

School Attendance Procedures

2018/2021



St Mary's Church of England Primary School
Established 1845

For a child to reach their full educational achievement a high level of school attendance is essential. It is our ethos to work with families to achieve a good attendance (above 95%) and therefore develop good habits for life.

Daily registration

The attendance register is taken prior to teaching sessions in the mornings and afternoons. The register remains open until 9.20am in the mornings and 1.20pm in the afternoons. Marks are entered onto the Management Information System (Scholar Pack) using the symbols set out by the Department of Education.

Absences

Our secretary, Elaine Stillwell, (ES) will contact parents /carers on the morning of any absence. Unexplained absences are referred to the Principal (Peter Kyles). ES & PK are in the School Office from 8.15am to receive phone calls. Staff are informed of absences prior to School start.

Monitoring of Attendance Registers

The Principal (Designated Safeguarding Lead) monitors attendance on a daily basis. Disadvantaged (Pupil Premium) children are monitored especially closely, as statistically it is these children who significantly underachieve in the Midlands Region. Any concerns about attendance are discussed with Lead Teachers at weekly Tuesday Staff Meetings. This may result in a meeting with the Parent/Carer.

Persistent Absence (Less than 90%)

After ten days there is a legal duty to report the non-attendance of any pupil who is absent without explanation. If the child is not seen and contact has not been established with the named parent/carers then the Local Authority will be notified, as this child is 'at risk'. The Multi Agency Safeguarding Hub (MASH) will be contacted and Children's Services Staff informed of the last known address.

Truancy

Truancy is not a major issue as we are a small school. All Teachers have access to the daily register on the management information system (ScholarPack).

Missing Pupils

This is a safeguarding issue and a statutory duty of the Local Authority. The school will inform the Multi-Agency Safeguarding Hub (MASH) of concerns.

Common Transfer Files (CTF)

CTF are produced by our Management Information System (Scholar Pack). On moving schools CTF's containing the required data are sent electronically to the new school. CTF files are also received from previous schools. St Mary's school will contact the new school at the time of transfer. We will also make an additional contact a few weeks after children have started to check all is well.

Flexi-Schooling

These are children whose parents have decided to part Home School. A termly contract is drawn up with families and care is taken to ensure the child/children is/ are receiving suitable education. Absence on the agreed days is marked with a 'C' in the register. 'C' meaning "other authorised absence".

Changes in School Admission Register

The school will notify the Local Authority within 5 days of changes made to the Admissions Register. At the end of Primary phase of education Year 6, CTFs will be electronically forwarded to the relevant Secondary Schools.

Incentives for good Attendance

Class weekly incentives are given if pupils achieve 100% attendance. This takes the form of a break extension and celebration cookies. Pupils who have 100% attendance throughout the year are also awarded a much prized gold badge.

Signing in/out Log

There is a log in the Office where a record is kept of children leaving the premises during the school day.

Term Time Holiday Requests

Applications for Holidays are made on Holiday Forms. Each application is made

to the Principal who will consider each application in accordance with the 'Family Holidays during Term Time' Policy' (Policy 36). If the application is acceptable the form is signed by the Principal and placed in to the pupil's files.

Fixed Penalty Notices

Penalty Notices will only be issued for persistent poor or non- school attendance if it can be effective in helping to get the child back into school. Our first response is to meet and discuss the child's attendance with the parents/carers. However, a penalty notice may be issued in exceptional circumstances.

This policy takes into consideration;

- Section 436A of the Education Act 1996.
- Pupil Registration Regulation 2016.
- Children Missing in Education (CME) statutory guidance September 2016.

These procedures should be read in conjunction with:

- School Attendance Policy 5.
- Schools Policy 36 Family Holidays

Both available on the School website.

Useful Contacts

Herefordshire In Year Transfers 01432 383168
schooladmissions@herefordshire.gov.uk

Herefordshire Child Sexual Exploitation Operational Group 01432 260417
Anstey, Liz (MASH Education Officer) Liz.Anstey1@herefordshire.gov.uk

School Admissions Officer (Reception) 01432 260926
schooladmissions@herefordshire.gov.uk

Herefordshire Schools Children Missing Education (CME) co-ordinator. 01432 261831
Andy McInnes email: amcinnnes@herefordshire.gcsx.gov.uk