

Attendance Policy

St Agnes C of E Primary School



Approved by:	Mr Chris Cartwright
---------------------	---------------------

Last reviewed on:	September 2022
--------------------------	----------------

Next review due by:	September 2023
----------------------------	----------------

St Agnes Attendance Policy in line with Dovestone Learning Partnership – Attendance and Punctuality Policy

Our Vision and Mission Statement

‘Learning together in God’s Love’

We are an inclusive Christian family, who **‘Learn Together In God’s Love’** with mutual respect, tolerance and kindness. ***We treat each other as we would like to be treated (Matthew 7v12)*** this allows us to thrive in our education, friendships and journey through life. We are proud to say we are all equal.

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.

St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for

We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow ‘The Great Expectations’ –

Be Safe

Be in the right place at the right time

Do your best

Handle your emotions

Use appropriate language

Cooperate

Respect everyone and everything

Rationale:

For pupils to achieve their full potential it is vital that they maintain high levels of attendance. All pupils should be aiming for 100% attendance (**378 sessions**) within each academic year.

Any pupil with attendance below 97% (missing **10 sessions** / 5 days) will have their progress impeded.

The support of parents / carers in ensuring that their child attends school is essential. Within St Agnes and the Dovestone Learning Partnership we will aim to work in collaboration with parents / carers to ensure that attendance is not a barrier to learning and progress.

This policy has been developed in line with the Government guidance Working Together to Improve School Attendance for more information please see:

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Roles and Responsibilities:

Parents / Carers are legally responsible for ensuring the regular attendance of their child to school. Within Dovestone Learning Partnership we recognise that there are sometimes external factors which affect a child's attendance and we will work proactively with parents / carers in order to promote high levels of attendance. To support us to do this efficiently and effectively we would ask that if your child is absent from school you follow the procedures outlined below.

The School Day

The school bell rings at 8.40 am and the children are expected to be ready in the line. The register opens at 8.40 am and closes at 8.50 am.

The children will be marked as late if they arrive in school after 8.50 am.

If children arrive in school later than 9.20 am they will then be marked in the register as 'U' which will be classed as an unauthorised absence.

10 unauthorised sessions will result in referral to the Authority for attendance concerns.

The school day is split into 2 sessions AM and PM so 1 day of absence is classed as 2 sessions.

The school day finishes at 3.15 pm. If children are not collected from school by 3.40 they will be taken to after school club until they are collected and parents will be charged for this time.

Staff responsible for the strategic approach to attendance: Miss S Butterworth (Headteacher) and Mrs S Gittins (Vice Chair of Governors).

Staff responsible for day to day attendance monitoring: Mrs S Pilling (Pastoral Care Lead) and Mrs Bayley (Office Manager).

Parents and Carers:

To report an absence please contact the school office on 0161 770 5970 or email info@stagnes.oldham.sch.uk

Illness:

We understand that there are times when a student has to miss school due to illness. Please keep these occasions as brief and as infrequent as possible.

In these circumstances we would request that:

- 1.) Parents / carers contact school on 0161 770 5970 and inform us of the circumstances of the illness. Please do this by 9.00 am on **each day** of absence.

If no contact has been made to confirm absence, then the school will follow the 'Unexplained / Unexpected Absences' procedures that are highlighted within this policy.

- 2.) Provide supporting medical evidence if an absence exceeds 5 consecutive days e.g. doctor's appointment card; medical appointment letter; copy of prescription etc.
School are not requesting a letter from your doctor.

Medical Appointments:

Medical / dental appointments should be made out of school hours to prevent disruption to learning. Where this is not possible please provide a note in the planner along with appropriate documentation e.g. appointment letter or card. This should be handed to either a pupil's class teacher or the office. **We will require this in order to authorise a pupil's absence**

If a medical / dental appointment is arranged for during the school day, your child will need to be signed out at the office by a responsible adult; **they will not be allowed to sign themselves out**. This person should be a parent / carer or one of the additional contacts which you have provided to us.

