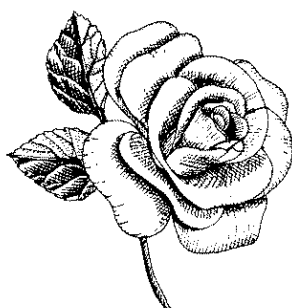


*St. Teresa's Catholic Primary School*  
*A Voluntary Academy*



*'Do the little things well'*

***ATTENDANCE POLICY 2015***

## **Rationale**

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential. The attendance pattern for all children is monitored weekly, with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:

- Attainment in school
- Relationships with other children and their ability to form lasting friendships
- Confidence to attempt new work and work alongside others.

The attendance figures below show how many school days have been missed which impacts on your child's education

- 98% = 4 days
- 95% = 10 days
- 90% = 19 days
- 85% = 29 days
- 80% = 38 days

The DFES expects that, in selecting a school for their children, parents will ensure that they choose a school where their children are able to attend every day and that daily attendance is punctual at the beginning and the end of each day

Each child's attendance can be summarised as:

<b>98% +</b>	<b>Excellent</b> – Well done! This will help in all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic. The school acknowledges and encourages good attendance and rewards pupils with a certificate awarded in the end of term assembly.
<b>95% +</b>	<b>Good</b> – Well done, strive to build on this.
<b>91-94%</b>	<b>Requires Improvement</b> – Absence is now affecting attainment and progress at school. Please work urgently to improve the situation. A meeting with parents will be convened.
<b>Below 90%</b>	<p><b>Unacceptable</b> Absence is causing serious concern. It is affecting attainment and progress and is disrupting your child's learning. The school will work with you and the Education Welfare Service (EWS) to improve your child's attendance. Permitting absence from school without a good reason is an offence by the parent. Only the school can 'authorise' absence.</p> <p><b>The school may not assess all reasons as 'valid'.</b></p> <p>Letters will be sent out indicating that attendance must improve over the next three weeks as a minimum. If attendance does not improve then a referral to the Education Welfare Service may be made.</p>

## Registration

All children should be in school for 8.55am. Any child arriving after this time should report to the school office accompanied by a **parent** indicating why their child is late, office staff will then sign the child in. The child will be marked late in the register, however if any child arrives after 9.45am, that is after registration has closed, this will be classified as an **unauthorised absence**. Parents should contact the school at the earliest opportunity if they know their child will be late (see Lateness below)

## Absence

There are two types of absence – authorised and unauthorised. All absences will be unauthorised until notification by parents is received. Absences should be reported to the school office at the earliest opportunity after which the school will decide whether to authorise the absence.

Amendments have been made to the 2006 regulations in the [Education Regulations 2013](#). These amendments came into force on 1 September 2013.

In the past, Headteachers have had the discretionary right to authorise family holidays taken in term time up to a maximum of ten days. This was done on a case by case basis. However, the rules have changed as of September 2013. The amendments make clear that Headteachers may **not** grant any leave of absence during term time unless there are exceptional circumstances.

Exceptional circumstances do **not** cover family holidays.

Exceptional circumstances are:

- For service personnel who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

If parents disregard these regulations the absence will be unauthorised and the school may apply for a penalty notice to be issued by the local authority in accordance with the Code of Practice and the Education (Penalty Notices) Regulations 2007.

After September 2013 the penalty is £60 per child if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The payment must be made direct to the local authority. The parents may be prosecuted if 28 days have expired and full payment has not been made. Each parent with parental responsibility for the child will be subject to the fine and it will apply for each child. In effect, this means that if a mother and father take their two children out of school they could be subject to at least a £240 fine if paid within 21 days. This will double if not paid after 21 days but within 28 days.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28 day period the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

While we understand the economic benefits of taking children out of school during term time we also have to work within government guidelines and we can only teach those pupils who are here.

Attendance will be closely monitored by the Attendance Officer and if any concerns or patterns of absence are identified the school may contact the Education Welfare Service.

## **Responding to Non-Attendance**

The Academy trust has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 95% close monitoring will be put in place. We will communicate our concerns with parents/cares if attendance falls below our expected levels. This may be in writing, by telephone or in person.

The Government class pupils whose attendance falls below 90% as persistent Absentee. As a school we will work with the pupil and their families to improve attendance but where unauthorised absences continue to be a concern a referral to the Education Welfare Service may be completed.

Longer term monitoring related to decisions about changes in practice will be monitored through feedback to the Headteacher and Education Welfare Service. This information is then reported to the Governing Body.

## **Missing Children**

After 10 school days, if no notification has been received, your child will be reported to the Education Welfare Service/Local Authority (Child Missing in Education – CME) as a missing child for them to look into this matter urgently.

