

POLICY AND PROCEDURES ON ATTENDANCE

Name of school:-

THOMAS BECKET CATHOLIC SCHOOL

This policy is reviewed annually by the governing body, and was last reviewed on:-

1st February 2018

Signature (Chair of Governors)

Print NameDate:.....

Signature (Headteacher)

Print NameDate:.....

Signature (Designated Safeguarding Lead)

Print NameDate:.....

Thomas Becket Catholic School

Attendance Policy

Regular attendance at school is essential to ensure uninterrupted progress and to enable Students to extend their potential. The attendance pattern for all students is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children to attend every day.

We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:-

- Attainment in school.
- Relationships with other children and their ability to form lasting friendships
- Confidence to attempt new work and work alongside others

Each child's attendance can be summarised as:

96%+ Excellent – Well done! This will help all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic.

94-95% Average – Well done, strive to build on this.

85-93% Unacceptable – Absence is now affecting attainment and progress at school and causing serious concern. Please work with the school urgently to improve the situation. All students below 95% will be monitored by attendance

Permitting absence from school without a good reason is an offence by the parent. Only the school can 'authorise' absence. The school will not assess all reasons as 'valid'.

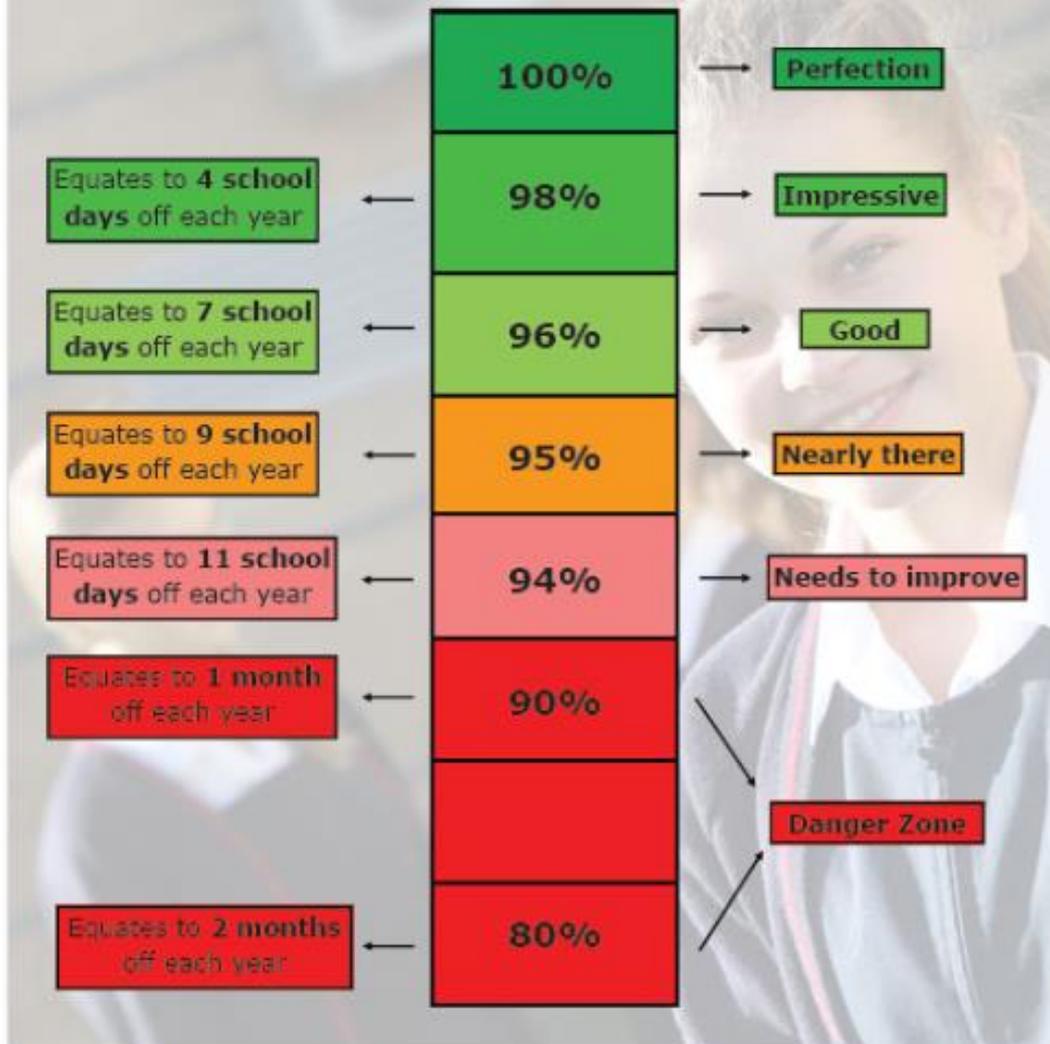
Non-attendance is an important issue that is treated seriously. However each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

