

# Castle Hill St Philip's CE Primary



## **Attendance Policy**

# Castle Hill St Philip's CE Primary School

## Attendance Policy

Castle Hill St Philip's CE Primary School is committed to providing a full and appropriate education to all pupils and embraces the concept of equal opportunities for all.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

The school will carefully monitor the attendance of all children and will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

### Attendance Means...

Being present for the maximum of 190 full days each school year. Arriving at school on time for the school day, which is:

	KS1	KS2
Morning session	8.55am-11.45am	8.55am-12.30pm
Afternoon session	12.45pm-3.20pm	1.15pm-3.20pm

### School Procedures

- Children will be marked present with / or absent with 0.
- If the adult taking the register knows of the reason for a child's absence then the appropriate code will be entered into the register.
- Children who arrive late but before 9.30am will be regarded as present for statistical purposes.
- Children who arrive late after 9.30am **without** an authorised reason will be regarded as absent for statistical purposes.
- Children arriving late must enter the building via the Main Entrance and must be signed in by the school admin staff.
- School admin staff will amend registers appropriately for any child arriving late.
- Only the Headteacher, or a member of staff acting on their behalf, can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

## **First Day Absence**

- If a Child is absent from school, for whatever reason it is the responsibility of the parent/carer to inform the school by 9.15am on the first day of absence by telephoning 01942 255578.
- If the parent/carer does not contact the school with a reason the Admin Assistant will contact the parents/carers by telephone on the first day of absence.
- If the school is satisfied with the reason provided for the pupil absence it will be recorded in the register as an authorised absence. If no reason is provided or the school is not satisfied with the reason given it will be recorded in the register as an unauthorised absence.
- Parents/carers can not authorise a child's absence from school, it is the school's decision whether to authorise absences.

## **Continued (or sporadic) ongoing Absences**

Any member of school staff can raise a concern regarding attendance with the School Liaison Officer.

In cases where a pupil begins to develop a pattern of absences, the school will seek to resolve the problem with the parents/carers. The School Liaison Officer may refer to the School Nurse/PMHCT etc, if the problem appears to be a medical one.

If a child continues to be absent from school the school will:

- If attendance reaches 95%, issue a letter of concern regarding 'Irregular Attendance' – see Appendix 1.
- If attendance reaches 90%, issue an 'Irregular Attendance – Procedure' letter – see Appendix 2.
- If attendance drops below 90%, school may refer into the Gateway Service who will support the family to improve the child's overall attendance.

If a pupil returns to school after a period of absence and fails to bring a note, or if the explanation offered by the note is not satisfactory then the Admin Assistant will telephone or write to the parent/carer to seek a reason for the absence.

## **Persistent Absence (Defined in legislation as 10% or more absences)**

Pupil's are categorised as being a 'Persistent Absence' pupil if they accumulate a specified number of absences (or greater) within each half term period. This absence equates to the pupil having 10% or more absence in any academic year.

For children whose attendance falls into the 'persistent absence' category, (ie below 90%) parents / carers will be informed that school will **no longer authorise** any further absences without the support of medical confirmation. Throughout this process Penalty Notice Warnings will be used where appropriate.

If no improvement is seen then a referral will be made to the Local Authority Gateway Service who will provide supportive strategies to bring about improvement in attendance.

If attendance remains a concern and little or no improvement is seen the Gateway Team will refer to the Attendance Enforcement Team. The Attendance Enforcement Team will then meet with parents/carers to set short term, specific targets for improvement known as a Parenting Contract.

Breach of a Parenting Contract may result in legal proceedings including either a fine or custodial sentence.

### **A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their full educational entitlement. For example, by the Home/School Agreement, newsletters, parents' evenings.

Individual attendance reports are sent home for every pupil on red, amber or green coloured paper. This will highlight to parents/carers if there is a low, medium or high level of concern. A letter is sent out to parents explaining the red, amber, green categories. **Please refer to example - Appendix 3**

### **Leave of Absence**

Very occasionally a child may need to take a day off school to attend an important event, for example, to attend a music exam or important family event.

Parents/carers must apply for a Leave of Absence in advance – forms are available from the school office.

Holidays in term time will **not be authorised** unless there are very, very exceptional circumstances.

### **Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance.

- 100% attendance certificates and rewards each term.
- Weekly Attendance Lottery.
- Weekly class trophy for the class with highest attendance.
- 100% attendance certificates and rewards for the whole academic year.

### **Attendance Data**

Attendance data will be monitored by the admin assistant, School Liaison Officer and Headteacher.

The Headteacher will provide a summary of attendance data to the governing body each term.

# CASTLE HILL ST. PHILIP'S C.E. PRIMARY SCHOOL

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**HEADTEACHER:** Mrs W Hilton

## APPENDIX 1

Dear Parent/Carer

### **IRREGULAR ATTENDANCE – CONCERN**

We note from our records that your child has been absent from school. Although you may have informed school of the reason(s) for the absence(s), we are concerned that your child's attendance has now fallen to 95%.

Absence obviously affects your child's performance within school, we therefore ask that you fulfil your responsibility to ensure your child's regular attendance at school

Should your child's school attendance not improve we will ask for medical confirmation as the government class attendance at 90% as persistent absence.

We are aware that, occasionally, it may be necessary for children to be absent from school, but ask for your support in ensuring your child's regular school attendance in order that your child may benefit fully from the educational opportunities available.

Should you wish to discuss this situation further, please do not hesitate to contact school and speak to me or Laura Adamson, School Liaison Officer.

Yours sincerely

**Mrs W Hilton**  
**HEADTEACHER**



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**HEADTEACHER:** Mrs W Hilton

## **APPENDIX 2**

Dear Parent/Carer

### **IRREGULAR ATTENDANCE – PROCEDURE**

We note from our records that your child has been absent from school. Although you may have informed school of the reason(s) for the absence(s), we are concerned that your child's attendance has now fallen to 90%.

Absence obviously affects your child's performance within school, we therefore ask that you fulfil your responsibility to ensure your child's regular attendance at school.

We now require medical confirmation for any further absences from school. Any absences not supported by a medical note from your GP will result in the attendance being marked as unauthorised. In the event of 10 unauthorised absences this could result in a penalty notice and possible fine issued by the local authority. If your child's attendance falls any further our school's procedure is to then refer to the Gateway Service who will support you to improve your child's attendance at school.

Should you wish to discuss this situation further, please do not hesitate to contact school and speak to me or Laura Adamson, School Liaison Officer.

Yours sincerely

**Mrs W Hilton**  
**HEADTEACHER**

