

St Luke's RC Primary School

Attendance and Punctuality Policy



“At St. Luke’s School we follow the example of Christ by being God’s disciples here on Earth. We strive to be the best that we can be, to do the best that we can do and to make God proud.”

Policy Number	1
Target Audience	All Stakeholders
Approving Committee	FGB
Last Review Date	Spring 2025
Next Review Date	Spring 2026
Policy Author	Attendance Committee

Version Control			
Version No	Date Approved	Reviewed By	Changes
V1	Spring 2025	Attendance Committee	New Policy

Aims

In accordance with the City of Salford, the aim of this policy is to ensure that all pupils who are at risk of poor attendance or non-attendance and therefore at risk of underachievement, disaffection, social exclusion and criminal behaviour are supported to maximise the levels of inclusion, achievement and regular school attendance.

1. Improve the overall attendance of pupils at St Luke's RC Primary School.
2. Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. Provide support, advice and guidance to parents and pupils.
5. Develop a systematic approach to gathering and analysing attendance related data.
6. Further develop positive and consistent communication between home and school.
7. Implement a system of rewards and sanctions.
8. Promote effective partnerships with the Education Welfare Service and with other services and agencies.
9. Recognise the needs of individual pupils when planning reintegration following significant absence.

Aim 1

To improve the overall attendance of pupils at St Luke's RC Primary School

- Apply whole school attendance policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Relate attendance issues directly to the school's values, ethos and curriculum.
- Monitor progress in attendance measurable outcomes.

Aim 2

To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.

- Produce termly/annual reports to Parents/Governors/Headteacher as required.
- Provide updates as necessary in staff briefings/meetings.
- To include attendance and punctuality information in newsletters.
- Discuss attendance and punctuality issues in relevant staff meetings.
- Introduce award systems, ranging from weekly, termly and yearly.

Aim 3

To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.

- Maintain unambiguous procedures for statutory registration.
- Make contact with parents on the first day of absence.
- Ensure clearly defined late registration procedures.
- Appoint an attendance coordinator (Wellbeing/Family Liaison Officer) with appropriate time set aside.
- Define clearly the roles and responsibilities within the school staffing structure.
- Review attendance regularly / half termly with Headteacher.
- Be familiar with procedure for Attendance Panel meetings and subsequent action plans.

Aim 4

To provide support, advice and guidance to parents and pupils

- Highlight attendance in:
 - Assemblies
 - Staff available to talk to pupils
 - Wellbeing/family Liaison Officer
 - Making use of available resources
 - Newsletters and attendance letters
- Set aside time for parents to speak to staff.
- Seek improved communication with parents- Parents can phone, email or use PA connect communication system to report absence.
- Provide accurate and up-to-date contact information

Aim 5

To develop a systematic approach to gathering and analysing attendance related data

- Continue to use computerised SIMS attendance.
- Record attendance codes correctly and consistently throughout school.
- Be consistent in collection and provision of information.
- Decide what information is provided for governors, school staff, parents, pupils, Education Welfare Service.
- Identify developing patterns of irregular attendance e.g. broken weeks and lateness.
- To appropriately analyse attendance data and codes.
- To seek to begin looking at the link/correlation between attendance and attainment and SEND.
- To analyse these results in a clear precise way to parents and staff.

Aim 6

To further develop positive and consistent communication between home and school

- Initiate first day absence contact via phone call.
- Make full use of computer generated SIMS letters (Awaiting training)
- Promote expectation of absence letters/phone calls from parents.
- Explore the wide range of parental partnerships
- Provide information in a user-friendly way.
- Encourage all parents into school.

Aim 7

To implement a system of rewards and sanctions

- Actively promote attendance and associated reward and effective sanctions.
- Ensure fair and consistent implementation.
- Ensure that the system for sanctioning parents with a Fixed Penalty Notice is fully explained to parents in advance and its application is consistent and fair throughout the school.
- Seek to maintain that improvements and achievements in attendance and punctuality are also rewarded.

Aim 8

To promote effective partnerships with the Locality Team / Education Welfare Service and with other services and agencies.

- Designated key staff (Wellbeing Coordinator/Family liaison) liaise with the Locality Team through the Education Welfare Support Worker (Education Welfare Service) and other agencies.
- Gather and record relevant information to assist liaison meetings with other services.

