Provide a welcoming and safe learning environment for children
- Meet with the school's Inclusion Officer regularly to discuss any new concerns and report on the progress of existing cases.
- Meet with the parents of children whose attendance causes concern;
- Refer children whose attendance is on an on-going concern, despite their best efforts to resolve the situation, to the Inclusion Officer for additional on-going support and guidance
- Work with the Inclusion Officer and follow their advice once cases are referred to ensure that the legal process to address attendance concerns can be implemented if necessary

Request for Leave of Absence due to exceptional circumstances

- The school holiday dates are published a year in advance on the Xavier CET website <https://xavercet.org.uk/our-schools/xavier-term-dates/> and parents/carers are expected to book their family holidays during those times. Leave of absence will not be granted for holidays to be taken in term time.
- In exceptional circumstances when leave in term time is unavoidable, a leave of absence request form must be completed as soon as possible once the dates of the proposed period of absence are known. The Leave of Absence Request Form can be obtained from the school office.
- No parent/carer can demand leave of absence during the term time unless there are exceptional circumstances. The Head of School is required to determine the number of school days a child can be away from school if leave is granted. The Head of School will decide whether or not to authorise the absence having decided whether or not the circumstances are exceptional.
- Should absence be taken without the Head of School's authorisation parents may be issued (see Penalty Notice below)
- In the event of a pupil having unauthorised leave of absence for a period of excess of 20 days parents should be aware that the child might be taken off roll.

Dental and Medical Treatments

- Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to book dental and medical appointments outside the school day.
- When appointments during the school hours are unavoidable, the school office should be notified in advance in writing.
- Evidence of the appointment will be requested.
- Parents/Carers are asked to remove the child only for the duration of the appointment.

Penalty Notices

The Inclusion Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996. Parents should be aware that each parent is liable to receive a penalty notice for each child who incurs unauthorised absence.

Circumstances when Penalty Notices may be issued

- Pupils identified by police and inclusion officers engaged on Truancy Patrols and who have incurred unauthorised absences
- Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the Head of School, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
- Penalty Notices may be issued to parents where a pupil is failing to attend school regularly. Their purpose is to motivate parents to improve their child's attendance without having to resort to prosecution. Penalty Notices may also be issued to parents who take unauthorised holidays during term time without the permission of the school and to parents of excluded pupils who are found in a public place during the first five days of any exclusion without good reason.
- The issue of a Penalty Notice will also be considered where attendance has fallen below 90% and there are at least 7 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or the Inclusion Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Penalty Notices Relating to Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during the school hours when they are excluded from school. This duty applies to the first five

days of each exclusion. Failure to do so will render each parents liable to a Penalty Notice. The amount payable is stated above.

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, the school will endeavour to contact them that day via telephone and then email;
- if there is no response or the absence remains unexplained or still a concern, the office will inform the Head of School and further investigation and action will be made accordingly;
- in line with the Education Regulations 2006 (Pupil Registration), all unexplained absences of ten day or more are required to be reported to the Local Authority;
- if there is a persistent non-attendance, the school office will keep records of the contact with home during the period of absence and this will be discussed with the Inclusion Officer when a formal referral may be made;
- if a child has persistent absence or has been identified on truancy patrols and meets the criteria for a Penalty Notice to be issued or has been taken out of school without the school's permission for 5 or more days; the school will liaise with the local authority to decide whether a Penalty Notice should be issued;
- failure to comply with the expectations set by the Inclusion Service may result in further action, an application for an Educational Supervision Order, or court prosecution;

Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. Any absence has an impact on a child's educational achievement and we need parents' fullest support and co-operation to tackle this.

The Department for Education and the Local Authority monitor levels of PA children and levels of absence in all schools.

Parents will be informed on a regular basis of their child's attendance when it is a cause for concern.

Responding to lateness

Lateness into school causes disruption to that individual's learning and to that of the other children in the class. It is paramount, therefore, that all pupils arrive at school on time.

When a pupil is late for school they should enter the building via the front office so that they can be recorded as being present. Registers open at 9 am and are taken promptly. Children will be recorded as being late if they arrive after 9 am but before 9.15 am when the registers close. Any child arriving after 9.15 am, without a valid explanation, will be recorded as late after close of register (U code) and this denotes an unauthorised absence.

Persistent lateness will be monitored and letters sent to parent to inform them of learning time lost. If lateness remains a problem and this lateness is after close of register a referral will be made to to the Education Welfare Service.

Changing School

It is important that if families decide to send their child to a different school that they inform school staff as soon as possible and follow Local Authority procedures in making an application to the new school. A pupil will not be removed from the school roll until the following information has been received 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 appropriate)

The pupils' 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, the family will be referred to the Education Welfare Service.

Review

The Governing Body of St Cuthbert Mayne Catholic Primary School adopted this policy on

September 2021



e-mail: info@stcuthbert-mayne.surrey.sch.uk
website: www.stcuthbert-mayne.surrey.sch.uk



