



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

PUPIL ATTENDANCE AND PUNCTUALITY POLICY

This policy is written in support of the Vision and Values of St Michael and All Angels (Foundation) Primary and Pre-School.

Last Updated	Summer 2024
Next Review Due	Summer 2025

This policy will be supported by the following policies and procedures:

- Safeguarding Policy
- Home School Agreement
- First Day Calling Procedure
- DfE Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities (Published: 29 February 2024. Applies from: 19 August 2024)
- Summary table of responsibilities for school attendance Statutory guidance for maintained schools, academies, independent schools, and local authorities (Published: 29 February 2024. Applies from: 19 August 2024)

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ARRIVAL AND REGISTRATION

The register is taken twice a day. All registers are checked daily by an administrator in the school office and all absences will be investigated.

In main school children can enter the classroom from 8.45 a.m. when doors open. All children in main school should be ready to register at 8.55 a.m. Afternoon registration is at either 12.45 or 1pm, class dependant

In Pre-school the sessions either begin at 8.45am or 9.15am and the register for each session closes 10 minutes after the start of each session. In the afternoon the sessions begins at 12.15pm and the register closes at 12.30pm.

Pre-school and school require all absences are reported at the beginning of the school day by 9.30am.

In main school if a child arrives after the close of registration they must report to the school office and will receive the appropriate mark. The mark will be an 'L' for late if it is before register closes or a 'U' which is classed as an unauthorised absence if the register has closed. Parents of unaccompanied pupils will be informed that their child has arrived safely and was late.

If the school office has not received a reason for absence they will endeavour to contact home and other emergency contacts to check on the safety of the child in line with Calderdale First Day Calling Procedure. School cannot grant a leave of absence retrospectively.

THE ATTENDANCE TEAM AND MONITORING

All staff have a duty of care and should be vigilant in noting any patterns of lateness or absence even when explanations for absence/lateness are received. If in doubt, they should discuss absences with a member of the attendance team.

The Attendance Team (Head teacher, Learning Mentor and Attendance Administrator) meet weekly to discuss lateness, absence, patterns, absence requests etc. They then meet with the Education Welfare Officer (EWO) termly.

School will work with the Education Welfare Officer (EWO) in line with DfE 'Working together to improve school attendance' within the Service Level Agreement (SLA) with the Education Welfare Service (EWS).

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AUTHORISED ABSENCE

Granting leaves of absence

There is a 'Leave from Learning' form on the school website which must be completed in advance when a pupil requires authorised absence e.g. an absence other than medical, religious observance or illness.

Examples could include:

- Taking part in a regulated performance or employment abroad.
- Attending an interview: for entry into another educational institution.
- Exceptional circumstances: Schools are expected to consider each leave from learning individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. Absence will not be authorised where attendance is lower than 96%.

Leave from learning requests must be completed prior to the leave taking place for the leave to be authorised.

Medical appointments

Every effort should be made to arrange medical appointments outside school hours as these still count towards a pupils' absence percentages. If it is necessary for a child to be out of school for this reason, the child should make every attempt to be present for registration and be returned to school directly after the appointment and the absence reason and time off recorded on Bromcom.

For the absence to be authorised an appointment card or verification by the doctors/dentist/hospital is required whenever possible before the appointment and if not afterwards.

Illness

Schools can authorise absence for illness. Schools may wish to speak to the family and request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register.

The latest Health Protection Agency 'Guidance on Infection control in schools and other childcare settings' should be followed.

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PENALTY NOTICES

Penalty Notices can be issued to any adult who has a duty of care and can therefore include stepparents or partners irrespective of whether they have parental responsibility or appear on the birth certificate.

For an unauthorised leave of absence (holiday) they will usually be issued to the adults involved in the absence.

For a pattern of poor attendance, they will usually be issued to both parents even if they do not reside together.

Per parent, per child

Penalty Notices fines are issued to each parent, for each child that was absent. For example, three siblings absent for term time leave, would result in each parent receiving three separate fines.

Five consecutive days of term time-time leave.

Penalty Notice fines will be issued for term-time leave of five or more consecutive days. Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave. No warning will be issued prior to a penalty notice being issued in this respect.

Ten sessions of unauthorised leave in a 10-week period.

Penalty notice fines will be considered when there have been ten sessions of unauthorised absence in a 10-week period. A Notice to Improve warning will be issued prior to any Penalty Notice issued in this respect and will be considered when there have been eight sessions of unauthorised in a preceding 8-week period. This warning will give parents/carers 6 weeks to improve their child's school attendance.

First Offence

The first time a Penalty notice is issued for leave in term time or irregular unauthorised absence the amount will be: **£160** per parent, per child if paid within 28 days. Reduced to **£80** if paid within 21 days of issue.

Second Offence

The second time a Penalty Notice is issued for term time leave or irregular unauthorised absence the amount will be: **£160** per parent, per child if paid within 28 days. There is no reduction for early payment.

Third Offence and any further offences (within 3 years)

The third time an offence is committed for term time leave or regular unauthorised absences by the same parent and the same child a Penalty Notice **will not** be

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issued, and the case will be presented straight to the Magistrates' Court. Under these circumstances each parent can receive a fine of up to **£1000** per child. Cases found guilty in the Magistrates' Court maybe on a parent's future DBS certificate due 'a failure to safeguard a child's right to education'.

EARLY YEARS EDUCATION FUNDING

School has a duty to Calderdale Council to monitor the attendance of all funded children to ensure that the funded sessions are being used. School has a duty to Calderdale Council to monitor attendance and report poor attendance to them.

Evaluation

- Attendance and absence figures.
- School Governors' Reports.
- Educational Welfare Service (Referrals).

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LEAVE FROM LEARNING REQUEST FORM

Absence will not be authorised where attendance is lower than 96%

This request must be completed prior to the leave taking place.

Absence cannot be authorised during statutory assessments periods.

Child/ren's name

Class/es

The age of the child/ren when the absence would occur

Reason for request

Last day in school returning to school on

Total number of school days absent (including INSET days)

Percentage attendance prior to absence %

Number of sessions of unauthorised absence in the previous academic year:

Number of sessions of unauthorised absence in previous ten weeks:

Any previous penalty notice details:

Any other significant information:

AUTHORISED – The request has been authorised for the following dates:

____ / ____ / ____ to ____ / ____ / ____

UNAUTHORISED – The request for a leave of absence during term time has not been authorised because:

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ATTENDANCE THRESHOLDS AND PUNCTUALITY THRESHOLDS

Attendance Percentages	
Above 96%	Good
Between 90-96%	Causing concern
Below 90%	Unacceptable
Attendance (Authorised & unauthorised absence including unauthorised absence due to lateness)	
No unauthorised absence including absence due to lateness.	Good
One unauthorised absence including absence due to lateness.	Causing concern
More than one unauthorised absence including absence due to lateness.	Unacceptable
Punctuality	
Always arrives on time before the bell, is settled and ready to start the day.	Good
One late then is settled and working quickly.	Causing concern
Persistently late. Disrupts other pupils on arrival to class. (Persistently late can be defined as on average once a week)	Unacceptable

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