## **Lateness**

Any pupil who arrives in school/classroom after 8.55am is late. Pupils at St. Teresa's are expected to arrive on time. When punctuality becomes an issue of concern parents will be contacted, in the first instance via telephone call/letter/Schoolcomms and punctuality must improve considerably within a 10-day period. Where punctuality has not improved, the school reserves the right to apply to the Local Authority to issue a penalty notice on its behalf for any pupil registered 'late after the register has closed' five times in a four week period in accordance with the Nottingham Local Authority guidelines. School finishes at 3.15pm so parents should ensure they pick their child up promptly from school. **Foundation children must be** collected by a responsible adult and cannot be collected by older siblings.

## **Medical Evidence**

Parents should make every effort to make any medical appointments outside of the school day. Where this is unavoidable, evidence of doctor/hospital appointments will be required and/or evidence of prescribed medication.

## **Rewards**

Children who achieve 100% attendance receive recognition at the end of term assembly and are presented with a 100% Attendance Certificate. Lots of other awards are arranged throughout the year. Every day counts.

## **Code of Conduct**

Nottingham City Council, Children and Families Code of Conduct has been agreed and adopted by the Governors and the School

### **NOTTINGHAM CITY COUNCIL CHILDREN AND FAMILIES**

#### **Penalty Notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time-Local Code of Conduct**

##### **Introduction**

1. This Code of Conduct will govern all Penalty Notices issued in respect of children of compulsory school age who are registered at a maintained school, a Pupil Referral Unit, an Academy, a City Technology College, or a City College for the Technology of the Arts, Free Schools and those attending alternative provision within the jurisdiction of Nottingham City Council, hence referred to as the LA (Local Authority).
2. In the context of the Local Code of Conduct the term “school” will cover all the above-mentioned educational establishments including Pupil Referral Units and attendance at alternative provision arranged by the LA.
3. The purpose of the Code is to ensure that Penalty Notices are issued consistently and fairly across the LA.
4. Penalties are set at £60 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. If the penalty is paid, the absence covered by the Penalty Notice cannot be cited again.
5. The LA is responsible for the operation and administration of the Penalty Notice scheme. To ensure consistency all Penalty Notices shall be issued by the LA for and on behalf of those persons designated by the regulations as having authority, i.e. schools, limited to Head Teachers, Deputy Head Teachers and Assistant Heads Teachers, authorised LA staff, the Police, Community Support Officers and other accredited persons.
6. An unauthorised absence level of 10% or more will be used as a general trigger guide. However the timescales maybe varied depending on the circumstances of the unauthorised absence.
- 7.

##### **Penalty Notices that can be issued by the LA on behalf of schools**

8. When a child has been absent without the authorisation of the school in accordance with paragraph 6.
9. Holidays taken in term time not authorised by the school.
10. Persistent lateness after the register has closed, where there has been no improvement following a period of review.
11. Excluded pupils failing to attend provision after the fifth day of exclusion.
12. Excluded pupils seen in a public place within the first five days of the exclusion.

##### **Penalty Notices that can be issued directly by the LA or on behalf of other partners**

13. Cases recommended by a Legal Intervention Officer following a case recommendation.
14. As part of the LA's fast-track to attendance procedure.
15. Where a pupil has been stopped on more than one occasion during a three-month period by accredited persons having authority to do so.
16. On behalf of neighbouring local authorities in accordance with agreed protocols.

### **Limitations**

17. A parent will be issued with no more than three Penalty Notices, relating to the same child, in any twelve month period.
18. A Penalty Notice shall only be issued in compliance with the Local Code of Conduct. Penalty Notices shall not be issued if legal proceedings under Section 444 of the Education Act 1996 are under consideration or are in progress, unless used within the framework of the LA's fast-track procedure.
19. The LA reserves the right to limit or restrict the use of Penalty Notices at any time if the number of requests or court cases resulting from non-payment compromises the effective administration and/or integrity of the scheme.

### **Non-payment**

20. If the Penalty Notice is not paid in full before the expiry of the period for paying it, the LA shall institute proceedings in accordance with Section 444 of the Education Act 1996.

### **Withdrawal of Penalty Notice**

21. The LA may only withdraw a Penalty Notice where:
  - it ought not to have been issued i.e. it has been issued outside the terms of the Local Code of Conduct or where no offence has been committed; or
  - it has been issued to the wrong person; or
  - it contains material errors.

### **Service of Penalty Notices**

22. Service will be by first class post and 2 days are allowed for postal delivery.

### **Definition of parent**

23. The term "parent" used in the code of conduct is that defined by Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989.

**IF YOU HAVE ANY ENQUIRIES RELATING TO THE CODE OF CONDUCT  
PLEASE TELEPHONE (0115) 876 2965**

*January 2016*