- Write attendance review for Headteacher and governors as requested.
- Arrange multi-agency liaison meetings as appropriate.
- Arrange Attendance Panel meetings as needed throughout the school year.
- Establish and maintain list of named contacts within the local community e.g. community police contact officer, school health advisor.
- Encourage active involvement of other services and agencies in the life of the school.
- Develop understanding of agency constraints and operating environments
- Designated key staff to attend termly attendance workshops to keep informed of any relevant updates
- Ensure that school effectively monitors children about whom there are concerns, including notifying Salford's Referral, Investigation and Assessment Team when there is an unexplained absence of more than two days for a child who is the subject of a child protection plan.
- School will request a Concern for Welfare Check from the police where there is a concern for a vulnerable family and we are not able to make any contact following home visits. School will complete a CME referral where appropriate.

Aim 9

To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

- Be sensitive to the individual needs and circumstances of returning pupils.
- Involve/inform all staff in/of 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 parents and pupils in reintegration plan.

Role of Staff

Class Teachers

- Mark registers twice a day directly onto SIMs.
- Report concerns to the Headteacher as DSL or DDSL if Headteacher not available
- Report on attendance to parents formally through a written report in July and at parents meetings throughout the year.

Administration Team

- Update contact information.
- Update registers daily.
- Ensure that registers are completed correctly.
- In the event of a fire/fire drill, office staff will print off paper copies of the register and bring out and distribute.
- Contact families when children are absent from school through '1st Day Response'

System.

- Office staff monitor attendance concerns and flag these with SLT daily.
- Provide attendance data for:
 - Class teachers for parent meetings
 - End of year reports
 - Wellbeing coordinator weekly

Wellbeing Coordinator/Family Liaison Officer

- Report half termly to the Headteacher.
- Complete a termly printout of attendance for the Headteacher identifying children with:
 - Attendance below 90%
 - Unauthorised absences –4 or more
 - Lates – 5 or more
- Work directly with identified parents to bring about improvements.
- Arrange Attendance Panel Meetings
- Update attendance data for:
 - Individual pupils at the request of the Headteacher
 - Attendance awards termly and annually
 - Reports to the Governing Body
 - Case conferences / Core Group Meetings, Child In Need meetings and Team Around the Child/Family meetings
 - The school attendance officer statutory register check (provide rolling register)
- Organise attendance and punctuality rewards.
- Produce Red, Amber, Green attendance letters for ALL children.

Headteacher

- Monitor attendance and punctuality.
- Review attendance figures weekly.
- Identify key issues for families
- Keep the profile of attendance and punctuality high with parents, pupils and governors.
- Report to the governing body on attendance and punctuality.
- Liaise with staff regarding pupils and procedures.
- Review the policy annually.
- Set targets for improvement and review them annually.
- Ensure that registers are completed correctly.
- Ensure that all statistical returns are completed.

Parents

- Ensure that children attend school regularly and on time.
- Have a positive attitude to attendance and punctuality.
- Contact school before 9.10am on the first day of absence.
- Provide a reason for absence on the first day
- Parents to contact school each day of their child's absence

- Where a child is absent for 5 days or more, medical proof may be required.
- Should a child's attendance fall below 90% parents may be required to provide proof of illness for any further absences.
- Provide contact details and update them when changes occur.
- Liaise with the Headteacher / Wellbeing Coordinator/Family Liaison if problems occur.
- Be aware of the impact of poor attendance and punctuality on learning.

Children

- Co-operate with their parents and play their part in coming to school regularly and on time.
- Develop a growing awareness of the impact on their education of poor punctuality and attendance.
- Value good attendance and punctuality as an important quality in adult life.

Attendance Procedures

Teachers' Register Procedures

- The doors open at 8.30am and Registers are taken at 8.50am at the start of the school day.
- The teacher will give present (/) and absence marks (N) directly onto SIMS from 8.50am.
- If teacher has spoken to the parent of an absent child they put the comments directly onto SIMS but still leave as 'N' code for office staff to change to the relevant code.
- Afternoon registers are put straight onto SIMS again by the teachers and office staff check over them to ensure correct marks.
- In the event of a fire/fire drill, the admin team will bring the registers out and distribute to teachers.

Punctuality Procedures

- Names of late children and reason for lateness are recorded on a sheet in reception by parents.
- The list of names is loaded onto SIMs and matched to the registers.
- **The school day starts at 8.50am and ALL children are expected to be in school by this time** (we open the doors at 8.30am to make this a little easier with siblings).
- **The doors close at 8:50am.**
- **Children arriving after 8.50am sign in via the school office where parents are required to record their reason for lateness. Our Wellbeing Coordinator or a member of the office team will then take any late children to their classrooms.**

Office Register Procedures

- Attendance figures are added to SIMs on a daily basis.
- Absence information is shared with Wellbeing coordinator where there are concerns / as

necessary.

