**Local Procedures for Attendance**

1. Aims

These procedures outline the day to day management of attendance in school and are written in accordance with the St John Bosco Catholic Academy Attendance Policy – [Link](https://www.stmaryswednesbury.co.uk/Page/Detail/policies).This is intended to support parents and carers in helping their children make maximum progress at St. Mary’s. Please refer to this policy for a detailed over view of requirements under law, role and responsibilities and approach towards Improving attendance and punctuality.

1. Expectations of Attendance and Safeguarding

St John Bosco Catholic Academy is giving a clear and consistent message that 'Every day counts' and that attendance is essential in order to achieve in all aspects of life. As such, we expect all children on roll to attend every day, when the schools are in session, as long as they are fit and healthy to do so.

Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning. Any child’s absence disrupts teaching routines and, therefore, may affect the learning of others in the same class.

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school.

Failing to attend School on a regular basis will be considered as a safeguarding matter.

To help us all to focus on this St. Mary’s will ensure:

* There are effective day to day practices in place to follow up absence.
* Admissions and attendance registers are accurate.
* There are accurate attendance records on file and retained in line with the MAC Records Management Policy & Procedures.
* The adult leading the class is responsible for completion of the attendance register in the morning and afternoon sessions.
* The attendance team, comprising of the Principal / Head of School, attendance officer and administrative staff are responsible for monitoring the attendance of each class and pupil.
* If the class teachers become aware of an unexpected pupil absence during the course of the school day, they will inform the office or attendance officer immediately.
* If there is a longer-term general worry about the attendance of a particular child, this will be reported to the attendance team who will contact the parents/carers and discuss the pupil with the Education Welfare Officer.
* The attendance officer or administrative staff will inform the Principal / Head of School on a daily basis of any absent children and also children from whom the school had had no notification of absence from parents.

1. Management of Absence

**If your child is absent you must:**

Contact the School via Telephone call on the morning of the first day of absence, and then subsequent days until they return.

If your child is absent we will:

**Day to Day (including Child Missing Education):**

* Make an initial response (ranging from: text message, telephone call and/or home visit) on the first day of absence. When a home visit is made, a calling card will be left to make the parents aware a member of staff has visited their house.
* The school will endeavour to make all reasonable enquires to ascertain the whereabouts of the child and the reason for absence, as above. If the school fails to make any contact with the parents, a member of staff may telephone the Education Welfare Officer or the Police to complete a safe and well check.
* In exceptional circumstances, where concerns are raised, a referral to Social Care may also take place.

**Weekly:**

* Analysis of all absence and attendance codes for monitoring purposes.
* Analysis of the Late Log detailing all late children. (Both before and after registration closes).
* Phone calls and/or meetings, as required, to discuss individual circumstances, including lateness and/or absence.

**Half-Termly:**

* Send a ‘Level 1 Attendance – Cause for Concern’ letter which informs parents that their child’s attendance has fallen below 90% (minimum national school attendance level) and is being closely monitored to ensure they do not become a persistent absentee.
* Send a ‘Level 2 Attendance – Cause for Concern letter which informs parents their child’s attendance is still below 90% and if it does not improve they will be invited to a meeting.
* Send a ‘Level 3 Attendance – Cause for Concern – Meeting Request’ letter which informs parents that their child’s attendance has significantly fallen below 90% (minimum national school attendance level), has shown no improvement since the last half term or is consistently causing concern, after being closely monitored. These children are then classed as a persistent absentee.
* Send a ‘Level 4 Attendance- failed to attend meeting’ letter which informs parents they need to contact school to discuss their child’s significantly low attendance and further action may be taken.
* Senior Leaders analyse and discuss attendance during half termly Pupil Progress Meetings.
* Attendance data is reported to the MAC for analysis. Attendance is reported to the senior leaders and governors (summary of statistics analysed for monitoring, assessing targets and implementing improvement), covering:
  + Individual class attendance
  + Whole school attendance
  + Persistent absenteeism
  + Analysis of groups of learners e.g. SEND

**Yearly:**

* During various points throughout the year, school attendance is reported through the School Census.
* Attendance data is reported to the MAC for analysis.
* Attendance is reported to all parents within their ‘End of Year Report’.
* A Yearly Attendance Summary is reported to the senior leaders and governors (summary of statistics analysed for monitoring, assessing targets and implementing improvement), covering:
  + Individual class attendance
  + Whole school attendance
  + Persistent absenteeism
  + Analysis of groups of learners e.g. SEND

4. Persistent Absence

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling for whatever reason. Absence at this level is doing considerable damage to any child’s education and we need parents’ fullest support and co-operation to tackle this. Please see the section above.

5. Management of Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

We expect all of our pupils to be in class at the start of our school day, which begins at 8:45AM. Our gates open at 8:35AM with members of staff on the playgrounds. Registers will be marked by 8:50AM and your child will receive a late mark if they are not present in the class.

Registers close at9:00AM.In accordance with statutory regulations, and the SJBCA Attendance Policy, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

6. Persistent Lateness

Late arrivals are monitored very closely and where there is continued lateness, the school will invite parents/carers in to discuss the problem. It is essential that children arriving late/leaving early are signed in or out from the school office. The signing in/out register is used in the case of an emergency or fire drill.

If a pupil is late, they are marked as late. If the register has already closed when a pupil arrives late and without satisfactory explanation, it may be classed as an unauthorised absence. This may lead to legal action for not ensuring regular and punctual attendance.

Pupils who arrive late are missing an important part of the school day. Parents/carers are encouraged to help their child get off to the best start by helping them to be punctual and ready to begin the school day in a calm and happy frame of mind.

Punctuality is important because if, for example, a child arrives 15 minutes late each day, they lose almost 2 weeks of education a year.

If your child has a persistent late record you will be asked to meet with the Principal to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time. Should school be unable to resolve an ongoing lateness issue, we reserve the right to bring forward the close of register. This would mean that your child’s lateness would be recorded as unauthorised which could result in the Local Authority considering enforcement proceedings against you. We will always inform you in writing should this action be necessary.

7. Pupils that are collected late at the end of the school day

See late collection policy.

8. Requesting permission for absence

We understand that from time to time there will be Instances where you may need to request absence from school for doctor appointments etc.

* Parents inform the school office.
* Bring copy of appointment invitation.
* Parents made aware that children should only be absent from school for the length of time for the appointment plus travel.
* A request of an appointment does not constitute a whole day’s absence.

9. Holidays during term-time

In line with the SJBCA Attendance Policy, any holiday taken during term time will be unauthorised. Taking holidays in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child’s education.

9. Penalty Notices

Where the school Is not satisfied with the reasons given for absence, the local authority will be asked to arrange the issue of a penalty notice.

The criteria for Issuing a fixed penalty notice an be found In the SJBCA Attendance Policy.

Appendix A - Absence Codes

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| /\ | Present |  | I | Illness (not medical) |  | P | Approved sporting activity |  | W | Work Experience |
| B | Educated Off site |  | J | Interview |  | R | Religious observance |  | # | Planned whole or partial school closure |
| C | Other authorised  Circumstances |  | L | Late (before close of register) |  | S | Study Leave |  | Y | Unable to attend due to exceptional circumstances |
| E | Excluded (no alternative provision) |  | M | Medical / Dental |  | T | Traveler absence |  | Z | pupil not on roll |
| G | Family Holiday (not agreed or days in excess) |  | N | No reason yet provided |  | U | Late (after close of register) |  | - | All should attend / no mark recorded |
| H | Holiday (agreed) |  | O | Unauthorised (not covered by another code) |  | V | Educational Visit |  |  |  |