a) In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.

b) Prior to the engagement of Education Entitlement Services, the school may issue letters to parents clearly defining the concerns within school regarding a pupils' absence. It is hoped that a quick response and change in levels of absence will prevent the need for EIP involvement.

Attendance Ladder

How close is your child to reaching the top?



Arrival and Registration

All students should be in the school ready to register at 8.55 a.m. every day. The register is taken twice a day. A day counts as 2 sessions. If a child arrives after the registration period, they must report to the Attendance office and will be marked in as 'Late'.

Lateness

At Thomas Becket we operate a 'late gate'. This means that if a student is picked up on the gate after the bell has gone they will be issued with a 25 minute lunchtime detention the same day. Where lateness causes concern parents will be contacted and invited into school for an informal meeting.

Registration is from 8:55am-9:15am. Students arriving after 9:15am will be coded U. Please be aware a U code counts as an unauthorised absence for the whole session. 5 U codes in a 6 week period may lead to referral to Education Inclusion and Partnership Service for consideration for a Fixed Penalty notice

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Illness and Medical Appointments

When a child is unwell, parents should contact the school before 9.15am on the first day of absence informing the school of the reason for absence.

Safeguarding Procedures, the school office will endeavour to contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child.

- a) Every effort should be made to arrange medical appointments outside school hours.
- b) An appointment card or verification by the doctors/ dentist/hospital is required both for late arrival and for absences.
- c) If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

Absence known to be for the following reasons may be authorised at the head teacher's discussion:

- Illness
- Religious observance
- Attendance at medical appointments which cannot be made outside school hours

Family Holidays/ Absence during Term Time

From 1st September 2013, the new law gives NO entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head teacher must be satisfied that the circumstances are exceptional and warrant the granting of the leave. Head teachers would not be expected to class any term time holiday as exceptional.

Parents can be fined by the Local Authority for taking their child on holiday during term time without the consent of the school ie: A fixed penalty Notice of £60.00 would be issued to each parent for each child: ie (two parent family, two children = £240.00 and the following would apply: £60- if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt.

The Criteria for issuing Penalty Notices for unauthorised term time absence is 10 sessions (equivalent to 5 school days in a 6 week period).

If you do wish to book time off during term time you must ask the Attendance Office for an application form. You will then receive written confirmation to whether this leave has been granted or not.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the Head teacher.

Unauthorised absences are those, which the school does not consider reasonable and for which no 'authorisation has been given. This includes:

- Parents keeping children off school unnecessarily.
- Truancy before or during the school day.
- All students with attendance below 90% must provide medical evidence for the absence to be authorised.
- Medical absences without proof.
- Holidays.

Penalty notices for absence from school can be issued by the Local authority.

The following circumstances are considered as appropriate reasons for the issuing of Penalty Notices:

- Truancy, including truancy sweeps
- Parentally-condoned absences
- Holidays during term time
- Persistent lateness after the register has closed

A pupil has to be absent from school in one of these circumstances for at least 10 sessions (5 days) in any term before the issuing of a Penalty Notice can be considered.