Holidays:

Holidays must not be taken during term time. **The Headteacher will not grant leave of absence for holidays during term time unless there are exceptional circumstances.**

Parents needing leave of absence for exceptional circumstances should apply to the Headteachers. The exceptional reason should be outlined in detail and evidenced and the final decision will lie with the Headteacher.

See the school website – www.stagnes.oldham.sch.uk for Term Dates for 2022-2023 and 2022 - 2024.

Other Requests for Absences:

Requests for absence for engagements resulting from personal sporting or other commitments / interests should be submitted in writing to the Headteacher and will be considered on a case by case basis.

The Headteacher will take into account the following factors when making her decision:

- The nature of the activity and how it contributes to the pupil's personal development.
- The pupil's attendance record.
- The pupil's current academic progress.
- The potential impact that the absence may have on academic progress.
- The potential impact that the absence could have on student wellbeing/welfare.

Religious Observance:

Requests for absence for religious observance should be made in writing to the Headteachers. These will only be granted where the day is exclusively set apart for religious observance by the religious body to which parents belong.

Inclement Weather:

We understand that there are times that it may be difficult for pupils to attend school due to inclement weather. Despite this, we will always endeavour to keep the school open for the pupils that can attend. This will still be an 'unauthorised absence' if school is open.

In these circumstances we would request that:

- 1.) Parents / carers contact school by phone on **0161 770 5970** and simply state **"Absent due to Weather"**. Please do this by 9.30 am on **each day** of absence.
This will still be an 'unauthorised absence' if school is open.

The School:

Within the Dovestone Learning Partnership we have a consistent attendance policy. St Agnes will monitor attendance closely so that we can support our pupils and their parents in

maintaining excellent levels of attendance. To do this we will monitor and track attendance in the following ways.

Unexplained / Unexpected Absences:

If we haven't had contact from parents / carers to inform us of a pupils absence by 9.30am on the first day of absence the following steps will be taken:

Day 1: Our office staff will contact parents / carers by telephone to follow up this absence. This will take place between 9.00am and 10.00am.

Parents / carers should respond with a phone call to the office to confirm absence or phone school immediately if they have sent their child to school that morning.

Day 2: If a pupil is still absent and we have not been notified our office staff will contact parents / carers by parent mail to follow up this absence. This will take place between 9.30am and 10.00am.

Day 3: If a pupil's absence has continued, our office staff will contact parents / carers by text message or phone call to follow up this absence. This will take place between 9.30am and 10.00am.

Our Head teacher or Pastoral Care Lead will then conduct a home visit in order to ascertain the nature of the absence. **If there are concerns about a pupils welfare or contact cannot be made at this stage, or any of the stages above, the police will be contacted and a request for a welfare check will be made.**

Punctuality to School:

Poor punctuality to school will affect pupil's attendance and have a significant impact on their learning throughout the year.

If pupils fail to attend school on time, they will receive the following consequences based upon their arrival time:

8.40 am to 8.55 am: The register opens - If a student arrives after registration they will receive a late mark.

9:20 am onwards: If a student arrives after 9.20am it will be recorded as unauthorised. 10 unauthorised marks in a twelve week period is subject to a fine.

Working with Parents where there is an Attendance Concern:

Miss Butterworth and Mrs Pilling will track and analyse pupil's attendance regularly. This will be separated into COVID 19 related absence and non COVID 19 related absence. This allows us to identify any attendance concerns quickly and to put appropriate support in place. We use a staged approach to improving attendance as outlined below.

See Appendix 3 for full overview of stages, Appendix 4 for school correspondence and Appendix 5 for Contract of Attendance proforma, all of which are discussed below.

Improving Attendance: Stages:

Stage 1:

The threshold for Stage 1 is:

Stage	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days
1	7	3.5	7	3.5	11	5.5	13	6.5	15	7.5	26	13

The support this will trigger is:

- An phone call from the office manager informing you that your child has reached Stage 1 and an invitation to discuss this further with the Headteacher and / or the Pastoral Care Lead.
- Close monitoring of attendance.

