

St Mary's C.E. (A) School



St Mary's C.E. (A) Primary School Greenfield

Attendance and Punctuality Policy

2018



'We enjoy learning and achieving in a Christian environment'

St. Mary's C.E. (A) Primary School, Greenfield

School Policy on Attendance

2018

MISSION STATEMENT

'We enjoy learning and achieving in a Christian environment'.

Introduction

- This document is a statement of the aims, principles and strategies for Attendance at St Mary's.
- It was reviewed during the Summer of 2018
- It was approved by the governing body
- It will next be reviewed in line with the SIP Review Cycle 2016-19

Every Child Matters at St. Mary's

St. Mary's wants every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. This policy has been written with careful consideration of the Every Child Matters Agenda.

Healthy School

St. Mary's is a Healthy School with healthy attitudes embedded in the curriculum and extra-curricular activities. Children are encouraged to be active and maintain healthy relationships with their peers and adults as well as making choices about healthy lifestyles.

Building Learning Power Statement

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasises the development of lifelong learning, values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children develop the ability to take responsibility for their own learning, self-assess and articulate their identity as a learner. They develop the ability to know what is worth learning, face confusion and select the best learning tool for the job.

Equality Statement

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

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 This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Attendance Data	Name Attendance data and reasons	Legally Required To Well-Being of Your Child Communication	All Staff (Where Necessary)	School's Information Management System	Held On File Throughout Child's Time At School Computer Retains Copy of Records in 'Archive'

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
	<p style="text-align: center;">✓</p> <p>Analysis of attendance data to be kept encrypted and secure on MIS</p>	

Rationale:

For students to achieve their full potential it is vital that they maintain high levels of attendance. All students should be aiming for 100% attendance (**380 sessions**) within each academic year.

Any student with attendance below 97% (missing **10 sessions** / 5 days) will have their progress impeded, which will ultimately affect reaching their potential and meeting year group expectations.

The support of parents / carers in ensuring that their child attends school is essential. Within 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.

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.

Parents and Carers:

Illness:

We understand that there are times when a student has to miss school due to illness.

In these circumstances we would request that:

- 1.) Parents / carers contact school by telephoning 01457 872 264. Please leave a message if you are unable to contact a member of staff. 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 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 letter / note along with appropriate documentation e.g. appointment letter or card. **We will require this in order to authorise a student's absence.**

If a medical / dental appointment is arranged for during the school day, your child will need to be signed out at reception by a member of staff.

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 Headteacher. The exceptional reason should be outlined in detail and evidenced.

See Appendix 3 for Term Dates for 2018-2019 and 2019-2020.

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 his / her decision:

- The nature of the activity and how it contributes to the student's personal development.
- The student's attendance record.
- The student'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 Headteacher. 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 students to attend school due to inclement weather. Despite this, we will always endeavour to keep the school open for the students that can attend.

In these circumstances we would request that:

- 1.) Parents / carers contact school by telephoning 01457 872 264. and simply state the child's name and class and "**Absent due to Weather**". Please do this by 9.00 am on **each day** of absence. Depending on individual circumstances, if school is open, this will be put down as unauthorised.

The School:

Within the Dovestone Learning Partnership we will monitor attendance closely so that we can support our students 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 student's absence by 9.00am on the first day of absence the following steps will be taken:

Day 1: Our Administration Team will contact parents / carers by text message to follow up this absence. This will take place between 9.15am and 9.45am.

Parents / carers should respond by phoning or emailing school immediately to explain the reasons for absence or if indeed they believe their child should be in school.

Day 2: If a student is still absent with no further explanation on Day 1, our Administration Team will contact parents / carers by text message to follow up this absence. This will take place between 9.15am and 9.45am.

Our Administration Team will then contact parents / carers by phone call if we have still had no contact from parent / carers. This will take place between 9.45am and 10.15am.

Day 3: If a student's absence has continued with no further explanation, our Administration Team will contact parents / carers by text message to follow up this absence. This will take place between 9.15am and 9.45am.

With no further explanation, a member of the Senior Leadership Team will then conduct a home visit in order to ascertain the nature of the absence. **If there are concerns about a student's welfare 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 student's attendance and have a significant impact on their learning throughout the year (see Appendix 1).

School begins at 8.55am for all children and we welcome the support of families in ensuring children are in their class when the bell rings at 8.55am. School and classroom organisation depend greatly on punctuality and we recommend that children arrive in the playground five minutes before the bell rings. Children should be collected on time at 3.15 pm.

