



OUR SCHOOL MOTTO IS:
Growing in Faith and Knowledge

Attendance Policy

Co-ordinator: Mr D. Hood

Reviewed: September 2021

Next Review September 2022



St Joseph's Preparatory School **ATTENDANCE POLICY** (staff are notified of regular ISI updates annually)

St Joseph's Preparatory School **Attendance Policy** **Our Attendance Mission Statement**

This Policy is applicable to all pupils, including those in the EYFS

St Joseph's Preparatory School seeks to ensure that all its pupils receive a full-time education which maximizes opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

We are proud of our attendance record which is generally very good and are grateful to our supportive parents and carers who work with us to promote and encourage good attendance by their children. School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

To meet these objectives St Joseph's Preparatory School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Whole School Policy for School Attendance

Our Aims

- 1 To maintain the overall percentage of pupils attending school
- 2 To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- 3 To provide support, advice and guidance to parents and pupils.
- 4 To develop a systematic approach to gathering and analysing attendance related data.
- 5 To further develop positive and consistent communication between home and school.
- 6 To promote effective partnerships with outside services and agencies.
- 7 To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Aim No 1: To maintain the overall percentage of pupils at school

- 1a The named governor for attendance is the Chair of the Governors.
- 1b We apply the Whole School Attendance Policy consistently.
- 1c We establish and maintain a high profile for attendance and punctuality.
- 1d We relate attendance issues directly to the school's values, ethos and curriculum.
- 1e Authorised leave for holidays is at the discretion of the Headteacher and is not an entitlement. Parents should make every effort to take leave during school holidays. The School cannot legally approve more than 10 days' holiday in an academic year unless there are exceptional circumstances. Parents/carers requesting holiday/leave in term time are asked to complete a Leave of Absence Request form, which is available from the School Office or can be downloaded from our website. Leave can only be authorised if the request is made before the leave takes place.
- 1f Parents are asked not to seek authorised leave during Examination week and for Calendared school events e.g. Speech Day for Prep Department. Parental co-operation is kindly sought in this matter.

Aim No. 2: To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks

- 2a We maintain unambiguous procedures for registration. Registers close 10 minutes after the start of registration.
- 2b If a pupil is absent we ask parents to notify the school on the first day of absence and send in a letter on the child's return. If a pupil is absent without a reason we contact parents on the first day via parent-mail.
- 2c We respond to pupil lateness as it occurs and highlight it in school reports.
- 2d We review individual pupil and whole school attendance regularly.
- 2f We include absence date in the pupils' annual school reports.

Aim No. 3: To provide support, advice and guidance to parents and pupils

- 3a We will highlight the importance of good attendance in:
 - Assemblies
 - Class
 - Newsletters
 - Term and Holiday Dates leaflet
 - School Prospectus
 - Parents consultation evenings
 - Staff being available to talk to pupils/parents
 - Personal, Health, Social and Citizenship Education lessons
- 3b We will maintain accurate and up-to-date contact information for parents. Parents are encouraged to inform the school of any changes to their contact information as and when they occur.
- 3c We involve parents in attendance issues from the earliest stage - making first day contact by parent mail in the event of unknown absence.
- 3d We keep staff up to date with the attendance strategy and provide Continuing Professional Development opportunities in 'Promoting Positive Behaviour and Attendance'.

Aim No. 4: To develop a systematic approach to gathering and analysing attendance related data

- 4a We use appropriate absence codes as required by the Department for Children, Schools and Families.
- 4b We will be consistent in the collection and provision of information.
- 4c We analyse the effects of persistent absence on attainment.

Aim No. 5: To further develop positive and consistent communication between home and school

- 5a We have an award system in place to annually give certificates to those children with no absences or one or two absences throughout the year.

Aim No. 6: To promote effective partnerships with outside services and agencies

- 6a We have designated staff who liaise with relevant outside agencies in line with our Safeguarding Policy.
- 6b We carry out initial enquiries/intervention prior to referral.
- 6c We gather and record relevant information to assist the Education Welfare Service when appropriate.
- 6d We will inform the local authority (where the child is resident) if and before a child's name is going to be deleted from the register and if the following ground for deletion are met:
 - The child is being taken out of school to be home educated
 - When the family has apparently moved away
 - When the child has been certified medically unfit to attend
 - When the child is in custody for 4 months
 - When the child has been permanently excluded

(as per Regulation 8(1)(d), (e), (g), (i), and 9M) and 12 (3) of The Education (Pupil Registration) (England) Regulations 2006 (amended 2016) and see also KCSIE 2021

Aim No. 7: To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

- 7a We will be sensitive to the individual needs and circumstances of pupils returning to school after a significant period of absence.
- 7b We will involve/inform all staff/agencies in the reintegration process.
- 7c We will provide opportunities for counselling and feedback.
- 7d We will consider peer support and mentoring.
- 7e We will involve parents as far as possible.
- 7f We will agree a timescale for the review of the written reintegration plan.
- 7g We will provide guidance for teachers, TAs etc who may be working with the child.

Governors

The Headteacher will report annually to the Governing body on various aspects of pupil attendance.

Governors have a valuable role to play in establishing the important of school attendance matters and in supporting measures taken to improve attendance.

COVID

The School will seek to re-engage those who stay away on account of anxiety about COVID and offer reassurances regarding the measures that are in place.

Back-up Storage of Both Admissions and Attendance Registers

The whole Schoolbase database including the admissions and attendance registers is backed up on a daily basis. Attendance and admissions registers are retained for at least three years after the end of the school year in question.