



## Corpus Christi Catholic Primary School

### Pupil Attendance Policy

*Joyfully, unique in Jesus's family, we learn to use our special gifts  
to love, serve and make the world a better place.*

Pupil Attendance Policy			
Approval		Board of Governors	
<b>Chairperson</b>	Anna Murphy-Sullivan	<b>Headteacher</b>	Simon Lennon
<b>Date of last review</b>	May 2021	<b>Date of review</b>	March 2025
<b>Date of next review</b>	March 2027	<b>Maintenance</b>	SSD Committee

*In exceptional circumstances this policy may be subject to change in accordance with the school's risk assessment (approved by SLT and Governors) which will override current policy guidelines.*

## **Purpose**

Corpus Christi Catholic Primary School seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.

### **It is important children attend school because:**

- attendance has a direct link to attainment. If a child is not in school regularly they are not fully accessing the curriculum and learning opportunities available to them
- achieving at school builds a child's self-esteem, as well as enhancing their future prospects
- attending school and being part of the school's community gives a child a sense of belonging and promotes their social development
- spending time with school staff teaches a child about society's expectations with regards to behaviour and how to communicate with people in authority preparing them for adult life
- attending school gives a child the opportunity to experience positive separation from their parent(s)/carer(s), which builds their confidence and resistance.

### **The law states that it is:**

- the responsibility of parents to ensure that compulsory school aged children (5 to 16 years) access an appropriate educational provision
- our duty to ensure that parents are fulfilling their responsibilities and if they fail to do so then we have a statutory power to intervene - where appropriate this intervention may be legal action.

This policy is written in conjunction with [Working Together to improve school attendance \(2024\)](#)

## **Introduction**

The school strives to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

BCP Council states that *although an exam mark of 90% is very good, when looking at school attendance 90% equates to half a day of absence per week. This in turn equates to 4 weeks absence in an academic year. If a child persistently had 90% attendance over the course of their education they would have been absent for a whole year of their education.*

The school has an effective system of controlling and monitoring attendance which acknowledges the efforts of pupils to improve their attendance and timekeeping and also challenges the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Corpus Christi School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

### **Attendance - Aims:**

#### **To improve the overall percentage attendance of pupils at school**

- Apply the whole School Attendance Policy consistently.
- Maintain a high profile for attendance and punctuality. This will be achieved by regular references in Newsletters, by parental/carers contacts, by reports to Governors and staff and by SLT agenda.
- Relate attendance issues directly to the school's virtues, ethos and curriculum.
- Regular meetings with BCP Attendance Support Worker
- Regular attendance meetings (weekly) with Headteacher and Deputy Headteacher with minutes and actions
- Monitor progress of measurable outcomes in attendance. This is currently reported to the School Standards and Development Committee (SSDC) and termly to the Full Governing Body.
- To make such referrals as are required in line with BCP Attendance Graduated Response for Schools
- Implement and maintain an understood framework/process for requesting authorised absence from school.

#### **To make attendance and punctuality a priority for all those associated with the school including parents, teachers, all staff and governors school will:**

- Use staff handbook and school prospectus as well as DfE literature and BCP School Inclusion guidance
- Produce regular reports for Governors via the SSD Committee.
- Newsletters and other communications on the subject and importance of attendance for parents/carers
- Provide training for appointed/promoted staff
- Store at least two contact phone numbers for each child on the school's database system
- Discuss attendance issues in safeguarding meetings

#### **To maintain a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks school will:**

- Maintain clear procedures for statutory registration
- Make phone contact, using designated school administration staff, on the first day of absence if satisfactory notification of absence has not been received. Satisfactory notifications are:
  - Note from a person with parental responsibility
  - Phone call, email or visit to school by a person with parental responsibility
  - Similar message from a reliable adult – not a child
- Pastoral Support Workers follow up daily on any absence of a pupil whose name is on the vulnerable pupil list
- Should contact not be made on the first day of absence of a child on the vulnerable list SLT will be informed and a decision made regarding a possible home visit
- Each week a report is compiled of all pupils with unauthorised absences and letters are sent to parents/carers requesting a reason for the absence by office staff

## **School Procedures for attendance**

School gate closes at 8:50am.

All pupils entering late through the main office are registered late.

The school day ends at 2:45pm for EYFS, 2:55pm for Y1 and Y2 and 3:05pm for Y3-6.

## **Parental Procedures for absence**

Parents should phone the school office on 01202 427544 or email to [office@cccpschool.com](mailto:office@cccpschool.com)

A clear explanation of the reason for absence plus the name and class of the pupil should be given.

This should be done on the first day of absence and this procedure should be followed for each day of absence.

The School Senior Attendance Champion is the Deputy Headteacher.

## **School Attendance Improvement and Management System**

The school uses an effective school attendance improvement and management system to reduce persistent absence. There are three categories: prevention, early intervention and targeted. The process is outlined below:

**PREVENTION** of poor attendance through good whole school attendance management.

Universal Support for All Pupils (approach, system, ethos)- all children are monitored for patterns and changes in behaviour around school attendance

- Members of SLT and pastoral team on the gates every morning, monitors and greets children. This includes helping children get into school.
- Attendance meetings monitor parents/carers who take leave without permission and take action as necessary, including a fine.