Parents can expect to be contacted if children are persistently late for school in the morning and/or if children are repeatedly late being collected at the end of the school day

Working with Parents where there is an Attendance Concern:

Our Administration team and the Head Teacher track and analyse student attendance regularly. This allows them 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	
	Total Missed		Total Missed		Total Missed		Total Missed		Total Missed		Total Missed	
	04/09/2018		04/09/2018		04/09/2018		04/09/2018		04/09/2018		04/09/2018	
	-		-		-		-		-		-	
	26/10/2018		21/12/2018		15/02/2019		04/04/2019		24/05/2019		19/07/2019	
	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s
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 email from the Administration team informing you that your child has reached Stage 1 and an invitation to discuss this further with the class teacher
- 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	
	Total Missed 04/09/2018 - 26/10/2018		Total Missed 04/09/2018 - 21/12/2018		Total Missed 04/09/2018 - 15/02/2019		Total Missed 04/09/2018 - 04/04/2019		Total Missed 04/09/2018 - 24/05/2019		Total Missed 04/09/2018 - 19/07/2019	
	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s
2	14	7	14	7	20	10	25	12. 5	31	15. 5	38	19

The support this will trigger is:

- An email from the Administration Team informing you that your child has reached Stage 2.
- A phone call from a member of the Senior Leadership Team to discuss strategies to improve your child's attendance. During this conversation a Personal Attendance Target will be set.

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	
	Total Missed 04/09/2018 - 26/10/2018		Total Missed 04/09/2018 - 21/12/2018		Total Missed 04/09/2018 - 15/02/2019		Total Missed 04/09/2018 - 04/04/2019		Total Missed 04/09/2018 - 24/05/2019		Total Missed 04/09/2018 - 19/07/2019	
	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s
3	20	10	20	10	25	12. 5	31	15. 5	38	19	38	19

The support this will trigger is:

- An email from the Administration Team informing you that your child has reached Stage 3.
- A phone call from the Head Teacher to arrange an Attendance Panel that will include your child's class teacher, Key Stage Leader and any other relevant staff.
- A Contract of Attendance to be created (See Appendix 6).

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 3 is:

Stage	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Total Missed		Total Missed		Total Missed		Total Missed		Total Missed		Total Missed	
	04/09/2018 - 26/10/2018		04/09/2018 - 21/12/2018		04/09/2018 - 15/02/2019		04/09/2018 - 04/04/2019		04/09/2018 - 24/05/2019		04/09/2018 - 19/07/2019	
	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s	Session s	Day s
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.

Closure of School at Short Notice:

In the event of inclement weather 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, students and parents via the school website and via our text messaging service.

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 students missing learning to be as informed as soon as possible.

Appendix 1 – Punctuality Data

<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 – Term Dates

ACADEMIC YEAR 2018-19 – SCHOOL HOLIDAY PATTERN

OPENING DATES	CLOSING DATES	NUMBER OF SCHOOL DAYS
AUTUMN TERM		
Inset days Monday 3rd and Tuesday 4th September		
Wednesday 5 th September	Friday 26 th October	38
OCTOBER HALF TERM		
Monday 29th October – Friday 2nd November		
Monday 5 th November	Thursday 20 th December	34
CHRISTMAS HOLIDAYS		
Friday 21st December – Wednesday 2nd January		
SPRING TERM		
Thursday 3 rd January	Friday 15 th February	32
FEBRUARY HALF TERM		
Monday 18th February – Friday 22nd February		
Monday 25 th February	Friday 5 th April	30
EASTER HOLIDAYS		
Monday 8th April – Monday 22nd April		
SUMMER TERM		
Tuesday 23 rd April	Friday 24 th May	23
MAY HALF TERM		
Monday 27th May – Friday 7th June		
Monday 10 th June	Thursday 25 th July	33
SUMMER HOLIDAY		
25th July – 3rd September		
	Total School Days	190

Please note that the school is also closed on the following dates:

