

Saint Joseph's Catholic Primary Voluntary Academy.



Attendance Policy

October 2019
Amended July 2020, November 2021

Admissions & Attendance Registers

Date	Review Date	Co-ordinator	Nominated Governor
November 2021	November 2022	E McCullagh	R Mellows

Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

We believe that this policy conforms with the Equalities Act, 2010.

Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a home school coordinator with responsibility for attendance;

St. Joseph's Catholic Primary Voluntary Academy

- delegated powers and responsibilities to the Headteacher to ensure all academy personnel and visitors to the academy are aware of and comply with this policy;
- responsibility for ensuring that the academy complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Head teacher

The Head teacher

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- ensure all academy personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- work closely with the governing body and home school coordinator & EWO;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this policy.

Role of the Home School Coordinator

The Home school coordinator will

- lead the development of this policy throughout the academy;
- work closely with the Headteacher;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

Attendance Procedure and Register

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

We believe that attendance registers are important for:

- effective attendance management
- providing evidence in the event of prosecution of parents under the Education Act 1996

We operate an electronic register system that is part of Scholarpack.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

St. Joseph's Catholic Primary Voluntary Academy

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix I for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9am on each school day although they will be admitted to the building from 8.50am.

The register for the first session will be taken at 9am and will be kept open until 9.05 The register for the second session will be taken at 1pm and will be kept open until 1.05

Children will be placed on the register from the first day they are expected to attend the school.

The only time when a register will not be taken is when the academy has had to close due to:

- in-service training
- severe weather conditions
- structural damage
- fire.

Unplanned Absence

Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible (see also section 6).

Parents may ring, text or call in to the office in person to pass on information regarding their child's absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

St. Joseph's Catholic Primary Voluntary Academy

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents will be asked to provide an appointment card for a medical appointment. This should be taken to the office.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found later in this policy.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The school's Learning Mentor will follow up any persistently late or absent children or any children who show a pattern of lateness or absence (eg. Always late on a Monday).

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. The school's learning mentor will follow up absences according to the following procedure.

Reporting to parents

Parents will be sent a print out each week of their child's attendance if it is below 98% each Friday, if it drops below 96% then they will be invited in to discuss this with the learning mentor and/or SENDCO.

All parents will be given a print out of their child's attendance at the end of the first half term and will then be informed if their child's attendance falls below 96% and again below 90%. At this point, measure will be put in place to monitor and improve attendance if this is thought to be necessary (for example, if the attendance issue is due to genuine illness, a pastoral approach will be taken as felt necessary).

Authorised and unauthorised absence

Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as:

- if a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.

St. Joseph's Catholic Primary Voluntary Academy

- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states “on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs”;
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained above
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

A number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

St. Joseph's Catholic Primary Voluntary Academy

Strategies to Promote Attendance

- Classes with 100% attendance are given a 100% attendance sticker in good work assembly on a Friday.
- Each child in a class with 100% attendance is given a sweet on a Friday afternoon.
- Children are given a 'dojo' every morning and afternoon that they are present and on time. Dojos for attendance along with those given for other things are counted up at the end of the half term and children are given certificates and a chance to enter a prize draw.
- Attendance HERO celebrations are being offered each term for those children who have 100% attendance, improved their punctuality and attendance or who are above the school/national average.
- Weekly attendance heroes are rewarded in assembly with a sticker.

Inspection of Admission and Attendance Registers

The admission register and all attendance registers are available at all times for inspection by:

- HM Inspectors
- Ofsted / Estyn Inspectors
- Education Welfare Officers

Publication of Admission and Attendance Information

Every year we publish the following information about attendance to parents:

- the total number of pupils on the roll for at least one session
- the percentage of sessions missed through authorised absence
- the percentage of sessions missed through unauthorised absence

Preservation of Registers

- All attendance registers will be retained for seven years.

Role of Academy Personnel

Academy personnel will:

- comply with all aspects of this policy;
- ensure that the attendance register will be taken at the beginning of the morning and afternoon sessions;
- bring to the attention Home school coordinator any irregularities in pupil attendance;
- implement the academy's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the academy community

Role of Pupils

Pupils will:

- maintain good attendance throughout the year;
- ensure their parents report their absence to academy;
- support the academy mission statement;
- support the academy Code of Conduct and guidance necessary to ensure the smooth running of the academy;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- discussing improvements to this policy;
- reviewing the effectiveness of this policy with a senior teacher or the Head of Academy.

