

SAINT CHRISTINA'S SCHOOL: ATTENDANCE POLICY

| | |
|----------------------------|--------------------|
| <i>Review Initiated by</i> | <i>ASG</i> |
| <i>Last Review</i> | <i>Autumn 2024</i> |
| <i>Next Review</i> | <i>Autumn 2025</i> |

1. Preamble

- 1.1. In order to fully access the curriculum, it is expected that pupils will, ordinarily, attend School for the duration of each School day and for certain specified School events which occur outside the normal School day.
- 1.2. The School understands that there will be occasions when pupils cannot attend School and this policy details the procedures to be followed on such occasions. Saint Christina's School has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006 as amended by the 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013'. In order to comply with its statutory obligations, Saint Christina's School expects that it will enjoy the full support of all parents in implementing this policy.

2. Registration Times

- 2.1. An electronic attendance register is kept for each class (which, for the purposes of this policy includes EYFS). This register is completed at the start of each morning and afternoon session. Pupils are expected to arrive for morning registration no later than 9.00am and afternoon registration no later than 1.30pm. Staff will complete registration using SchoolBase.
- 2.2. Registration closes for each session at the following times:
 - Morning 9.15 am
 - Afternoon 1.45 pm

3. Late Arrival of a Pupil

- 3.1. If a child arrives once the School is in session (9.0 am), parents will be asked to sign them in on the electronic entry system screen (Entry Sign) in the School foyer.
- 3.2. Children in Nursery and Reception Classes will need to be collected from the foyer by a Teaching Assistant.
- 3.3. Children from Years 1 to 6 will make their own way to their classrooms.

4. Leaving School during School Hours

- 4.1. If a pupil has permission to leave School (with a parent or responsible adult) during School hours, the parent must collect their child from the foyer and sign them out using the Entry Sign screen, with the child's name, date, time of departure and reason for leaving. If pupils are accompanied on a School trip by a member of staff during School hours, it is the responsibility of the member of staff to notify the School Office that they are leaving.

5. Returning to School during School Hours

- 5.1. If a pupil, who has been marked absent in the Entry Sign screen, returns to School during the day but outside of a registration period, parents will be asked to sign their child back in on the Entry Sign screen before their child can pass through into the School.

- 5.2. If pupils return from a School trip during School hours but outside of a registration period, it is the responsibility of the member of staff to notify the School Office that they have returned.

6. Pupil Illness or Unplanned Absence

- 6.1. If a pupil is ill or unable to attend School for any other reason and the School has not been previously notified, parents should telephone the School Office by 8.45am at the latest. If telephoning before 8.00 a.m., parents may leave a message on the answerphone.
- 6.2. Parents should not e-mail class teachers to notify them of an unplanned absence as teachers cannot check e-mails during registration periods.
- 6.3. If a pupil is ill for more than one day, parents should telephone the office each morning to confirm that the pupil will be absent for that day.
- 6.4. In deciding whether or not a child should be absent from school due to illness it should be recognised that we can be 'under the weather' and still function well within the classroom. Where an ailment is more significant and children are infectious or lethargic due to a heavy cold, parents might consider that an absence will benefit their recovery. Pupils suffering from 'bugs' leading to vomiting should remain off school for 48 hours after the last time that they have been sick.

7. Pupil Planned Absence

- 7.1. Saint Christina's School values the strong relationship it has with parents and the support they afford in ensuring their children are in attendance throughout the School day. There are, however, occasions when a pupil may need to be absent for all or part of the School day. If a parent needs to take a child out of School for a pre-arranged medical appointment, the pupil's class teacher needs to be notified in writing, (letter or e-mail) in advance.
- 7.2. For all other absences, parents are asked to seek permission in writing for absence from the Headteacher.
- 7.3. Parents should know that the Secretary of State for Education requires all children to attend school. Schools are accountable for the attendance of the children on the school roll to the DfE through inspection. Strict safeguarding regulation exists surrounding attendance. The Headteacher is authorised to allow children to miss school for exceptional reasons. This might include a special family event.

8. Unauthorised Absence

- 8.1. It is expected that all parents will notify the School of any absence in accordance with this policy in order that the School can safeguard the welfare, health and safety of all pupils. It is therefore unlikely that there will be an unexplained absence by the end of a registration period.
- 8.2. If a pupil has been marked 'N' on the register at the close of registration because no reason for the absence has been given, the School Office will make contact with parents, as a matter of priority, to establish a reason for the absence. In such situations, the secretary will seek to contact parents between 9am and 9.45am once the registers have been checked.

9. Duty to Report Absence to the Local Authority

- 9.1. Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools may therefore receive an enquiry about whether they are educating a specific child and the School is obliged to provide this information to the Local Authority.

9.2 Schools are required to alert their local authority after a pupil of compulsory school age has been absent without authority for ten consecutive days (other than for reasons of sickness or leave of absence), or fails to attend School regularly or is removed from the School roll without the pupil's next school being known. In this last case, the School is required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

ASG