Stage 2:

The threshold for Stage 2 is:

Stage	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days
2	14	7	14	7	20	10	25	12.5	31	15.5	38	19

The support this will trigger is:

- A phone call from the office manager informing you that your child has reached Stage 2.
- A letter from the Head teacher to invite you to an Attendance Panel meeting to discuss strategies to improve your childs attendance and agree a personal attendance target (Appendix 4).

The Attendance Panel is made up of The Headteacher, pastoral care lead and a Governor.

In addition we must ask that all future absences in respect of illnesses and medical appointments are supported by medical evidence [i.e. Doctors note/appointment letters/cards etc.].

Stage 3:

The threshold for Stage 3 is:

Stage	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days
3	20	10	20	10	25	12.5	31	15.5	38	19	38	19

The support this will trigger is:

- A phone call from the office manager informing you that your child has reached Stage 3.
- A letter from the office manager to arrange an Attendance Panel.
- A Contract of Attendance to be created (See Appendix 5).
- Absence are now subject to a Local Authority Penalty Fine
- The attendance panel will consist of the Headteacher, Pastoral Care Lead and a Governor.

We have also been required to contact the Local Education Authority and at this stage, further absence from school could result in legal action being taken by the Local Education Authority.

Stage 4:

The threshold for Stage 4 is:

Stage	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days
4	25	12.5	25	12.5	31	15.5	38	19	38	19	38	19

The support this will trigger is:

Contact from the Local Education Authority, who will explore legal methods of enforcing attendance at school. Subject to a Penalty Fine or Court Attendance which could result in a fine of up to (£2,500), and/or a community order or imprisonment of up to 3 months. For more information on penalty fines please see section 6: Attendance legal intervention of Working together to improve school attendance.

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Closure of School at Short Notice:

In the event of inclement weather, no heating, electric or water, the Headteacher (or SLT) will liaise with the Site Team, assess the situation on site, check with the Met Office website and make a decision as to whether the school is to close. The decision will be communicated to colleagues, pupils and parents via the school website and by parent mail.

Our aim will be to make a decision as early as possible and at least one hour prior to the scheduled opening time. Decisions will often take place on the day of closure to enable a decision that will result in pupils missing learning to be as informed as possible.

Every School Day Counts

Being late adds up to a loss of learning

- If you are five minutes late every day that adds up to over three days lost each year.
 - 15 minutes late is the same as being absent for 2 weeks a year.
 - Being late every day can add up to a lot of lost learning time.
 - Please help your child to be punctual.

<i>Minutes Late</i>	<i>Days of Learning Lost</i>
5 Minutes	3.4 Days (98.4% Attendance)
10 Minutes	6.9 Days (97.6% Attendance)
15 Minutes	10.3 Days / 2 Weeks (94.7% Attendance)
20 Minutes	13.8 Days (92.9% Attendance)
30 Minutes	20.7 Days / 4 weeks (89.2% Attendance)

Appendix 2

Stage	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days	Sessions	Days
1	7	3.5	7	3.5	11	5.5	13	6.5	15	7.5	26	13
2	14	7	14	7	20	10	25	12.5	31	15.5	38	19
3	20	10	20	10	25	12.5	31	15.5	38	19	38	19
4	25	12.5	25	12.5	31	15.5	38	19	38	19	38	19

Appendix 3 – Stage 1



St Agnes Primary School
Knolls Lane
Lees
Oldham
OL4 5RU

Headteacher: Miss S Butterworth
Telephone: 0161 770 5970
www.stagnes.oldham.sch.uk

DATE

Dear <Name>

<Forename> has reached the Stage 1 threshold for attendance as a result of having more than <sessions> of absence by <Half Term>

At this stage we will be monitoring <Forename> closely to ensure the <he/she> doesn't move through to Stage 2, which will require all absences to be covered by medical evidence.

