



**ST. MARK'S CE SCHOOL**  
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

# **Attendance & Punctuality Policy**

Policy Statement and Guidelines

Policy Date: Spring 2023

Review Date: September 2024

# St Mark's Church of England School

## Attendance & Punctuality Policy

### 1. Statement of intent

St Mark's C of E School is committed to the continuous raising of achievements of all our pupils. We recognise and promote excellent attendance as it is vital for raising standards and pupil attainment.

This policy underpins our school Christian ethos and our aim is to ensure:

- Every child has access to the full time education to which they are entitled  
(UNCRC Article 28 : Every child has a right to an education)
- Every child succeeds whilst at school ; and
- Our pupils have access to the widest range of opportunities when they leave school ( UNCRC Article 29 : Education must develop every child's personality, talents and abilities to the full )

For our children to gain the greatest benefit from their education, it is vital that they attend regularly and arrive at school on time every day.

Any absence that affects the pattern of a child's schooling will impact on their learning and cause disruption to the learning of others.

Ensuring a child's regular attendance at school is a parental responsibility and permitting **absence from school without sufficient reason is an offense and may lead to prosecution.**

### 2. Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents, carers, children and staff.

To assist us all to focus on this school will:

- Give parents/ carers details on attendance in our newsletters and via social media. • Celebrate good attendance , through assemblies giving rewards each week to the highest achieving class
- Celebrate attendance termly through certificates and rewards for 100% attendance • Reward good or improving attendance through certificates.

### 3. Understanding types of absence:

Every half day from school will be classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for illness, hospital

appointments, emergencies or other unavoidable causes. If a child's attendance drops below 95% and this becomes a cause for concern any absence following this period where proof i.e hospital letter, medical card or prescription is not provided will be coded as unauthorised.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been granted.

This type of absence can lead to further action being taken such as legal proceedings. This includes:

- Parents/Carers keeping their children off unnecessarily
- Any absence where the child's attendance falls below 95% and no reasonable evidence can be given
- Children not attending as a result of parental illness /child care issues/ work commitments • Children who arrive late after the register has closed (9.00am)
- Truancy
- Unexplained absences
- Day trips and holidays
- Birthdays and treats

#### 4. Persistent Absenteeism (PA):

A child becomes a persistent absentee when they miss 10% or more schooling across the school year for **whatever reason**. As a school we will monitor all absences and the reasons given. In any case that is seen to have reached the PA mark or is at risk of doing so, parents/carers will be informed by us immediately.

PA pupils are tracked and monitored carefully alongside academic tracking where absence affects attainment.

Parents/Carers of PA children will be asked to meet with relevant school staff and if necessary additional support will be put in place via the school nurse or family support worker. The child's attendance will be discussed by the Education Welfare Officer and further action may be taken.

#### What a child's attendance figure means as learning time lost

Attendance Figure	Days absent by the end of the school year	School time missed by the end of Year 11
100%	0	0
95%	10	¼ of a year
90%	20	½ of a year
85%	30	¾ of a year

80%	40	a whole year
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## 5. Absence reporting procedures:

If a child cannot attend school for any reason, parent/carer should call or email the office as soon as possible on 02380 772968 or let the School know via the 'StudyBugs' app . <https://studybugs.com/>

If necessary leaving a message stating their child's:

- Name
- Class
- The reason they are not coming to school

This must be done for every day of absence.

If a child is not in school and we have not received a call or email giving a reason, parent/carer will be called by the automated Truancy Line asking them to contact the school.

## 6. Requesting Authorised Absence

**DFE January 2016 states:**

***“Local authorities and all schools have legal powers to use parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in school. In addition to using these powers, local authorities and schools can develop other practices to improve attendance”.***

The Executive Headteacher or Head of School Primary will only authorise absence in **exceptional circumstances**.

Parents must apply for leave of absence in advance. This will be taken on a case by case basis.

### **Medical / Dental**

Wherever possible, medical and dental appointments should be arranged outside of the school day and the child should attend either the morning or afternoon session prior to or after the appointment. Where this is not possible, parents/carers must provide us with a letter confirming the appointment as evidence.

## 6. Punctuality

Secondary pupils start at 8am. Gates open at 7.50am and pupils are expected to be in school at 8am. Late pupils will be met at the main office by a member of staff. Primary pupils start at 8.30am. Children arriving at school after 8.30am MUST sign in at the office. They will be marked late on the register unless there is an authorised reason for lateness. The registers officially close at 8.30am (secondary) and 9.00am (primary). A child arriving at school after this will be marked as an unauthorised absence unless a valid reason has been provided. This will result in the child losing the mark for the AM session of that day which will affect his or her overall attendance. Further action

could be taken if persistent lateness continues.

**Every minute counts**

<b>Times late</b>	<b>Time lost</b>
5 Minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

**Penalty Notices**

Unauthorised absence and persistent lateness may result in the issue of a Penalty Notice (currently £60.00) to each parent, for each child. This amount increases to £120 if unpaid within twenty one days.

Five days of unauthorised absence which forms all or part of a family holiday will automatically result in the issue of a Penalty Notice to each parent, for each child.