Christ Church & Holy Trinity CE Primary Schools Federation
Attendance Policy
February 2025

Our shared vision for Christ Church & Holy Trinity Schools

Our Christian Vision

In the Parable of the Sower, Jesus Christ tells us that God is like a generous farmer and we are like the soil in which he plants his seeds. At Christ Church and Holy Trinity Schools, we are learning how to be good soil, so that we grow to love God, our neighbour and ourselves and thereby enable every member of our community to flourish. Each day, we endeavour to face up to all that challenges our growth, in order to see with our eyes, hear with our ears and understand with our hearts God's Good News for the world and to cultivate the virtues with which to produce an abundant harvest.

Our Mission

Christ Church & Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunity to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our schools.

Introduction

The overarching aim of all the staff at CCHT Schools is to provide a safe, caring and stimulating environment that ensures that children want to be at school.
Poor attendance clearly leads to poor achievement in school.
*Research shows that those with an average of more than 12 days absence… fewer than 52% of these children achieve the expected level in English and Maths on leaving primary school.
The Federation target is for at least 97%.

On analysing our attendance figures it is clear that most absences are related to parents taking term time holidays.

Strategies for dealing with term time holidays and other unnecessary absences are:

- We regularly remind parents about the problems associated with term time holidays and since take a firm line on all absence for anything other than religious observance, visits to families who live abroad and sickness.
- We report individual pupil attendance figures to parents in the termly reports. We categorise attendance as follows: Between 95% and 100% attendance is good and less than 90% is poor.
- We target all of these children and analyse why it is poor.
  If the reason is illness is it illness that really inhibits them from coming to school?
- Children and families are positively congratulated for good and excellent attendance levels and 100% attendance is rewarded with a special certificate awarded in Assembly each term.
- Attendance and late figures for each class are reported on in the Newsletter to parents and children every week.

Looking for signs of children being disaffected:
A member of the Senior Management team always sees the children into school in the morning and is sensitive to any children who may be experiencing the "Monday morning feeling" not wanting to come in to school. They are settled carefully with a teaching assistant in that class.

Keeping of Registers

- All staff are trained to keep registers properly. They are monitored daily by the school office staff.
- The register is a legal document and must be kept accurately and neatly. We use electronic registers so the attendance figures are accurate and up to the minute.
- The register may be requested in a court of law as evidence in a prosecution for non-attendance.
- Attendance statistics are reported to parents termly and contribute to Secondary School references.
- We follow the Royal Borough's Guidance for completing registers which is recorded in the registers.

Authorised Absences

- Genuine sickness backed up with a medical certificate where necessary.
- When attending a medical or dental appointment although these are encouraged to be out of school time where possible.
- For days of religious observance when asked for before the absence.
- When attending interviews, open days and tests for secondary schools.
- For exceptional family circumstances.

Unauthorised absences

- All absence without clear reasons being given.

Term Time Holiday

- Holidays are NOT permitted in term time. Requesting holidays because it is cheaper to go in term time is not a valid reason, neither are celebrations abroad considered a necessity.
- Holidays should be taken in holiday time of which we have plenty of weeks available. These include 1 week Autumn half term, 2 weeks Christmas, 1 week Spring half term, 2 weeks Easter, 1 week Summer half term and 6 weeks in the summer.
- Taking holidays in term time mean children quickly fall behind with their work and may require extra support to catch up.
- Parents taking holidays without discussing it first or informing the school in advance will result in fixed penalty fines being issued from RBKC. This is £60 per child and parent rising to £120 per child and parent if not paid in 28 days. If we are not informed where a child is in school time the child is classed as missing.
- Parents may request leave of absence for exceptional circumstances. A form needs to be filled out and submitted to the Headteacher with as much notice as possible.

Exclusions
We aim never to externally exclude a pupil from Christ Church or Holy Trinity. Children's behaviour is dealt with through in school systems. Children are not excluded for any period of time from school unless it is absolutely essential for the safety of other pupils.

Lateness
- The register is kept open for 10 minutes at the beginning of the day. Any arrival in school after this time will be recorded as a late as it is felt that arriving after this time will impact on learning for the individual and the class.
- The register can be kept open later in extenuating circumstances i.e. bad weather or transport problems.

