

Attendance Policy

St. Joseph's Catholic Primary School

Academic Year

2025-26

St. Joseph's



Murton

Attendance Policy

St Joseph's Catholic Primary School

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Attendance Key Contacts

Please find the details of those with overall responsibility for attendance, attendance support and attendance improvement within our school below.

Name	Role	Contact details
Mrs J Cartwright	Head Teacher / Principal	0191 5261795
	Senior Attendance Champion	
	Other senior leaders with responsibility for attendance	
	Governor with responsibility for attendance	

If a pupil is going to be absent from school the person who should be informed is:

Mrs E Fox, Office Manager. Tel: 0191 5261795

Email: murton.stjoseph.rc@durhamlearning.net

If a pupil, parent or family is having difficulty with attending school and requires advice, help or support then they can contact:

Name	Role / type of help	Contact details
Mrs J Cartwright	SENCO/Family support	0191 5261795
Class Teachers	Class Teachers	Class Dojo
Attendance Improvement Team (Durham)	Attendance Improvement Team (Durham)	03000265650
SENDIASS	Family Support for children with SEN	0191 5873501

Help & Support

Where help or support is needed with attendance the sooner school know about this, the quicker people can work together to support with this. Where needed this can involve other services to make sure that pupils and their families get the right support, at the right time from the right people.

Children Missing from Education

If pupils whereabouts are not known following enquiries schools can legally remove pupils from the admission register (the school roll) after 20 school days of unauthorised absence. It is **vital that parents keep school informed of any change of details** and regularly update them if details change. Pupils place in schools are at risk if whereabouts are not known. Children Missing from Education must be reported to the Local Authority and the matter may be treat as a safeguarding issue.

Introduction to our school attendance vision and ethos

St Joseph's Catholic Primary School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn within a culture that promotes the benefits of high attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupils', improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Specific roles and responsibilities have been published in the [Working Together to improve school attendance statutory](#) guidance.

We recognise the link between regular attendance and the well-being, development and achievement of our students / pupils. We expect everyone to attend every session they are able to, to benefit from the learning and pastoral opportunities and support we offer.

Communication is vital to ensure we are able to work with our parents and pupils and support attendance.

We ask that parents check the contact details, address and emergency contact information held by the school are up-to-date are communicated to school as soon as possible as it is extremely important school can contact parents in an emergency, keep parents informed of events and progress or discuss any concerns at the earliest opportunity.

The school day

The school day is from:

Key Stage 1	8:35am – 3:15pm
Key Stage 2	8:50am – 3:30pm

Children should arrive at school 10 minutes before their starting time.

Children will be collected from the school yard by their class teacher and escorted safely to their classrooms.

Key Stage 1 registration is 8.45am. The register will close at 9:00am. Pupils must be in school to be marked present, otherwise another appropriate code will be used (Attendance codes appended).

Key Stage 2 registration is 9:00am. The register will close at 9:15am. Pupils must be in school to be marked present, otherwise another appropriate code will be used (Attendance codes appended).

Pupils arriving late for registration, but before the register has closed will be recorded as late (L code).

In Key Stage 1 in line with government guidance the registers will close at 9:15am (no more than 30 minutes after the registration period ends).

In Key Stage 2 in line with government guidance the registers will close at 9:30am (no more than 30 minutes after the registration period ends).

Pupils who are not present before the register closes but attend during the session will be recorded as a U code unless the reason means another code is more appropriate. The U code is an unauthorised absence.

Arriving late to school can be disruptive and unsettling to the child and the rest of their class. Parents should contact Mrs J Cartwright if there are any issues which are affecting a pupils ability to attend school on time.

If your child is late for school:

All children arriving late at school will be asked the reason for their lateness and this will be recorded. Details of late arrivals are recorded on SIMS within the comments section on the morning registration session.

If a child is late (after registers close) for school on a number of occasions

1. **Contact from the school:** The school will contact you to understand the reasons for the lateness.
2. **Meeting:** A meeting may be arranged to discuss the issue and explore solutions to help overcome the barriers to attendance.
3. **Identify barriers:** Barriers to attending school on time can be complex and might require support from other local authorities or services, in which the school will support the families in accessing the correct support.

