

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL



Learn, Live, Believe

CLUSTER ATTENDANCE POLICY

Approved by Governors: 27.1.22
Reviewed Oct 2023



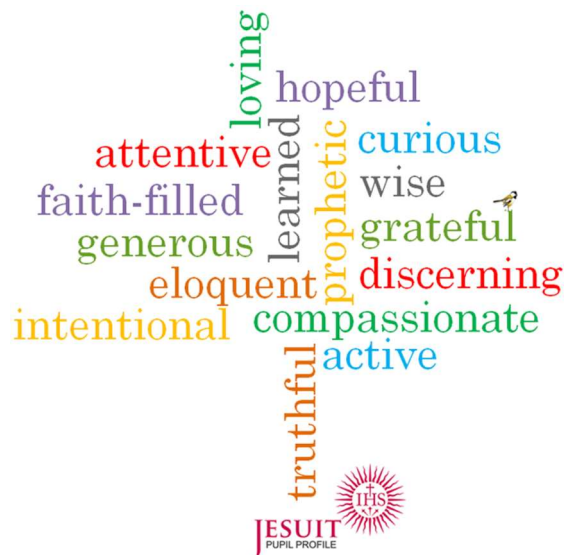
The School's Mission statement underpins all the values held at St Bernadette's

St Bernadette's Catholic Primary School Mission Statement:

*We are a Christ centred community, reaching
out to others.*

We learn, grow and celebrate together.

We bring our faith to life.





RATIONALE

In common with Corpus Christi High School, Christ the King Primary School, St Bernadette's Primary School, St Joseph's Primary School, St Peter's Primary school and St Philip Evans Primary School, our Mission is to educate the young people entrusted to our care in a Catholic, Christian way that ensures each one is valued and cared for and achieves the best of which he or she is capable.

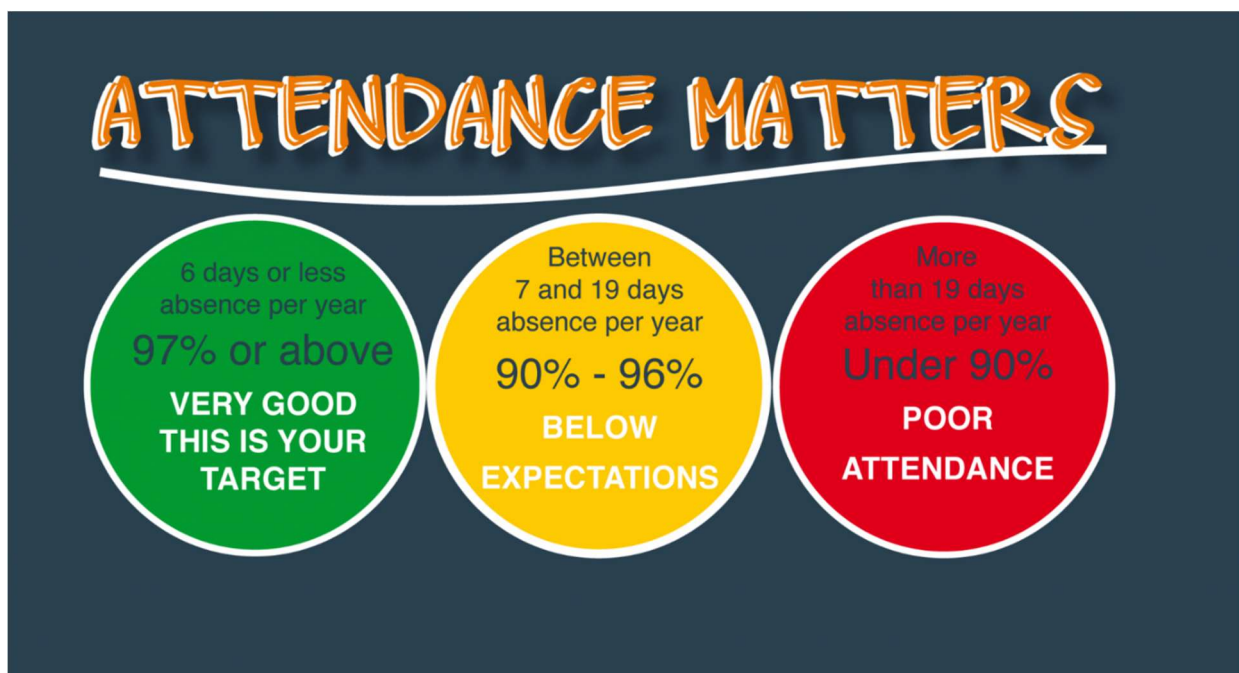
The highest possible level of attendance is one of the most essential prerequisites for the successful growth of every child and of the school. Ensuring it occurs for every child is one of our principal priorities. The health and successful development of the school community also depends on all pupils' commitment to playing a full, constructive part and contributing to school life and work ethic. This can only be achieved with their fullest possible attendance. We aim to ensure each child is enabled to achieve and exceed his or her expected potential within and beyond the curriculum and so enabled to benefit from the highest possible quality teaching and learning.

We will consistently work towards a goal of 100% attendance for all children. The school's attendance target, set by the Local Authority, is a rolling target with the aim of achieving 95% over the next 5 years. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance.