As a school we work with families to support with attendance concerns to ensure we remove any barriers to learning. If you would like to discuss this further, or have any other questions, please do not hesitate to contact myself.

If you require any further information regarding our Attendance Policy please see our school website at the above address.

Assuring you of our close attention at all times.

Yours sincerely

Miss S Butterworth
Headteacher



St Agnes Primary School
Knolls Lane
Lees
Oldham
OL4 5RU

Headteacher: Miss S Butterworth
Telephone: 0161 770 5970
www.stagnes.oldham.sch.uk

DATE

Dear <Name>

<Forename> has reached the Stage 2 threshold for attendance as a result of having more than <sessions> of absence by <Half Term>

At this stage we will be contacting you to discuss strategies to improve <Forename>'s attendance. We will also be speaking to <Forename> within school.

In addition we must ask that all future absences in respect of illness and medical appointments are supported by medical evidence (i.e Doctor's note/appointment letter/cards etc.).

Without this further absences will be unauthorised, which will lead to the Stage 3 Attendance Panel and the Local Education Authority taking further action.

As a school we work with families to support with attendance concerns to ensure we remove any barriers to learning. Any student missing more than 12 sessions (6days) in a school year will have their progress impeded, which will ultimately affect their attainment.

If you require any further information regarding our Attendance Policy please see our school website at the above address.

Assuring you of our close attention at all times.

Yours sincerely

Miss S Butterworth
Headteacher

Appendix 3 – Stage 3



St Agnes Primary School
Knolls Lane
Lees
Oldham
OL4 5RU

Headteacher: Miss S Butterworth
Telephone: 0161 770 5970
www.stagnes.oldham.sch.uk

DATE

Dear <Name>

<Forename> has reached the Stage 3 threshold for attendance as a result of having more than <sessions> of absence by <Half Term>

At this stage we need to discuss this matter in person and will be contacting you to arrange a suitable time for you to attend Attendance Panel on <Date> . At the Attendance Panel you will meet with myself, and a School Governor, where a Contract of Attendance will be formulated in order to improve <Forename>'s attendance to school.

We have also been required to contact the Local Education Authority and at this Stage, further absence from school could result in legal action being taken by the Local Education Authority. We are hoping to avoid this action and look forward to working with you further to resolve the current attendance issues.

If you require any further information regarding our Attendance Policy please see our school website at the above address.

Assuring you of our close attention at all times.

Yours sincerely

Miss S Butterworth
Headteacher

Appendix 4 – Stage 3 Contract of Attendance



Stage 3 – Attendance Panel Contract of Attendance

Name:	
Class:	
Date of Meeting	Review Date
Current % Att.	Current lates:

Summary of Barriers to Attendance

<u>Stage 2 Personal Attendance Target</u>		<u>Outcome</u>	

The Local Education Authority will now monitor the next 15 school days of attendance, before making a decision on whether to move to Stage 4 – Prosecution.

15 Day Monitoring Period Dates:	
Attendance in 15 Day Monitoring Period	
Punctuality in 15 Day Monitoring Period	



St. Agnes C.E. Primary Home/School Agreement

St Agnes C of E Voluntary Aided Primary School is proud to offer to its pupils an education, which is intellectually, socially, morally, aesthetically, physically and spiritually based on Christian values. We encourage each child to develop a sense of curiosity and excitement about the world, ensuring that the curriculum provides a Christian setting in which children can grow in understanding and the acquisition of skills, attitudes and values.

Parents can expect school to offer:

- High quality teaching where learning flourishes and personal best can be achieved.
- A happy, stimulating and secure learning environment in which every member of the school community is valued.
- A culture in which the Christian values of love, forgiveness and tolerance are celebrated.
- Strong relationships based on mutual respect.
- An atmosphere in which good behaviour and self-discipline are strongly promoted.
- Opportunities to share our talents with the local and wider community.