- First Day Response:

- Phone call made to 1st contact for an absent child. If no response by 10am, phone call to all contacts on SIMS.
- If still no contact made, follow procedures in Appendix 2 – failure to attend procedures.
- Friday lunchtime all registers completed and attendance and punctuality figures shared on Newsletter

Taking Children Out of School During The Day

Children have permission to leave school during the day for an appointment that cannot be made at any other time, e.g. hospital. Parents must report to the office prior to collecting their child, providing proof of appointment and sign the child out. If the child returns following an appointment they must be signed back in. Should children be taken out of school without proof of appointment this will be marked as an unauthorised absence.

Holiday Requests

In line with government guidance holidays **will not be authorised in any circumstance by our Governing Board.**

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

No. 210 Education Penalty Notices for Non-School attendance

As of 19th August 2024, new legislation regarding the issuing of penalty notices relating to non school attendance will be enforced.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a

three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

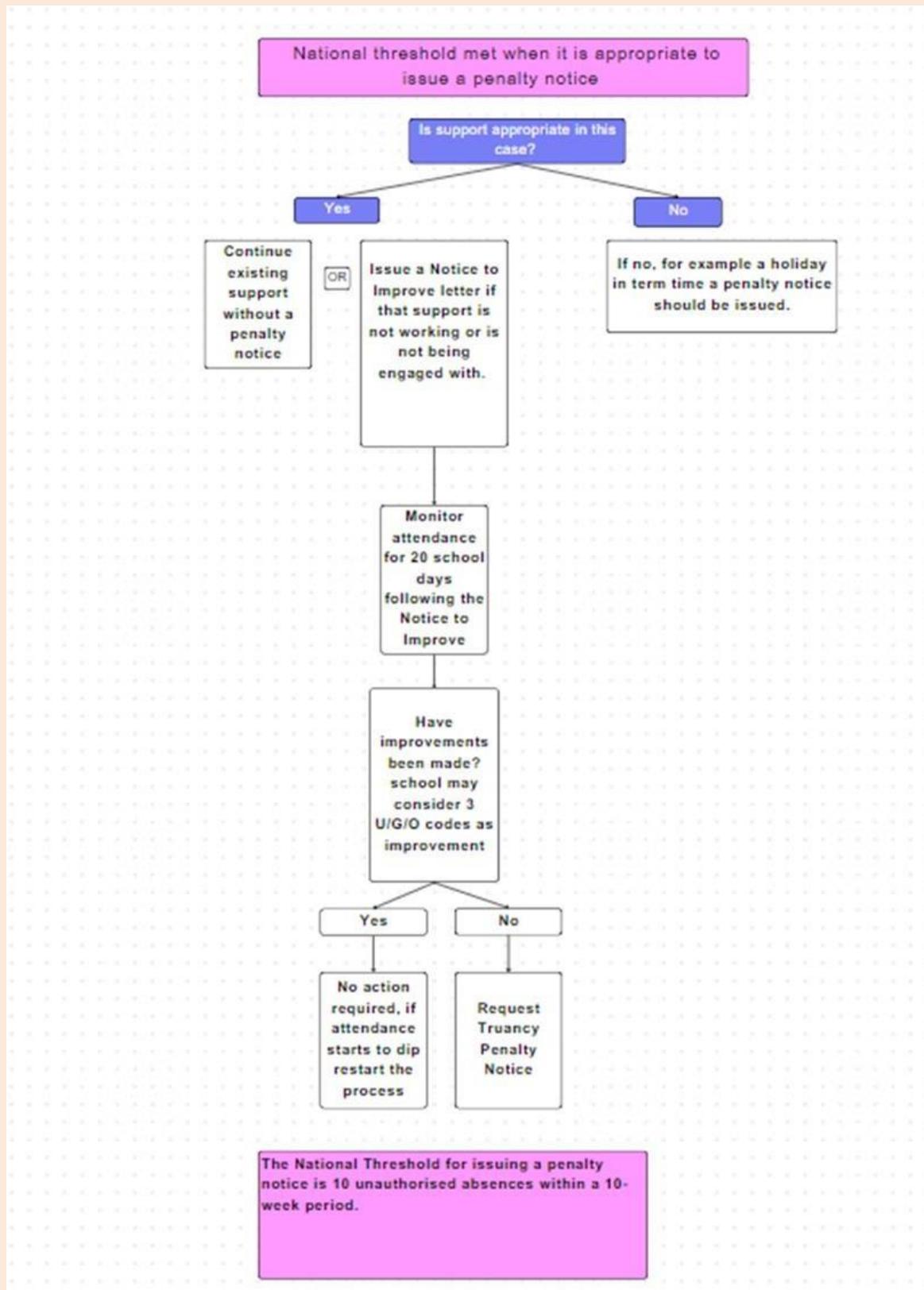
- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