In the case of a child who is absent for an extended length of time (three days or more) with no contact or explanation.
- A letter will be sent to parents/ carers and the sending of this letter will be recorded in the register.
- After a week the RBKC Statutory School Attendance Manager will be alerted and they will try to contact the family.
- After 10 days of absence the RBKC Statutory School Attendance Manager will issue a letter stating that the child will be taken off role if they do not return to school by the eleventh day after the letter is issued.

Roles and Responsibilities related to Attendance

Federation Head Teacher and Senior Leaders

- To lead the staff in adhering to the Attendance Policy.
- To be aware of any children who are persistently absent and deal with each of these cases quickly.
- To monitor the termly attendance figures and engage in reviews and discussions with all families for whom attendance is below 90%. As part of this process the pattern of absence is analysed to look for any patterns.
- To discuss any applications for absence with parents or carers and reinforce the importance of children being in school
- To liaise with all staff on issues of attendance.
- Make referrals where necessary to the RBKC Statutory School Attendance Manager or Early Help as necessary, for non-attendance or persistent lateness.
- To work with families where very occasionally children go through stages of not wanting to come to school for one reason or other if this does occur the SLT member will meet with the parents of the child and look at the range of ways in which we as a school can support the parents in helping them to ensure the child attends happily.

The Office staff

- To record all late arrivals and children who are late to be picked up are recorded in the late book.
- To contact all parents when a child is absent if we have not been given the reason for absence on the first day.
- To alert the head teacher of any unexplained absences.
- To keep an up to date record of all attendance of individual children.
- To keep records of all doctor's certificates, other documentation and records of telephone calls related to children's absence and these will be regularly transferred to children's individual records.
- To liaise with the Statutory School Attendance Manager and Early Help Team.

Class teachers

- To accurately mark the register for their class with registration period ending at 9.10 in our schools. To also mark the register at the beginning of the afternoon session.
- To share any worries about attendance or attitude towards school with the SLT.
- To provide a friendly and positive learning environment for their children so as to ensure that children are happy to come to school.
- To communicate effectively and clearly with all parents and carers.

Statutory School Attendance Manager

The Statutory School Attendance Manager has been described as the "attendance Enforcement arm" of most local authorities which complements the role of the school.

- Liaise closely with the Office staff and SLT on all issues of attendance.
- Where a referral is accepted, they will undertake home visits, either pre-arranged or without notice as considered necessary.
- Where necessary they will instigate legal proceedings on behalf of the LEA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court.
- They will accept referrals that meet the Statutory School Attendance Manager
- referral criteria, initiate contact with parents or carers and undertake assessments.
- They will plan and review casework.
- They will provide feedback on attendance figures for the school.
- They can offer strategic/policy advice and support in relation to matters of attendance.

Other Agencies to be used where appropriate in individual cases:

- Educational Behavioural and Support Services
- Early Help
- Educational Psychologists
- Special Educational Needs Service
- Social Care
- Local police

How parents and carers can help us:

- It is parent's responsibility and legal duty to ensure that children attend school.
- Ensure that their children arrive on time.
- Contact the school on the first day of a child's absence, giving details of the reason for the absence and the length of time the child will be away.
- Help their child prepare for the school day by ensuring that homework has been done and the child has everything he/she needs for the day ahead.
- Attend Parents' Consultation Meetings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child.
- Contact the school if problems arise which may keep their child away from school, so that the school can help.
- To avoid, wherever possible, taking family holidays in term-time. Term time absences may seriously affect the progress of your child.

Work set for children who have missed learning in school.
Teachers will not be able to provide work for children who have missed in class learning. Most lessons cannot be replicated at home. Worksheets rarely stand alone and cannot be used without the learning that preceded them.

If a child has a long-term illness that means that they miss more than a week's schooling then parents can arrange to meet the class teacher and discuss how best a child can "catch up" with their learning. It is not normally possible for children to take exercise books from school home as they can so easily be lost or damaged.

Signed: Avis Hawkins

Updated February 2025

Name of Schools	CCHT Schools
Policy review Date	February 2025
Date of next Review	February 2026
Who reviewed this policy?	Avis Hawkins, Partnership Committee