Role of Parents

Parents will:

- be made aware of this policy;
- be asked to take part periodic surveys conducted by the academy;
- ensure regular and punctual attendance;
- notify the academy on the first day of pupil absence;
- follow correct procedures with regards to requests for planned absences;
- support the academy Mission Statement;
- support the academy Code of Conduct and guidance necessary to ensure smooth running of the academy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Academy Handbook/Prospectus
- the academy website
- the Staff Handbook
- meetings with academy personnel
- communications with home such as newsletters and texts

Training

We ensure all academy personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all academy personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this academy.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed every three years (or when the need arises). It will be reviewed by the coordinator, a member of the senior leadership team, the Head of Academy or the Executive Headteacher and the necessary recommendations for improvement will be made to the Governors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Head of Academy:	<i>E Mc Cullagh</i>	Date:	November 2021
Chair of Governing Body:	<i>R Mellows</i>	Date:	November 2021

APPENDIX I

ABSENCE AND ATTENDANCE CODES

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code/: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an education nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site education activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

St. Joseph's Catholic Primary Voluntary Academy

Code D: Dual Registered – at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used for Gypsy, Roma and Traveller children, but only when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

St. Joseph's Catholic Primary Voluntary Academy

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the legitimacy of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is now known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

St. Joseph's Catholic Primary Voluntary Academy

Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code Z: Pupil on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

CHANGING SCHOOLS

It is important that if families decide to send their child to a different school that they inform school as soon as possible. A pupil will not be removed from the school roll until the following has been received/confirmed:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate
- Attendance at the new school

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the Local Education Welfare Team for investigation. This may well include seeking assistance from Health, Social Care and Police colleagues.

St. Joseph's Catholic Primary Voluntary Academy

APPENDIX 2 - LETTER A

DATE

ADDRESS

RE:

Dear

I understand that _____ has had an authorised absence recently due to illness and that you called the school every day to keep us informed. We would just like to let you know how this has affected attendance which is currently at _____ %

This letter is purely to inform you of the statistics, and I hope you understand that school has a duty to do so.

Yours sincerely

Mrs E McCullagh
Head Teacher

APPENDIX 3 - LETTER B

DATE

ADDRESS

RE:

Dear

I am writing to advise you that school attendance is causing concern as it has fallen to and as a result we are becoming concerned that is missing a significant part of learning. I have enclosed a copy of attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

I will continue to monitor their attendance and I look forward to seeing an improvement. If possible, and again if it is medical please ensure we have relevant doctor's notes and appointment details.

If there are any particular circumstances that the school may not be aware of which are having an influence on your child attending school regularly, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Mrs E McCullagh
Head Teacher

Enc. Record of Attendance
School Attendance Leaflet

APPENDIX 4 - LETTER C

DATE

ADDRESS

RE:

Dear

I am writing to inform you that attendance is still causing concern. We are very worried that continued poor attendance could affect this progress and we need to meet with you.

Please could you attend a meeting with me to discuss this matter further on the date and time below. This meeting will give you the opportunity to explain the percentage of attendance and will help the school maintain an accurate picture as to why their attendance.

Date:

Time:

Should their attendance remain irregular, the Local Authority Education Welfare Team may be requested to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 of the Education Act 1996.

Please make sure that from now on you provide us with medical evidence for any future absences in order for them to be authorised.

We look forward to meeting you to discuss any concerns you may have so we can continue to support our children in making good progress and I hope that you will work with us to improve their attendance. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Mrs E McCullagh
Head Teacher

APPENDIX 5 - LETTER D

DATE

ADDRESS

RE:

Dear

I appreciate that you were able/I am sorry that you were unable to attend/rearrange the meeting scheduled for as requested in my letter dated

It was/has been noted that attendance is now at %.

Due to this the following targets need to be met;

- **attendance needs to show improvement to 90%+ over the next eight week monitoring period - to**
- **Medical evidence is to be supplied to explain absences due to illness.**

As a parent it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which they are registered, regularly and punctually.

With effect from September 2015 schools have been advised by the government's Department for Education (DfE) that the Persistent Absence (PA) threshold will be reduced to 10%. Until this date it has been 15%. This means that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.

I am therefore writing to inform you that if attendance fails to improve over the monitoring period, or attendance seems unlikely to reach the desired percentage, the case may be referred to the Local Authority Education Welfare Team and could result in a penalty notice and/or prosecution.

Yours sincerely

Mrs E McCullagh
Head Teacher

APPENDIX 7 – LETTER E (LATENESS)

DATE

ADDRESS

RE:

Dear

I have noted during a recent attendance review that your child is beginning to show a pattern of lateness.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Mrs E McCullagh
Head Teacher

St. Joseph's Catholic Primary Voluntary Academy

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Admissions and Attendance Registers	✓			✓

This policy affects or is likely to affect the following members of the academy community (✓)	Pupils	Academy Personnel	Parents/carers	Governors	Academy Volunteers	Academy Visitors	Wider Academy Community
	✓	✓	✓	✓			

Question	Equality Groups															Conclusion													
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
		✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			

Conclusion | We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.

Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
S.K.Pollard	Jan 2019	M. Henry	January 2019
E McCullagh	July 2020	R Mellows	July 2020