



**St. Catherine's  
Catholic Primary School**

**ATTENDANCE POLICY**

January 2023

St. Catherine's Catholic Primary School is committed to the principles stated in our document. We believe sincerely that all pupils benefit from the education we provide, and therefore from regular school attendance. In order to achieve this we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

**Aims**

School aims to ensure that:

- All pupils have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.
- No pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.

It is recognised that:

- The majority of pupils want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act).

**Expectations**

School expects that all our pupils will:

- Attend school regularly.
- Arrive on time and be appropriately prepared for the day as stated in our Health and Safety contract which parents are asked to sign when their child starts school.
- Carry out any work provided by the school during an authorised leave period.
- School expects that parents will:
  - Endeavour to keep health appointments out of school hours when possible.
  - Inform a member of staff of any reason or problem that may hinder their child from attending school.
  - Fulfill their legal responsibilities and ensure their child/ren attends school.
  - Contact school, as soon as is practical whenever their child is unable to attend school.
  - Seek permission from the school for any leave of absence. The Headteacher has the right to refuse authorised attendance in accordance with LEA guidelines.
- Parents and children can expect the following from the school:
  - Regular, efficient and accurate recording of attendance.
  - Early contact when a pupil is absent without explanation.
  - Action on any attendance problem notified to the school.
  - Referral of specific attendance issues to supporting agencies where appropriate.



**St. Catherine's  
Catholic Primary School**

**ATTENDANCE POLICY**

January 2023

**We encourage attendance by:**

1. Consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance.
2. Setting targets through the Assertive Mentoring programme for improved attendance and sharing these with parents and pupils.
3. The accurate completion of registers at the start of each session, and within 15 minutes of the start of each session.

**The school responds to non-attendance by:**

- Contacting parents on the first or second day of an absence if no reason has been received.
- If there is no response to the first contact a letter will be sent to enquire about the unexplained absence.
- Where a pattern of non-attendance is emerging the parent/carer is invited to visit school to work with school staff to help resolve the difficulties.

The school will monitor attendance through the agreed Attendance Action Plan.

**St. Catherine's Catholic Primary School Attendance Action Plan 2023**

**Criteria**

The census collected by the Local Authority outlines the following categories for reports:

- Category A Pupil missing 14 or more sessions (7 days) – may need to be tracked  
Category B Pupil missing 22 or more sessions (11 days) – at risk of persistent absence  
Category C Pupil missing 46 or more sessions (23 days) – persistent absence

**Actions**

- RD will identify the pupils for categories B and C on the Target Tracker to track the possible impact on attainment.
- Pupils will be identified in each category and the appropriate letters for B and C categories will be sent to parents.
- Identified pupils will be monitored closely through the Summer Term and parents will be informed of the outcome in July. If necessary, further action will be taken in the Autumn Term, involving the LA representative.
- Attendance, attainment and attitude will also be monitored through the Assertive Mentoring programme for Y2 – Y6 pupils by the Class Teachers; Pupils and parents will receive feedback directly from Class teachers. Class teachers will report any concerns or issues to RD.



**St. Catherine's  
Catholic Primary School**

**ATTENDANCE POLICY**

January 2023

The following are the approved absence codes to be used in this school.

**Present**                      Statistical Meaning: Present  
Physical Meaning: In for whole session

<b>Authorised Absence</b> (zero with appropriate code in it)	<b>Unauthorised Absence</b>
<b>Late</b> (before registration closed) Statistical Meaning: Present Physical Meaning: Late for session	<b>O</b> <b>Unauthorised Circumstances</b> Statistical Meaning: Unauthorised Absence Physical Meaning: Out whole session
<b>E</b> <b>Excluded</b> Statistical Meaning: Authorised Absence Physical Meaning: Out whole session	<b>L</b> <b>(Red) Late</b> (after registration closed at 9.15 am and 1.15 pm) Statistical Meaning: Unauthorised Absence Physical Meaning: Late for session
<b>H</b> <b>Annual Family Holiday (agreed)</b> Statistical Meaning: Authorised Absence Physical Meaning: Out whole session	<b>Approved Education Activity</b> (code letter only, no zero)
<b>M</b> <b>Medical/Dental, Confirmed Illness</b> Statistical Meaning: Authorised Absence Physical Meaning: Out whole session	<b>B</b> <b>Education Off Site</b> Statistical Meaning: Approved Educational activity Physical Meaning: Out whole session Actual Meaning: PRESENT
<b>S</b> <b>Study Leave</b> Statistical Meaning: Authorised Absence Physical Meaning: Out whole session Included Educational Visits, Approved sporting activities and pupils attending another institution, under a Link Course/Consortium/Franchising arrangement)	<b>W</b> <b>Work Experience</b> Statistical Meaning: Approved Educational Activity Physical Meaning: Out whole session Actual Meaning: PRESENT
<b>C</b> <b>Other Authorised Circumstances</b> Statistical Meaning: Authorised Absence Physical Meaning: Out whole session	<b>Y</b> <b>Enforced Closure</b> <b>No Attendance Required</b> (Use for short periods of closure snow and heat failure, etc) Statistical Meaning: No mark required Physical Meaning: No mark for session Actual Meaning: Not counted
<b>R</b> <b>Religious Observance</b> Statistical Meaning: Authorised Absence Physical Meaning: Out whole session	<b>D</b> <b>Dual Registration(attending other establishment)</b> Statistical Meaning: Approved Educational Activity Physical Meaning: Out for whole session
<b>T</b> <b>Traveller Absence</b> Statistical Meaning: Authorised Absence Physical Meaning: Out whole session	