

Our Lady of Mount Carmel Catholic Primary School



Attendance Policy

March 2016

MISSION STATEMENT

Our Lady of Mount Carmel Roman Catholic Primary School is a community centred in Christ. Teaching is permeated by the Gospel values and the traditions of our Catholic faith.

We seek to promote a happy, stimulating and caring environment in which each person is valued as an individual with unique talents. The curriculum and activities of the school are carefully framed so that each pupil may fulfil his or her potential and know success. Each will grow in awareness of his or her role within the family, the school and society and be sustained by a deepening relationship with God.

SCHOOL ATTENDANCE POLICY

INTRODUCTION

- This policy was developed through a process of consultation with the relevant professionals.
- It was approved by the Governing Body on
- It will be reviewed annually

Attendance Co-ordinator: Head teacher

Education Welfare Officer: Kevin Moses

Name	Role	Responsibility
Lindsay Gamble	<i>Head teacher</i>	To monitor the attendance throughout the school
Val Noble	<i>Admin</i>	To monitor the attendance situation of individual children or young people
Laura McMaster	<i>Early Years Attendance</i>	To raise the level of attendance of those children or young people identified as being at risk
Lindsay Gamble	<i>Head teacher</i>	The welfare of children or young people in school
Mark McBride	<i>Governor</i>	To keep a check on the general situation
Kevin Moses	EWO	To support the school in achieving its objectives by following the Local Authority Guidelines.

Attendance Policy Statement:

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. It is important to ensure that our most vulnerable pupils are given the same opportunities, which may mean extra support in certain cases.

Our Lady of Mount Carmel Catholic Primary School aims to achieve good attendance by operating an attendance policy within which staff, pupils, parent(s)/carer(s), local community and the Attendance Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by OLMC. The attendance policy is based on the premise of equal opportunities for all.

Aims:

- To improve the quality of school life
- To create a culture in which good attendance is ‘normality’
- To demonstrate to pupils, parent(s)/carer(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself
- To be consistent in implementation, both in terms of rewards and sanctions
- To value the individual and be socially and educationally inclusive

Objectives:

- To involve the children or young people more in their school attendance
- To improve communication with parent(s)/carer(s) about regular school attendance
- All school staff to continue to take responsibility for children or young people’s attendance
- To recognise the important role of class teachers and learning mentors in promoting and monitoring good attendance
- To ensure time and organisation within the school to enable the AIMS and OBJECTIVES to be met
- Effective working relationship with the Attendance Service, and the reporting of half-termly figures to the service

Targets:

- To have an effective means of collecting and monitoring attendance information
- To discuss the settings of targets for the school with the Local Authority Attendance Service and the School Improvement partner
- To ensure that such data is available and used effectively by school managers and staff in conjunction with the Local Authority Attendance Service
- To agree specific targets for individuals, groups, years and the whole school in a context of all known relevant factors and record these in the School Attendance Plan
- To target resources and implement where most appropriate and to undertake this within a reasonable time frame
- To keep parent(s)/carer(s), pupils and governors informed of policy and practice
- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as children in care or young people.

Consultation Process:**1. School Staff:**

Staff will be invited to discuss this policy and make any changes, which are deemed supportive of the aims of the policy.

2. The Governing Body:

The Governing Body will be invited to discuss this policy and make any changes which are deemed supportive of the aims of the policy. The final policy, after consultation will be presented for approval to the whole Governing Body.

3. The Parent(s)/carer(s):

Parent(s)/carer(s) will be advised of our policy on attendance:

- When their children first start at our school
- Home school contracts
- Through newsletters
- At parent(s)/carer(s) evenings
- On the website including links to the 'Sam and Sammie website'

4. The Children or young people:

Children or young people will be advised of our policy on attendance:

- In assemblies
- In the classroom
- During appropriate areas of the curriculum.

Time schedule for implementation:

- This policy will be in place by 8th March 2016
- It will be reviewed annually.

Procedure:

- Children or young people are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:
- Authorised (where the school approves pupil absence)
- Unauthorised (where the school will not approve absence)
- It is expected that parent(s)/carer(s) or carers will provide an explanation if the child or young person is absent on the first day the absence occurs. This can be by letter, telephone, personally at the office or by appointment
- If contact, explaining the child or young person's absence, fails to be made by parent(s)/carer(s) or carers, then the school will contact the home by telephone on the initial day, following this with a letter after 3 days of unexplained absence.

This contact needs to be recorded in the register.

- The head teacher will regularly remind parent(s)/carer(s) of the importance of good attendance and punctuality
- Children or young people with 100% attendance will be rewarded by the school in various ways throughout the year including Rovers tickets, certificates etc

Identification and Referral

- Identification is made by the form teacher (cause for concern)
- Concerns are passed to the person responsible for contacting parent(s)/carer(s)
- Person responsible will contact parent(s)/carer(s) with letter 1
- Following the letter, there will be four weeks' monitoring of the child or young person's attendance
- If there is no improvement, at this point, attendance letter 2 may be sent and parent(s)/carer(s) can be invited in for a meeting and/or an Attendance Support Plan is implemented.
- You may, after four weeks' monitoring, inform parent(s)/carer(s) you will refer to the Attendance Service.
- Reinforce parental duty to ensure full school attendance
- If attendance has improved over the last four weeks, you may continue to monitor attendance
- At this point you would refer to Attendance Service if attendance has not improved and you may feel a final warning letter appropriate at this point
- The referral to the Attendance Service will consist of the referral form, copies of all correspondence to parent(s)/carer(s) and a print out of the child or young person's attendance certificate.

Completing the Register

- The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children or young people formally from home, and serve as an introduction to the session
- The marking of registers can sometimes become so routine that its importance is lost
- However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are legal documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school
- Paper registers are required to be marked in ink. Any alterations should be visible and explained. Tippex or similar products may not be used
- The register must be marked using the symbols referred to in The Education (pupil registration) (England) Regulation 2006 and the associated DfE guidance))
- For schools with computerised registers the Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998
- Electronic registers have to be printed out once a month and kept in the same way as manual registers. **These are legal documents.**

Lateness

School begins at 8.55am and all pupils are expected to be in school for registration at this time.

Pupils who are consistently late are disrupting not only their own education but also that of others.

Where persistent lateness gives cause for concern further action may be taken.

Pupils returned to school by South Yorkshire Police

The school will have in place a procedure for pupils who are returned to school by Officers from South Yorkshire Police during the course of their work.

Leave of Absence during term time

Parent(s)/carer(s) are strongly urged to avoid booking a family holiday during term time.

Parent(s)/ carer(s) do not have the right to take their child or young person out of school for such a holiday. The school will consider each case individually, leave of absence for holidays will not be

authorised unless there are exceptional circumstance. The school will not authorise holidays taken during any examination weeks.

What can parent(s)/carer(s) do to help?

- Let the school know as soon as possible why your child or young person is away
- Send a note when your child returns to school
- Try to make appointments outside school time
- Do not allow your child to have time off school unless it is really necessary

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple
- Talk to the head teacher and staff at the school
- Talk to the Attendance & Pupil Welfare Service

The school aims to have ALL children or young people attending regularly and punctually and parent(s)/carer(s) need to know that should their child fail to attend in this way then the matter will be referred to the Attendance Service.

Parent(s)/carer(s) need to be aware that Doncaster Schools are operating a prosecution system in co-operation with the Attendance Service.

Parent(s)/carer(s) need to be aware that Doncaster Council in conjunction with Schools are operating Fixed Penalty Notices for non attendance.

The school understands the need for on-going communication with parent(s)/carer(s)/carers and pupils regarding this policy, particularly those new to the school.