Monday 6th May 2019 - Bank Holiday Monday

Friday 14th June - Whit Friday

ACADEMIC YEAR 2019-20 – SCHOOL HOLIDAY PATTERN

OPENING DATES	CLOSING DATES	NUMBER OF SCHOOL DAYS
AUTUMN TERM		
Inset days Monday 2nd and Tuesday 3rd September		
Wednesday 4 th September	Friday 25 th October	38
OCTOBER HALF TERM		
Monday 28th October – Friday 1st November		
Monday 4 th November	Thursday 19 th December	34
CHRISTMAS HOLIDAYS		
Friday 20th December – Friday 3rd January		
SPRING TERM		
Monday 6 th January	Friday 14 th February	30
FEBRUARY HALF TERM		
Monday 17th February – Friday 21st February		
Monday 24 th February	Friday 3 rd April	30
EASTER HOLIDAYS		
Monday 6th April – Friday 17th April		
SUMMER TERM		
Monday 20 th April	Friday 22 nd May	24
MAY HALF TERM		
Monday 25th May – Friday 5th June (Whit Friday)		
Monday 8 th June	Thursday 23 rd July	34
SUMMER HOLIDAY		
Friday 24th July – Wednesday 2nd September (tbc)		
	Total School Days	190

Please note that the school is also closed on the following dates:

Monday 4th May 2020 - Bank Holiday Monday

Appendix 3 – Stage Thresholds

Stage	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Total 04/09/2018- 26/10/2018	Missed	Total 04/09/2018- 21/12/2018	Missed	Total 04/09/2018- 15/02/2019	Missed	Total 04/09/2018- 04/04/2019	Missed	Total 04/09/2018- 24/05/2019	Missed	Total 04/09/2018- 19/07/2019	Missed
	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 4 – Stage 1 Information

St Mary's C.E. (A) School
Manchester Road
Greenfield
Saddleworth
OL3 7DW

Tel No: 01457 872264 Fax: 01457 829271
Email: info@greenfieldstmary.oldham.sch.uk
Website: www.greenfieldstmary.oldham.sch.uk



Headteacher: Mrs S M Hall BA (Hons), QTS, NPQH;
Deputy Headteacher: Mrs T Burton BA (Hons), QTS;

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 that (he/she) does not 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 contact the Administration Team to make an appointment with your child's class teacher.

Kind Regards

Mrs S M Hall
Head Teacher

Appendix 5 – Stage 2 Information

St Mary's C.E. (A) School
Manchester Road
Greenfield
Saddleworth
OL3 7DW

Tel No: 01457 872264 Fax: 01457 829271
Email: info@greenfieldstmary.oldham.sch.uk
Website: www.greenfieldstmary.oldham.sch.uk



Headteacher: Mrs S M Hall BA (Hons), QTS, NPQH;
Deputy Headteacher: Mrs T Burton BA (Hons), QTS;

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 a member of the Senior Leadership Team will contact you within the next few days to discuss how to improve your child's attendance and a Personal Attendance Target for your child will be set.

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 letters/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. If you would like to discuss this further, or have any other questions, please contact the Administration Team to make an appointment with your child's Key Stage Leader.

Kind Regards

Mrs S M Hall
Head Teacher

Appendix 6 – Stage 3 Information

St Mary's C.E. (A) School
Manchester Road
Greenfield
Saddleworth
OL3 7DW

Tel No: 01457 872264 Fax: 01457 829271
Email: info@greenfieldstmary.oldham.sch.uk
Website: www.greenfieldstmary.oldham.sch.uk



Headteacher: Mrs S M Hall BA (Hons), QTS, NPQH;
Deputy Headteacher: Mrs T Burton BA (Hons), QTS;

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 our Attendance Panel on (Date). At the Attendance Panel you will meet with the Head Teacher, Key Stage Leader and any other relevant staff, 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.

Kind Regards

Mrs S M Hall
Head Teache

Appendix 7 – Stage 3 Contract of Attendance

St Mary's C.E. (A) School
 Manchester Road
 Greenfield
 Saddleworth
 OL3 7DW



Tel No: 01457 872264 Fax: 01457 829271
 Email: info@greenfieldstmary.oldham.sch.uk
 Website: www.greenfieldstmary.oldham.sch.uk

Headteacher: Mrs S M Hall BA (Hons), QTS, NPQH;
 Deputy Headteacher: Mrs T Burton BA (Hons), QTS;

A Contract of Attendance

Name:	
Class:	D.O.B.:
Meeting Date:	Review Date:
Current Attendance:	Current Punctuality:

Summary of Barriers to Attendance

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Stage 2 personal Attendance Target	Outcome

Targets	Support Strategies	Person Responsible	Outcome/Improvements

The Local Education Authority will now monitor the next 15 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	