If the school continues to have concerns about a child's punctuality

As a school we will work the family and support them in improving their child's punctuality. This could be through telephone calls, home visits and a place in the school breakfast club (8:00-8:30).

Term dates and planned Inset days

HOLIDAY	CLOSING DATE (Last Day In School)	DATE RE-OPEN FOR TEACHING PURPOSES
Summer 2025 (6 weeks, 1 day)	Friday 18 July 2025	Tuesday 2 September 2025
Autumn Half-Term 2025 (1 week)	Friday 24 October 2025	Monday 3 November 2025
Christmas 2025 (2 weeks, 1 day)	Thursday 18 December 2025	Monday 5 January 2026
Spring Half-Term 2026 (1 week)	Friday 20 February 2026	Monday 2 March 2026
Easter 2026 (2 weeks, 1 day)	Thursday 2 April 2026	Monday 20 April 2026
May Day 2026 (1 day)	Friday 1 May 2026	Tuesday 5 May 2026
Summer Half-Term 2026 (1 week, 1 day)	Thursday 21 May 2026	Monday 1 June 2026
Summer 2026	Friday 17 July 2026	To be determined

PD DAYS: Monday 1st September 2025
Friday 19th December 2025
Friday 22nd May 2026
Monday 20th July 2026
Tuesday 21st July 2026

These dates can all be found on the school website.

Leave of Absence in Term Time

Head teachers are expected to restrict leave of absence in term-time to the specific circumstances in [regulation 11 of the School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). There is discretion to consider exceptional circumstances based on the individual facts, circumstances and background behind the request. Permission should be (academies)/ must be (maintained schools and non-maintained special schools) requested in advance by a parent the pupil normally lives with completing the form that is available from the school office.

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. If an application is not made for leave then the absence will be recorded as unauthorised regardless of circumstances.

The DfE have stated that generally they do not consider the need or desire for a holiday or other absence for leisure or recreation to be an exceptional circumstance.

On the first day of absence

If a pupil is to be absent for any reason, parents or carers are asked to contact the School either by telephone (0191 5261795) or by email (murton.st.joseph.rc@durhamlearning.net) providing a reason for the absence. If a pupil is absent from school and there is no contact from parents/carers then school will contact home to find out why the pupil not in school.

Appointments should be made outside of school time where possible. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they should do and provide the office with a copy of the appointment.

Periods of extended absence

If a child's absence continues beyond 3 days, parents/carers are requested to keep school updated. The School Office will contact home to establish the reason for the continued absence, medical evidence may be requested to support the absence. If the School Office is not able to contact parents/carers, and no reason has been provided for an absence, the absence will be marked as unauthorised. If a child has not reached at least 96% attendance, you may be contacted by the School Office who monitors school attendance daily. Some families will be contacted to inform them if their child's attendance is lower than it should be and may be asked to provide medical evidence or attend a 'Attendance Support Meeting' in school.

No reason for absence provided

If the school do not receive a reason for any absence it will be recorded as unauthorised. Regular absence and unauthorised absences could result in more formal action.

Where 10 or more unauthorised absences are recorded in any 10 school week period the school must consider whether a penalty notice may be appropriate and if so will refer the matter to the local authority.

Absence authorisation

The High Court has confirmed that the school's Head Teacher authorises absences. In some circumstances, the school may request that parent's provide medical evidence to support absences.

We want to support all our pupils to ensure they can access their education and will take a support first approach. This will sometimes require communications and conversations to better understand the circumstances which may lead to absence.

Promoting good attendance and punctuality

As a school we promote good attendance by celebrating with the children. Children who have 100% attendance are rewarded at the end of every term. Children are entered into a draw and have the opportunity of winning from a number of prizes.

Our school is promoting and incentivising good attendance.

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools
- Build strong relationships and work jointly with families
- Give parents/carers details on attendance on school reports or through conversations
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absences
- Celebrate excellent attendance by displaying and reporting individual and class achievements; children take place in a termly draw for 100% attendance
- Reward good or improving attendance

Attendance data

We will use data we have such as whole school, year group, form/class and individual pupil level to analyse for patterns of absence which may require some support to improve.

We will also consider different pupil cohorts such as all pupils, those who have free school meals, those with special educational needs or disabilities, pupil premium, children who have a social worker or are looked after etc to identify where additional support may be required.

