



St John Bosco Catholic Primary School Local Management of Attendance Procedures



Approved:	April 2023
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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 which is intended to support parents and carers in helping their children make maximum progress at St John Bosco Catholic Primary School. Please refer to this policy for a detailed overview of requirements under law, role and responsibilities and approach towards Improving attendance and punctuality.

2. 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 we will:

- Regularly communicate with parents through newsletters and emails to remind everyone about the importance of good attendance.
- Report on class average and whole school average attendance regularly.
- Reward the class with the highest attendance each week.
- Reward children with a bronze attendance certificate for one term full attendance, silver for two terms full attendance and gold for annual full attendance.
- Offer reward trips to families (e.g. tickets to watch WBAFC) of children with a good attendance.

3. Management of Absence

If your child is absent you must:

- Contact the School on the morning of the first day of absence, and then subsequent days until they return. Please let us know by telephoning school.

If your child is absent we will:

- Contact you by text, telephone and email until we receive confirmation of where your child is and why they are not at school.

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.

- Where a child is at risk of being a persistent absentee child or is currently considered as a persistent absentee, school will offer support. The Executive Principal or Head of School will contact parents regularly via email to update them on their child's attendance and whether it is improving or getting worse. A meeting may be held to discuss how school can work with the family to improve attendance.

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 08.45. Our gates open at 08.30. Registers will be marked by 08.50 and your child will receive a late mark if they are not present in the class.

Registers close at **08.50**. 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

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

The school day finishes at 15.15. Any child not collected by 15.25, will join the after school childcare club and parents will be charged for this service.

8. 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 can 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		