This policy is written to ensure compliance with statutory requirements and in the understanding of life based on the Catholic faith. It is used in conjunction with the school's Positive Relationship Policy.

ENCOURAGING GOOD ATTENDANCE

We believe a positive attendance culture is more likely to be achieved when all partners co-operate with each other.



Partners	Expectations
<p>Pupils We expect that all pupils will:</p>	<ul style="list-style-type: none"> • Attend school every day • Arrive on time • Tell a member of staff about any problem which is making it hard for them to attend school every day
<p>Parents/Carers We expect that all parents/carers will:</p>	<ul style="list-style-type: none"> • Encourage their children to attend school every day and on time • Ensure that they contact school as soon as possible whenever their child is unable to attend school • Ensure that their children arrive in school fully prepared for the school day • Provide the school with up to date home, work and emergency contact numbers • NOT arrange family holidays during the school term • Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour
<p>School Parents/carers can expect that the school will:</p>	<ul style="list-style-type: none"> • Provide a good quality education appropriate to their child's needs • Record their child's attendance regularly, accurately and efficiently • Make every reasonable effort to contact the parent/carer on the first day of absence, when their child fails to attend school without good reason • Deal discretely and properly with any problem notified to the school by the parent • Make all efforts to encourage and reward good attendance, punctuality and behaviour • Instigate proper enquiries before removing a child from the school roll

Attendance Procedures and Reporting an Absence

- Pupils are to arrive at school by 8.50am
- Arrival after 8.55am, without a valid reason, is classed as a **late** arrival
To report an absence, please log the absence each day on parentmail, or call the School on 029 20733443 on option 1 and leave a voicemail. Alternatively, you can email stbernadettesprm@cardiff.gov.uk
- If you fail to notify the school of your child's absence, we will contact you requesting a reason for their absence. If we are unable to make contact or fail to hear from you for further information regarding your child's absence, this could result in their absence being marked as **Unauthorised**.
- Arrival after 9.30am without a valid reason will be marked as an **Unauthorised Absence**

Registration Procedures

- To ensure accuracy and consistency, all pupils are registered electronically via the School Information Management System (SIMS)
- Pupils are registered at the beginning of the school day and after lunch.
- The Attendance Officer, Senior Leadership Team or Headteacher may, upon investigating incidents of absence, use the following codes as set out by the Welsh Government:

B	Educated off-site
D	Dual registered
P	Approved sporting activity
V	Educational visit
J	Interview
W	Work experience
C	Other authorised circumstance
F	Extended family holiday (agreed)
H	Family holiday (agreed)
I	Illness
M	Medical appointment
S	Study leave
E	Excluded
R	Religious observance
T	Traveller absence
O	Other unauthorised circumstance
G	Family holiday (unauthorised)
U	Late (after registration closed)
;	Covid
]	Isolation due to Covid

Where pupils are not required to attend school, the additional codes X, Y, Z and # may be used.

Appointments

- We request that appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day whenever possible
- If there is no alternative and an appointment is made during the school day, an appointment letter or card should be provided

Holidays

Parents do not have an automatic right to withdraw their child from school for a holiday and any holidays during school term time will **not** be authorised. Families are therefore asked **not** to arrange holidays during term time. Term dates are communicated to parents/carers via the school's website and on the weekly Newsletter

Letters

Letters will be sent home termly by email to inform parent/carers if their child's absence is below 90% or if there are persistent problems with punctuality.

Fixed Penalty Notices

In some circumstances, the school may request that the Educational Welfare Service issue parents/carers with a Fixed Penalty Notice (FPN) under the Education (Penalty Notices) (Wales) Regulations 2013. A FPN will be requested:

- Where there is a minimum of 10 unauthorised sessions (5 school days) in an academic year (these do not need to be consecutive)
- Pupils persistently arriving after the close of the registration period i.e. more than 10 sessions in an academic year (these do not need to be consecutive)
- A period of absence from school due to a holiday that was not authorised by school (a minimum of 10 sessions)

- A pupil has regularly come to the attention of the police during school hours and is absent from school without an acceptable reason and there have been 10 unauthorised absences

Monitoring and Evaluation

Reporting to Parents/Carers

- The school has procedures in place to monitor the attendance of pupils. The annual written subject reports submitted to parents/carers include an attendance percentage for each pupil.

Rewards

- Attendance certificates are awarded for good and full attendance each term and at the end of the year

Collection of data

- The school collect data on attendance for the whole school and by Class and makes this available to Staff and Governors.

Responsibility of school staff

All members of staff should deal consistently with all instances of lateness.

- The HT ensures there are **good systems** for monitoring attendance and that these are **communicated effectively** and used consistently.
- **Administration** ensures that all absences are accounted for and have a role in **identifying why children are absent. The HT and/or members of Senior Leadership Team** will then help children and families overcome any barriers, interpret patterns, communicate this to stakeholders and **monitor changes**.
- **Class Teachers** have a **statutory duty** to take a register and process the information using the SIMS system. **Teaching staff are in the best position** to see **changes in the behaviour** of children which may impact on attendance. Reasons for non-attendance are wide and varied. Teaching staff have the first role in communicating expectations to pupils.
- All teachers should **take a register at the beginning of the school day and straight after lunch**. The school system must be used. In instances of lateness, admin staff will ask for a reason and amend absence mark (N) for (L) for lateness.