### **Pupils at risk of poor a attendance:**

- DHT invites to an initial meeting and discusses reasons for poor attendance. Action is agreed and monitored.
- SLT discusses next steps which may include a formal letter.

## **EARLY INTERVENTION**

### **To reduce absence before it becomes habitual:**

Pupils with poor attendance:

- DHT meets with the pastoral team to discuss family/child needs
- Meeting with parents/carers and action plan agreed using Assess-plan-do review approach as recommended by BCP
- Pastoral team continues to stay in contact (vulnerable list) both formally and informally
- Simultaneously, the formal letter process continues
- Monitor progress in weekly safeguarding meetings and/or attendance meetings

## **TARGETED**

### **Re-engagement of persistent and severely absent pupils.**

- Consider referring to the school inclusion service (SIS) or Child Missing in Education team

- Action plan agreed with external agencies (Early Help/CIN)
- Action plan implemented and evaluated

### **School Attendance Support Team**

The school meets termly with the **Attendance Support Worker (ASW)** who works within BCPs School Attendance Support Team. The Targeted Support Meetings (TSMs) monitor the attendance of persistently and severely absent pupils.

### **Support, advice and guidance to parents/carers and pupils**

Attendance will be highlighted in many areas of school life including, though not exclusively: PSHE lessons, at registration times, at Parent Consultation Evenings, on school reports, in school prospectus, in newsletters and other written communications and at the pre-start Reception meetings

The school will:

- Seek improved communication with parents e.g. when parents ring in. This will build on the already strong relationships between home and school and underlines our willingness to offer help and support on attendance issues.
- Provide accurate and up-to-date contact information for parents.
- Involve parents from the earliest stage.
- Ensure that the Pastoral Team have adequate time and a place to talk to parents about attendance
- Provide all related staff with up to date information and refresher CPD or induction training as required.

### **Maintaining a systematic approach in gathering and analysing attendance related data.**

The school will:

- Build upon the advantages of our computerised registration system, for example by drawing down a range of accurate and appropriate data to identify concerns promptly
- Standardise recording and use appropriate codes for: authorised/unauthorised absence, educational activity, lateness
- Be consistent in the collection and provision of information
- Decide what information, if any, is provided for governors, school staff, parents, pupils(individual or groups) and the school inclusion service, BCP council
- Identify developing patterns of irregular attendance and lateness

### **Developing positive and consistent communication between home and school**

The school will:

- Continue and build on first day absence contact
- Promote expectation of absence letters/phone calls from parents/carers via Newsletters and other parental contacts.
- Explore the wide range of opportunities for parental partnerships
- Encourage all parents/carers into school, particularly to discuss individual cases.
- Provide reports as required for Governors on attendance.

- Hold half termly attendance meeting
- Work with families and health services to develop strategies to offset the impact of medical absence.

### **Planning reintegration following significant periods of absence**

The school will

- Be sensitive to the individual needs and circumstances of returning pupils
- Involve/inform all staff in the reintegration process
- Provide opportunities for counselling and feedback
- Consider peer support and mentoring
- Involve parents as far as possible
- Agree timescale for review of reintegration plan
- Include and provide guidance for Education Social Workers, teachers, school staff and parents and pupil in the reintegration plan

### **Request for Authorised Absence from School**

The following procedure is required:

- Complete and return authorised absence request form obtained from the school office
- Decision made by the Headteacher
- Office informs parent/carer of decision
- Should unauthorised be taken a penalty notice may be issued in conjunction with the local authority

### **Penalty Notice for Unauthorised Absence:**

#### **What is a Penalty Notice?**

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are categorised as unauthorised (the School viewing reasons provided as unacceptable; or no explanations received; or 'truancy'). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996. However, legislation allows the Local Authority to issue a Penalty Notice under Section 23 of the Anti-Social Behaviour Act 2003 to each parent/carer with responsibility for a child in respect of the offence.

A Penalty Notice is seen as a simpler sanction to focus parents on their responsibilities and does not require an appearance in Court. Payment of a Penalty Notice offers a person the opportunity of discharging any liability to conviction of the offence under section 444(1) to which the notice relates.

#### **How are they issued and who are they issued to?**

They are issued by post to your home. No more than one will usually be issued for each child in any academic year to each parent/carer. More than one may be issued to excluded children or for multiple unauthorised holidays in term time. Each parent/carer issued with a Penalty Notice has to pay a Penalty Fine.

#### **When are they used?**

BCP Council considers that regular attendance at school is of such importance that Penalty Notices may be used in a range of situations where unauthorised absence occurs: overt truancy; parentally-condoned

absences; unauthorised holidays and unauthorised absences during term-time; persistent late arrival at School after the register has closed (which is categorised as an unauthorised absence); an emerging pattern of unauthorised absences.

