



St Anne's Catholic Primary School

Attendance and Punctuality

1. Overview

For a child to achieve their full educational potential excellent school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making our school a success. Every child has a right to access the education to which s/he is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve 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. For our children to take full advantage of the educational opportunities offered, it is vital your child is at school, on time, every day the school is open unless the reason for an absence is unavoidable.

The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on excellent attendance.

Excellent attendance is important because:

- i) statistics show a direct link between under-achievement and poor attendance;
- ii) regular attenders make better progress, both academically and socially;
- iii) regular attenders find school routines, school work and friendships easier to manage;
- iv) regular attenders find learning more satisfying and
- v) regular attenders are more successful in transferring between primary school and secondary school.

A child is of statutory school age between 5 and 16. This means it is a parent's legal responsibility to ensure the regular, full-time attendance of their child/ren. Failure to do this could lead to legal proceedings from the Local Authority.

Parents need to see themselves as partners with schools in the education of their children. They should ensure their children arrive at school on time, properly attired and in a good condition to learn.

If teachers have concerns about a pupil being absent or do not accept the explanation for an absence as genuine or exceptional, they will raise the matter with the Inclusion Manager and, if necessary, the Head Teacher.

2. School Target

The target for school attendance at St Anne's is 98%. Our target attendance has been set with reference to the Department for Education's aim of reducing unauthorised absence.

3. Absence

We appreciate there may be times when your child is unwell or absent due to exceptional circumstances.

The school has a policy of first day absence calling. On the first day that a child is absent it is expected that the school will receive notification from their parent/carer. If this is not received, the school will call to determine the reason for the child's absence.

If a child has a significant level of absence due to illness or medicals, the school will ask for medical evidence. If this cannot be provided, the absence/s will be unauthorised.

The school may make the appropriate referral to Lambeth Council's attendance team when a child is absent for ten consecutive days with no good reason.

Should a child be absent for 20 consecutive days for any reason other than exceptional circumstance, the child will be taken off roll and may be reported as missing from education to Lambeth Council's attendance team.

4. Attendance Registers

Attendance registers are legal documents. It is the legal obligation of parents/carers to report the true reason why their child is absent from school to ensure the attendance registers are completed correctly.

5. Persistent Absence

A child whose attendance falls below 90%, i.e. has been absent for more than 10% of possible attendance, is deemed to be persistently absent. The parents/carers of a persistently absent child can be referred by the school to the local authority for a fixed penalty notice (fine).

Should a child's attendance fall below 87%, the parents/carers of the persistently absent child can be referred by the school to the local authority for legal intervention by a court panel.

6. Appointments

Appointments, medical or otherwise, should, wherever possible, be made outside of school hours i.e. before school, after school, on weekends or during school holidays. If a medical appointment can only be made during school hours, evidence of the appointment will be required.

7. Siblings

If a child attending an appointment during school hours has a sibling in school, arrangements should be made for the sibling who does not have an appointment to be in school at the start of the school day and to be collected from school at the usual finishing time at the end of the school day, where possible.

If your child is taken ill during the school day or is unable to come to school due to illness, it is important that arrangements are made so that siblings attend/remain in school, where possible. If parents have an appointment or are unwell, arrangements should be made for the child/ren to be in school on time and picked up at the end of the school day, where possible.

8. Holidays

It is a parent's legal responsibility to ensure the regular, full-time attendance of their child/ren. Failure to do this could lead to legal proceedings from the Local Authority. Any requests for holidays during term time will be denied and any absence will be unauthorised. Unauthorised absence due to holidays may be referred to the local authority which could result in a fixed penalty notice being issued or the parents/carers being required to attend a court panel for legal intervention.

9. Punctuality

It is imperative that your child is punctual. School begins promptly at 9.00am. Arriving after this time can affect a child's progress. It also disrupts the class if a child arrives after lessons have already begun. Therefore, not only must children attend school regularly, but they must not be late.

Being late can add up to a loss of learning. If a child is late just 5 minutes every day, this adds up to over three days lost each year. Arriving 15 minutes late each day is the same as being absent for 2 weeks a year.

Punctuality is closely monitored. Each half term, punctuality reports will be analysed and for those pupils whose punctuality is a cause for concern, the parents/carers will be sent a letter notifying them of the school's concern and possibly inviting them to attend a meeting with the Inclusion Manager or the Head Teacher to discuss the issue.

Late present – pupils arriving after the start of the school session, i.e. after 9.00am but before the official close of the register at 9.10am, are marked 'late present' using the L code.

Late absent – pupils arriving after the official close of the register i.e. after 9.10am, are marked as 'late absent' using a U. Their presence on site is noted to meet fire regulations but their lateness is treated as an unauthorised absence for the session. Late absent becomes authorised only if an appropriate reason is given for the significantly late arrival by letter or telephone call.

In the event of a child arriving at school on more than a couple of occasions after the close of registration, the parents/carers may be referred to the local authority which could result in a fixed penalty notice being issued or the parents/carers being required to attend a court panel for legal intervention.

10. Late Collection at the End of the School Day

School finishes at 3.30pm. If there are any unforeseen circumstances as to why parents/carers are running late, the school office must be contacted as soon as possible. If children are collected late on a regular basis, parents/carers will be asked to make alternative child care arrangements to ensure their child is collected promptly.

If a child is not collected by 4.30pm and the school has had no communication with the parents/carers, the school has a duty to contact the police and social care to make suitable arrangements for the child.

11. Summary Attendance

100%	Excellent attendance	At school every day – learning and achievement maximised
98%	Target	Absent from school for 4-5 days a year - allows for occasional days of illness
96%	Minimum expected	Absent from school for 9-10 days a year – some concern
<90%	Persistently absent	Absent from school nearly 1 day each week or more – learning and achievement severely affected
87% - 92%	Penalty notice (fine)	Learning and achievement severely affected
<87%	Refer to local authority for legal intervention (court panel)	Learning and achievement severely affected

Punctuality

09:00	Expected
09:00 – 09:10	Late before register closed (L)
After 09:10	Late after register closed (U) School can refer to local authority for penalty notice or legal intervention (court panel)