

St. Mark's C.E. Primary Academy recognises that regular attendance and punctuality is not just a legal requirement but a contributory factor in raising educational standards. Our expectations on attendance and punctuality are in the best interest of the pupil. Parental support where attendance is concerned is paramount.

To ensure that attendance and punctuality is monitored effectively, St. Mark's C.E. Primary Academy has an Attendance Officer, Mrs Carole Clarke who is responsible for liaising closely with other interested parties. The Attendance Officer collates and analyse attendance data to identify trends and to enable action to be taken, should it be necessary.

Mission Statement

St. Mark's C.E. Primary Academy seeks to ensure that all pupil receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The Academy strives to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

All Academy staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The Academy will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives St. Mark's C.E. Primary Academy will establish an effective and efficient system of communication with pupils, parent/ carers and appropriate agencies to provide mutual information, advice and support.

Aims

- To maintain a high level of attendance and punctuality
- To make attendance and punctuality a priority for all those associated with the Academy including pupils, parents/carers, staff and governors
- To provide support, advice and guidance to parents/carers and pupils
- To develop a systematic approach to gathering and analysing attendance related data

- To further develop positive and consistent communication between home and Academy
- To continue with rewards for good attendance and punctuality
- To promote effective partnerships with the Education Welfare Service and with other services and agencies
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence
- To promote effective partnership with the Attendance and Prosecution Services and with other services and agencies
- For all pupils to reach at least an attendance percentage of 95% at the end of an academic year which is the national average attendance figure set by the government.

Absences

All pupils are expected to attend school for the full 190 days of the academic year, unless there is a valid reason.

There are two types of absences:

1. Authorised (where the Academy approves a pupil's absence)
2. Unauthorised (where the Academy does not approve a pupil's absence)

Authorised Absence

The Academy has the right to grant up to 5 days authorised absence in a given academic year for the purpose of Exceptional Circumstances. A request should be made using the request form to the Headteacher 14 days prior to the intended absence and a decision will be made based on individual circumstances. (The request form can be collected from the school office).

Medical appointments are recorded as authorised absences with evidence of an appointment card, letter or text message. Whenever possible, medical appointments should be made outside Academy hours.

If a child is ill and the Academy is inform the absence will be recorded as authorised. For illnesses more than three days a medical certificate/ doctor's note or proof of medication should be presented.

A child may be absent on days exclusively set apart for religious observance in their particular faith. However, notice is required in writing for such absences.

A pupil who has been excluded for a fixed period and remains on roll, the absence will be treated as authorised. The absence of a pupil who has been excluded permanently will be treated as authorised while any review of appeal is in progress.

The Academy has the discretion to authorise absences in the following cases:-

- Traveller child travelling
- Immediate family member bereavement
- Special occasions (e.g. family wedding)
- Public performances/film or TV work (under Local Authority Licence)

Unauthorised Absence

The Academy will not authorise leave of absence for holidays during term time. Parents/cares do not have this right therefore holidays must be taken during school holiday periods.

Failure to notify the Academy of a reason for absence will result in the matter being passed to the Education Welfare Officer which may lead to a request for a Fixed Penalty Fine of £60.00 per parent/carer.

A child arriving after the close of registration (9.00am) will be recorded as unauthorised absence for the morning session. The Academy actively discourages lateness and will monitor patterns of recurrent lateness which could provide grounds for prosecution. All late pupils are recorded in the 'Late Book' and given a late slip to hand to the Class Teacher to indicate that they have registered in the office. The time of arrival and a reason for the lateness will be recorded where possible.

Recording

Attendance registers are legal documents and are required by laws to be called twice a day at the commencement of each session; at **8.45 am** and then again at **1.15pm**. This includes recording absences using the DfE issued absence codes:

- B Educated off-site
- C Authorised absence
- D Dual registration
- F Extended family holiday (agreed)

G	Family holiday (not agreed)
F	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before register closed)
M	Medical
N	No reason
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
U	late (after registration close)
V	Educational visit
W	Work Experience
/	Present

Only the Academy can authorise absences; parents /carers may not. All absences will be treated as unauthorised until the Academy agrees on a satisfactory explanation. The Attendance Officer or Headteacher need not accept a parental explanation of a child's absence, whether written, telephoned or given in person if they are in any doubt about the explanation. It is for the Academy to judge whether the explanation given is satisfactory justified for the absence and may seek advice from the Education Welfare Officer who visits the school once a month.

If a child is absent, the parent/carer should telephone the office to inform the Academy of the reason for the child's absence. All telephone calls are logged. Whilst the telephone call is important, any absence should be explained in writing and a note should be sent on the day the child returns to the Academy. The Academy will then decide whether to authorise the absence. If authorisation is refused, the parent/carer will be informed of the reason in writing.

If a pupil is absent with no explanation from the parent/carer, the Attendance Officer will send a text message the morning of the first day asking for a reason for the absence. Text messages are recorded. A follow up contact is made after two days if the pupil is still absent, and if any longer, the Attendance and Welfare Officer is contacted to possibly do a home visit.

If a child's attendance falls below 90%, this is classified as a Persistent Absentee. A referral will be made to the Education Welfare Officer and legal action may be pursued for poor attendance.

School Times

Reception	8.45am - 3.05pm
Years 1 & 2	8.45am - 3.10pm
Years 3,4,5,6	8.45am - 3.15pm

Registration takes place at 8.45am promptly. Children who are in class by 8.55am will receive a present mark (/). Any child arriving in class between 8.55am and 9.00am will receive a late mark (L). All registers close at 9.00am as teaching/learning begins. Any pupil arriving after this time must have a valid reason or the arrival will be treated as an unauthorised absence (U). Pupils who are late disrupt their own education and that of others. Recurrent patterns of lateness or persistent lateness can be construed as non-attendance and may warrant the intervention by the Attendance and Welfare Officer. Parents/carers have a legal responsibility to ensure that their child arrives on time for school and have a responsibility to their children to ensure they get the best start to a school day by at least being on time.

Did you know...?

Children spend only 190 days out of 365 days in school.

Children who lose time from school do not do as well as they could.

There is never a good time to take children away from their lessons especially:

- When children have important tests to complete
- When they move from Key Stage 1 to Key Stage 2
- When they move from Primary to Secondary School

It is not true

- That they catch up. Research show that by missing lessons, pupil soon fall behind. Lessons they miss are **not** repeated at a later date.
- That you automatically have 5 days extra school holiday each year. Schools are quite within their rights to refuse to authorise applications
- That for younger children, lost schooling does not matter. It is just the opposite!

Every School Day Counts – Always

Check Academy holiday dates and discuss with your child's Class Teacher any holiday plans or visits which do not coincide with these dates.

Please, please, please put your child's education first

Parents/carers who take their children out of school during term time without the Headteacher's authorisation beyond an agreed date:

- Risk losing their child's place at the Academy
- Risk being taken to court or being given a Fixed Penalty Fine if their child's attendance is generally poor
- Risk their child's future
- Risk their child feeling left behind or left out

Stop and think what it will cost your child