We will use the information to inform what we do to support and aid discussions between staff, pupils and families.

We will monitor the data to understand the impact of what we do.

We will communicate information to parents, staff and other professionals such as early help, TAF and TAS.

Absence concerns

Parents may identify concerns about school attendance early if there is a change in child's attitude to school or in their willingness to attend. If this is the case, concerns should be shared with school so people can work together to ensure that school attendance does not decline. The earlier concerns are identified and shared, the quicker they may be resolved.

Persistent absence

Pupils who miss 10% or more of their sessions at school are persistently absent

As a school we closely monitor attendance and particularly look for any patterns that arise in absences. When this occurs we request parental meetings in which staff will present findings using attendance reports. Support will be offered to any parents that are struggling with a child's attendance.

Parents will be offered support through external services if it is required.

Severe absence

Pupils who miss 50% or more of their sessions at school are severely absent

As a school we will work with pupils, parents and partner services and agencies to provide additional support through a more formal, planned approach in conjunction with the local authority to prevent severe absence (persistently absent pupils 70% or below) – review Attendance Support Meeting involving the School Attendance Champion.

National framework for penalty notices and other legal intervention

To improve consistency of practice across the country there is a national framework for penalty notices.

At the point where there are 10 unauthorised absence sessions recorded in any 10 school-week period, schools must consider if:

- further support is appropriate.
- support is appropriate but is not being engaged with.
- support is appropriate but is not improving attendance.
- support is not needed, such as in cases of term-time leave of absence.

If support is appropriate, this should continue.

If support is appropriate but is not improving attendance or is not being engaged with, then a referral for consideration of legal intervention should be made to the local authority. This can include, but is not limited to a Notice to Improve, an application for an Education Supervision Order, Penalty Notice or Offence investigation Interview (PACE caution).

If support is not appropriate, such as where a holiday in term-time has taken place, a referral for a penalty notice will be made. ([DCC - Penalty Notice Code of Conduct](#))

Penalty notices offer the opportunity to deal with an irregular attendance offence without the need to go to court. Penalty notices are issued at a rate of £160, reduced to £80 if paid within 21 days.

There is an escalation policy which means that if a second notice is issued within a three-year period, the second notice will only be payable at the rate of £160. Further offences will not be eligible for the offer of a penalty notice and parents may be prosecuted in court. ([DCC - Penalty Notice Leaflet](#))

If penalty notices are not paid then a prosecution for the original irregular attendance offence will take place.

If convicted at court under section 444 of the Education Act for failing to secure the regular attendance of a registered pupil at school, a parent may be fined up to £1000 for each offence. If there is evidence that a parent knowingly failed to secure the attendance and there is no reasonable justification for this, they can be fined up to £2500 and/or face up to 3 months in prison, be subject to probation supervision or have a curfew imposed as maximum sentences.

Pupils with specific needs

This Policy must be applied fairly and consistently and consider the individual needs of pupils/families who have specific barriers to attendance. If a child has a specific need which impacts their attendance, Mrs Cartwright will meet with parents/carers to understand the reasons for this and a plan will be made to identify support needed from school and other agencies.

This policy is supported by our policies on:

Safeguarding

Anti-Bullying

SEND

The school and all partners will work together to:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Expect

Statement of expectation –

We all want the best for pupils and therefore aspire to have the highest attendance possible for each individual to allow them to access the education on offer to them in a culture they feel safe, part of the community and where they want to be.

Monitor

Statement of how data will be used to monitor, identify and support attendance to enable school to address concerns at the earliest opportunity using a support first approach.

Listening to and understanding barriers to attendance

Statement of who is available in school to listen to any concerns which may be affecting attendance, or who will communicate with parents where concerns are identified by school. This should acknowledge attendance is everyone's responsibility and led by the Senior Attendance Champion from the school leadership team.

Facilitate support

Set out how the school intends to remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school and that this might include an early help or whole family plan where there are wider issues affecting attendance.

Set out the school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

Formalise support

Explain that where absence persists and voluntary support is not working or not being engaged with, partners will work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Explain that, depending on the circumstances this may include formalising support through an attendance contract.

Enforce

Explain that where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education.