

ATTENDANCE AND EXCLUSION POLICY

*St. Joseph's RC
Primary
School, a
Voluntary
Academy*

The Academy recognises that regular attendance by all students is essential to their progress and welfare at the academy. 'Outstanding Attendance' is considered to be 96% and above and 'good attendance' considered to be 95% and above. Anything below 94% is a cause for concern and below a satisfactory level and this would trigger an investigation into the circumstances and a decision be made as to whether further action should be taken by the academy. The Academy operates a first day of absence notification to reduce truancy.

Pupils

All pupils are expected to attend the academy when the academy is in session. Students are expected to be on site for 8.40am for registration; lessons begin at 8:45am promptly.

Pupils arriving late should be signed in using the Entry Sign System at the school office and will be given a late mark, (other than those on contract buses which arrive late).

The Role of the Parents/Carers - Legal Requirements

Parents have a duty to ensure that their children receive full time education. The Education Act 2002 places the responsibility for enforcing school attendance on the LA. This responsibility is delegated to the Academy.

Legal action will be instigated against parents/carers in relevant circumstances using the wide range of available options including:

- Targeted Support referrals
- Penalty notices
- Attendance panel meetings
- Section 444(1) and (1)(a) of the Education Act 2002

All of the above can be incorporated within a 'fast track to court' process.

The Role of the Teacher

- Register students promptly and amend the register for specified reasons before the end of registration.
- Follow up student absence concerns with Mrs Fearn or Mrs Seaman.
- Ensure that accurate codes are recorded throughout the student registers.

- Reinforce with students the importance of school attendance.
- Update pupil organisers with termly attendance information.
- Liaise with Parents on Parent's Evening about issues around attendance.
- Ensure end of year reports contain up to date information about attendance.

The Role of Parents

Parents should:

- Ensure the child attends the academy regularly and on time.
- Contact the academy immediately if their child is going to be absent.
- All absences must be explained in a parental note/completed slip in the child's organiser which then should be given to the teacher on the child's return to the academy.
- Notify the academy of any known absence in advance i.e. Medical appointments.
- Refrain from taking their child out of the academy in term-time, unless for medical purposes or exceptional circumstances. The academy will determine if an absence can be authorised and reserves the right to decline any request for absence that is deemed to be detrimental to a pupil's attendance and affect their education e.g. holidays. It is also encouraged that if a pupil is going to be absent from the academy, s/he collects work from the relevant teachers, completes this in order to not fall behind in lessons and hand the work to the teacher/s for marking.

The Role of the Business Assistant and Administrator

Provide attendance data for the Head Teacher or class teacher when requested

Contact the parents of students who have not arrived in the academy for morning registration, and have not already informed the academy of a pre-arranged absence.

Identify patterns of absence and liaise with parents/carers, Headteacher, Class teacher to ascertain underlying issues and communicate resolutions.

To promote and encourage good practice in relation to student attendance.

Record authorised and agreed absences in registers.

Amend registers as required following discussions with parents, Headteacher and class teacher.

Analyse data for persistent absenteeism and arrange termly meetings with Parents to discuss reasons for absence and seek a solution.

Support the Headteacher to make referrals to other professionals.

Duties

Daily:

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| Messages to be taken from answerphone at start of the day and First Day Absence phone call list to be drawn up | SBA |
| First Day Absence phone calls to be made and registers updated | SBA |
| Complete registers with up to date attendance information | SBA C/T |

Weekly/Fortnightly:

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| Provide the Headteacher with weekly attendance information for each class. | SBA |
| Provide weekly attendance information through the school newsletter. | H/T |

Termly:

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| Attendance Panel Meetings to be co-ordinated | SBA |
| Update pupil organisers with attendance information | C/T |
| Attendance data for governors for P&P/FGB meetings to be drafted | SBA |
| Letter re attendance to go out to Parents of pupils whose attendance causes concern. | SBA |
| Letters sent to Parents of pupils who have had 100% attendance | H/T |
| Use assemblies and PHSE to keep attendance high priority | H/T SLT |

Exclusion

At St. Joseph's we work very closely with Parents and external agencies to resolve any issues concerning a pupil's behaviour in order to reduce the need to exclude pupils from school. Whilst excluding a child is a "last resort" measure, we do recognise that there are occasions when an exclusion from school is required.

Before an exclusion takes place, we will have taken every action possible to address the needs of the pupil concerned. See Behaviour policy. The decision to exclude a pupil will be lawful, reasonable and fair and will not discriminate against pupils on the basis of protected characteristics, such as disability or race.

If a pupil has been excluded from St. Joseph's the school will follow the procedures outlined by the Local Authority, using the template letters to inform Parents of the decision. If a pupil has been issued with a fixed term exclusion, school will provide work for the first 5 days.

A reintegration meeting will be held with Parents and staff to ensure that a clear reintegration plan has been implemented.

Reviewed: September 2022

Next Review: September 2024