### **Is a warning given?**

The deliberate taking of a holiday in term-time without/against School permission, where this has created a period of unauthorised absence will result in a penalty notice being issued by the Education Social Work Service without warning. The School has already warned that such action will be taken in their letter refusing the holiday application.

A written warning will be sent from the School Inclusion Service when a pupil has had or is likely to have had a minimum of 6 sessions lost to unauthorised absence in the previous 6 weeks. The written warning will indicate the extent of your child's absences and give you 15 School days in which to effect an improvement.

A Penalty Notice can then be issued if there has been little improvement or if your child has been identified truanting during a Truancy Patrol.

### **Is there an appeal process?**

There is no statutory right of appeal once a Notice has been issued, but you can make representation to the BCP Education Social Work Service if you believe the Penalty Notice contains factually inaccurate information and has been wrongly issued.

### **What are the costs and how do I pay?**

Payment within 21 days of receiving a Notice is £80 and £160 if paid after this within 28 days. Details of payment arrangements will be included on the Penalty Notice. You need to be aware that payment in part or by instalment is not an option with Penalty Notices.

### **What happens if I don't pay?**

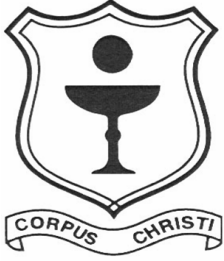
You have up to 28 days from receipt to pay the Penalty Notice in full, after which the Authority can under the Act commence proceedings in the Magistrates' court for the offence of failure to secure regular attendance at School/Academy of registered School/Academy. If the case is proven at court, the court can impose a fine and/ or a community penalty or a custodial sentence.

### **Can I be prosecuted if I pay the Penalty Notice but my child is still missing School?**

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. However it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice, depending on the circumstances. If this is an issue, it is vital that you work closely with your child's School/Academy and support agencies such as the Education Social Work Service.

### **Can I get help if my child is not attending regularly?**

Yes, the Local Authority and your child's School/Academy will give you advice and support if you need help to secure an improvement in your child's attendance.



## Corpus Christi Catholic Primary School

### APPENDIX 1- Roles and Responsibilities

#### **Governors**

Attendance is a matter of concern to Governors. They recognise that learning is enhanced by being consistently present in school. The Headteacher Reports and updates to FGB and SSD committees include attendance statistics. Attendance is discussed at the termly DSL and NSG safeguarding link meeting.

#### **Staff**

**Teachers** - are responsible for the accurate and prompt completion of registers at the beginning of each session. Proper standardised codes must be used. It is essential that teachers make all pupils aware that attendance and punctuality are essential factors in successful learning. Teachers must pass all concerns to the Headteacher. Registers will close ten minutes after registration begins and any arrivals after that point will be entered as late. Teachers should ensure that all absence notifications are shared with the school office and must also make every effort to ensure that any outstanding absence notifications are pursued.

#### **Registration – Class Teacher Responsibilities**

- Children arrive in school between 8:30- 8:50 am
- Teacher takes register at 8:50am
- Registers get electronically sent immediately or a paper copy sent to the office if necessary (ie. If unable to get internet access).

**Office Staff** - parent will be contacted of all first day absentees unless an acceptable absence notification has been received. These staff members will inform the Headteacher or Deputy Headteacher as soon as possible of any parents who were not able to be contacted or who provided unacceptable reasons for absence. These staff will also ensure that all children arriving late at the office are directed promptly to their classrooms and that they are correctly entered as late in their class register. They will also ensure that all absence or lateness notifications are clearly recorded and passed on to class teachers.

#### **Following up lateness/absence**

- Teachers must report concerns to HT or DHT

The Headteacher/Deputy Headteacher has responsibility for implementing this policy and for maintaining effective attendance control procedures. This includes responsibility for monitoring, evaluating and improving these procedures so as to ensure that school attendance targets are met. They are also responsible for initiating and following up all absence issues, for liaising with the School Attendance Officer and other agencies and for keeping governors informed as they require.



### **Parents/Carers**

Parents are responsible for enabling their children to attend school regularly and promptly. They must inform school about an absence as soon as possible and liaise with school where attendance issues arise. Parents need to be kept aware in particular of the damage to learning potentially caused by taking holidays in term time.

**Class Teachers:** Take register; discuss with the class the impact of lateness/absence

**Attendance Administrator:** Follows up absence/lateness

**Pastoral Support:** Follow up **vulnerable children** absence/lateness

**Attendance Administrator:** Follows up absence/lateness - track lateness/absence trends;  
Informs HT/DHT of absence/lateness trends and concerns;  
Raises letters 1 and 2; further action in consultation with Headteacher;

**Headteacher:** Report to Governors:

- Absence trends over time – 3 years
- % Authorised and unauthorised absence
- % Breakdown of illness, holiday, medical etc.
- % Absence per year group
- Number of Persistently Absent (PA) pupils

Decides on actions to be taken – /Letter/Penalty

- Letter 1
- Letter 2
- Letter 3 – referral to ASW
- Penalty Notice

Provide reports to Parents – class attendance

- Absence % each ½ term
- Authorised and unauthorised %
- Number of school days missed
- Late for registration