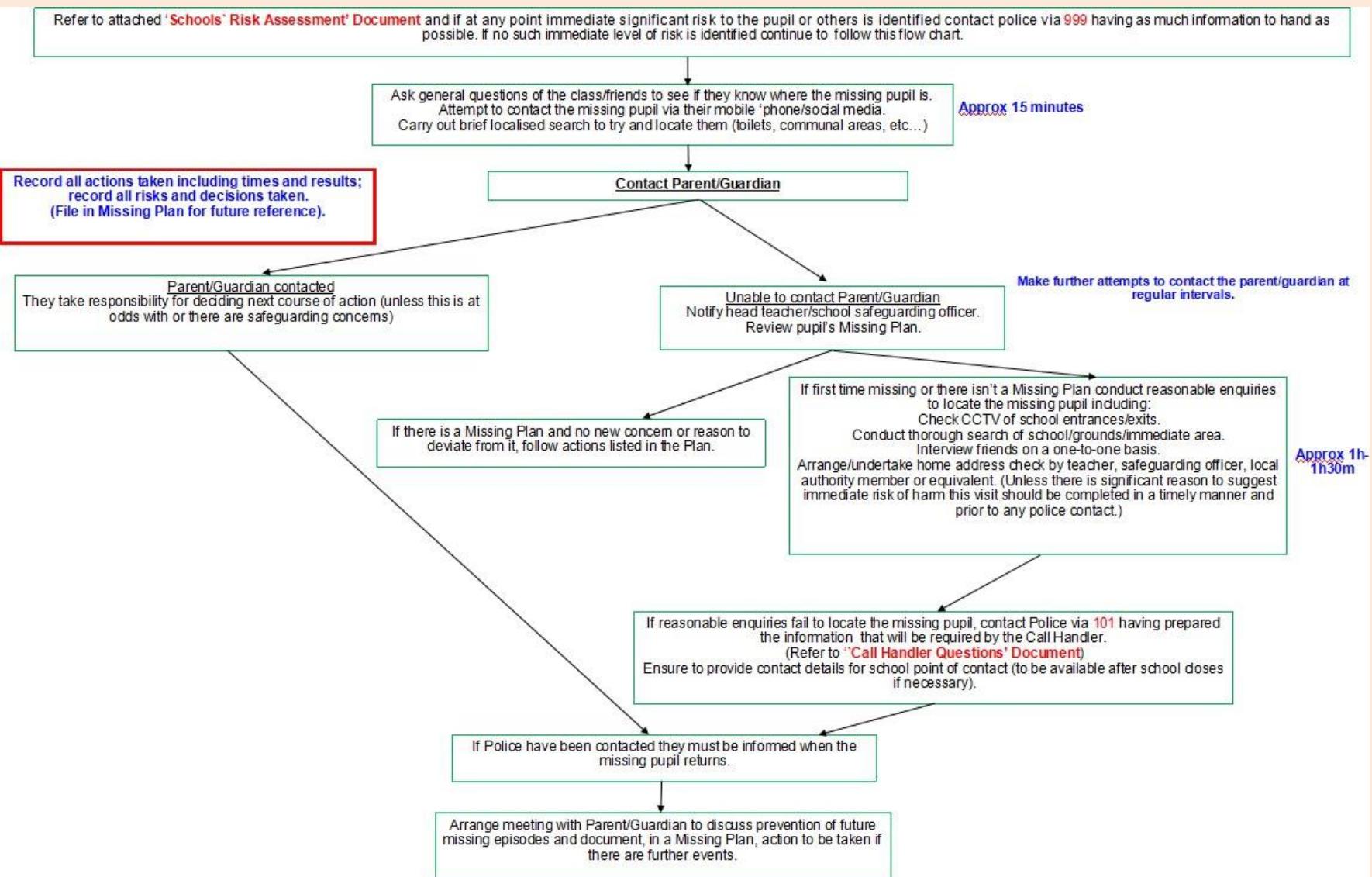
Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.

Appendix 1-Flowchart for Penalty Notices



Appendix 2- Failure to attend procedures



Appendix 3-Legislation and Guidance

Further information on legislation and guidance can be found below:

working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)