



## Attendance & Punctuality Policy



## MISSION STATEMENT

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“St. Paul’s School promotes Christian values in a caring environment where every individual is encouraged to reach their full academic and personal potential”

### **We aim to ensure:-**

- That all children attend school regularly and arrive on time to enable them to take full advantage of the educational opportunities available.
- That children who have good attendance are rewarded.
- Regular attendance is valued and encouraged.

Parents have a legal duty under the Education Act 1996 (section 444) to ensure that children of compulsory school age attend school regularly.

### **As a school we aim to:**

- Improve children’s attainment through good attendance
- Maintain parents’ and pupils’ awareness of the importance of regular attendance.
- Encourage parents to ensure that children arrive in school on time.
- Reward good attendance

### **As a parent you can help us by:**

- Ringing on the first morning of all absences with the reason and saying when the child will return.
- Arranging dental and doctor’s appointments out of school hours or during school holidays.
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness.

### **We will**

- Follow up unexplained absences by phone calls and letters as soon as possible. You will receive a text on the first morning of your child’s absence.
- Remind parents of the importance of regular attendance and punctuality in newsletters.
- Publish your child’s attendance rate on his/her annual school report.
- Let you know if we have concerns regarding your child’s attendance.
- Send out termly letters to parents informing them of their child’s attendance if it is below 90%.
- If we continue to have concerns make a referral to the Education Welfare Officer.

## **Authorised Absence**

Some absences are allowed by law and are known as 'authorised absences'. For example, if a child is ill. School will authorise absences of one day for a family bereavement or a religious holiday

It is school's decision whether to accept a reason for a child's absence and whether to authorise the absence. If your child has historic poor attendance further evidence of a child's illness may be required.

### **You will be asked for medical evidence when:**

- Attendance is less than 90%
- There are frequent odd days of absences due to illness • The same reasons for absences are frequently repeated.

## **Unauthorised Absence**

There are times when children are absent for reasons, which are not permitted by law. There are known as 'unauthorised absences'. Absences will not be authorised for shopping trips, birthdays or visiting family members.

Unauthorised absences will be reported to the Local Authority. The Education Welfare Officer may contact you and consider taking legal action against you if your child has unauthorised absences.

## **Punctuality**

- Morning registration is at 8.55am. This is the time your child should be in class and all entrance doors will be closed at this time.
- Lateness is classed as any child coming into school after 9.00a.m. All children arriving after 9.00a.m. must report to the office. Any child arriving after 9.30a.m. will receive an unauthorised absence for the morning.(Code 'U')
- Where children have persistent lateness problems the Children and Families Officer/Attendance Lead will contact parents to discuss the matter.
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfE guidance.

## **Term Time Leave of Absence**

### **Response to absence**

If school has not been notified about a child's absence, a member of staff will contact the parent/carer on the first morning.

If the parent notifies the school of a child's reason of absence, but the child continues to be absent then an update check will be made by the school in the form of a phone call on the 3<sup>rd</sup> day.

If the child continues to be absent the Children and Families Officer will either write to the parent/carer or consider a referral to the Education Welfare Officer or the school nurse.

Any absence considered not to be a justified reason will remain unauthorised. A series of unauthorised absences will trigger a meeting with the Children and Families Officer and the Education Welfare Officer.

Where children have persistent attendance problems the Children and Families officer will invite parents/carers into school to a formal meeting with the Education Welfare Officer. (Attendance Panel)

### **Recording**

The class teacher will take a register using the school SIMS system, recording who is present or absent from school at 9.00am. At 9.10am the register is saved to the database. Any late pupils should enter the school through the main entrance. If any pupil arrives late the time and reason for late arrival will be recorded. All staff need to be aware that any child who arrives late must sign in using the Inventory system for purposes of fire regulations.

Afternoon registration is completed immediately after the lunch break, using SIMS.

Reasons for absence may be offered verbally by phone. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education Act which identifies the following reasons as acceptable reasons of an authorised absence:

- The child is ill or is prevented from attending by unavoidable cause;
- The child is absent on days exclusive set apart for religious observance in their particular faith.
- A reason for a period of absence is always required. The school will contact parents who have not offered a reason.

## **Attendance Codes**

A set of standard codes is used consistently within the register. These codes are input into the register as required and are used to give more meaning to the register and provide statistical data.

## **Requests for Leave of Absence**

If parents wish to request a period of leave they are required to complete a **'Request for Leave of Absence in Term Time'** form. If the request is denied the school will inform the parent of the reason by letter. Leave of absence will not be offered to pupils for family holidays except under exceptional circumstances.

## **Monitoring**

The Children and Families Officer and the Education Welfare Officer will review the attendance of all the pupils on a regular basis and any pupils identified as a concern having less than 90% attendance more often. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending. The pupil's attendance will be closely monitored and if after another month there appears to be no improvement the parents of the pupil will be invited to a meeting with the Children and Families Officer to discuss the issue and hopefully resolve any issues preventing the pupil from attending. If the parents do not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to the Educational Welfare Officer will be made. The registration system provides reports and information that assist the school to monitor attendance. These reports will be accessed and provide information to assist the school to manage attendance issues strategically. The Education Welfare Officer will also have access to this information and will use the reports to support their role.

## **Children Missing Education**

When pupils leave school and cannot be contacted then the child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out an investigation into the whereabouts of the child. A referral will be made to the CME team by the Children and Families Officer.

## **Legal Note**

Parents have a legal duty to ensure the regular and full-time attendance at school of registered pupils (Education Act 1996). The Education Welfare Officer aims to work with schools and families to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted or have to pay a Fixed Penalty fine for unauthorised absences.

We value your support in helping us to maintain standards.

## **Penalty Notices**

A penalty notice may be issued 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. If the penalty notice is not paid, the Local Authority will prosecute the parent/carer for failing to ensure regular school attendance.

The Education Welfare Service may issue a penalty notice to parents/carers who are failing to secure their child's school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Education Welfare Officers. Before a penalty notice is issued, parents will be warned of their liability to receive such a notice.

## **Equal Opportunities**

At St Paul's CE Primary School, all children have the right to achieve to their full potential, regardless of gender, race, culture, language, physical ability, special needs or socioeconomic status. Therefore, all pupils are given appropriate support and encouragement to attend school regularly.

**September 2025**