School will expect parents to:

- Ensure that their children arrive and are collected punctually every day.
- Support the school's positive behaviour policy.
- Work with the teaching staff to encourage their children to achieve the best they can.
- Support the Christian values of the school including treating members of the school community with courtesy and respect.
- Ensure their children wear the correct school uniform.
- Ensure that their children follow the rules for age-appropriate access to social media sites eg Facebook, Instagram, Twitter and Snapchat.
- Support the ethos of our school by ensuring that their children attend our special services in church including Christmas and Easter celebrations.
- Ensure that children do not bring mobile telephones into school at any time.

School will expect children to:

- Come to school each day prepared to try their best.
- Follow the Great Expectations.
- Wear their uniform neatly and with pride.
- Complete their homework on a weekly basis.
- Only use social media sites that are age-appropriate for primary school age children.
- Attend our annual Christian celebrations including Christmas and Easter concerts in church.
- Not bring mobile phones into school at **any time.**

Appendix - 6



St Agnes Primary School
Knolls Lane
Lees
Oldham
OL4 5RU

Headteacher: Miss S Butterworth
Telephone: 0161 770 5970
www.stagnes.oldham.sch.uk

NOTICE OF ABSENCE FROM SCHOOL IN TERM TIME ST AGNES C of E PRIMARY SCHOOL

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Oldham LA expects all parents/guardians to ensure that their children attend school whenever possible. Absence taken during term time, could hinder academic attainment.

From 1 September 2013, the new law gives no entitlement to parents to take their child on holiday in term time. It makes it clear that **Head teacher may not grant any holidays or other absences during term time unless there are exceptional circumstances.**

Following notice from the Supreme Court Oldham Council have re-instated Penalty Notice Fines from Monday 11th September 2017.

Unauthorised absence of 10 sessions (2 marks per day) or more is subject to a Penalty Notice.

Unauthorised absence recorded against your child which may lead to a Penalty Notice being issued, this being £60 (per parent, per child).

Note – Penalty Notices are issued per parent, per child and should be paid within 21 days. If payment is not paid within 21 days the tariff doubles, if payment is still not received then you are liable for prosecution. See tariff below:

	If paid within 21 days	If paid between 22 – 28 days
1 parent, 2 children	£120.00	£240.00
2 parents, 1 child	£120.00	£240.00
2 parents, 2 children	£240.00	£480.00

School Information

Attendance Codes – Description and Meanings

Code	Description	Meaning
F	Extended absence (agreed)	Authorised Absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence

NOTICE OF ABSENCE IN TERM TIME

**Following notice from the Supreme Court Oldham Council have re-instated
Penalty Notice Fines from Monday 11th September 2017**

CHILD'S NAME.....CLASS.....DOB.....M/F

ADDRESS.....POSTCODE.....

CONTACT TELEPHONE NUMBER.....

REASON FOR ABSENCE.....

DATE OF DEPARTURE.....DATE DUE BACK IN SCHOOL.....No OF DAYS.....

TRAVEL ITINERARY REQUESTED Y/N

COPY ATTACHED Y/N

MOTHER'S NAME.....

FATHER'S NAME.....

GUARDIAN'S NAME.....

PARENTS ADDRESS IF DIFFERENT FROM CHILD.....

POSTCODE.....

DATE AND OUTCOME OF MEETING WITH SCHOOL

.....
.....
.....
.....

SignedHeadteacher

Mother.....Date.....

Father.....Date.....

Guardian.....Date.....

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For The Assessment Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupil assessment data	Name D.O.B. Test data Teacher Assessment data	Monitor a child's progress and identify next steps Well-Being of Your Child	All Staff (as necessary)	Staff electronic records Paper tests are stored in locked filing cabinets in each classroom / basement Data is deleted / shredded as necessary	Held on File throughout a child's time at school Key data is passed onto a new School when moving on Some data is archived until the child is 25 (e.g. SEND pupil)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

This policy will be reviewed every three years or sooner if legislation / school assessment systems change.