ATTENDANCE & PUNCTUALITY POLICY

2026 - 2027

ATTENDANCE & PUNCTUALITY POLICY 2026 - 2027

Mission Statement

At St Sebastian's, Christ is at the heart of all we do.

Inspired by the faith and courage of St Sebastian and rooted in Gospel values, we grow together in faith, strive to be our best and use our God-given gifts.

We celebrate our diversity, care for one another and work together to make a positive difference in our community and God's world.

GROW IN FAITH – STRIVE TO BE OUR BEST – LOVE AND SERVE

School Motto

Guided by Christ, inspired by St Sebastian:

Only my best will do. Be kind to one another. Amen.

CONTENTS

Introduction **4**

Aims **4**

Legal Framework **5**

Roles & Responsibilities **5**

Governing Body 5

Headteacher 5

Designated Attendance Lead (DAL) 5

Promoting Regular Attendance at St Sebastian's **6**

Safeguarding **6**

Expectations of Parent | Carer **7**

If a pupil is absent, we will: **8**

Understanding types of Absence **8**

Authorised Absence 8

Unauthorised Absence 11

Persistent Absence 12

Severe Absence 12

Why regular attendance is important **12**

Welfare Visits during Absence 13

Pupils on Reduced (Part-Time) Timetables **14**

Education Welfare Officer (EWO) **14**

Penalty Notices **14**

Leave of Absence Requests in Term Time **15**

How we manage lateness **16**

Staff responsible for Attendance at St Sebastian's **16**

Removal from Roll **17**

Attendance & Punctuality – Roles & Responsibilities Guidance **18**

ATTENDANCE & PUNCTUALITY POLICY 2026 - 2027

POLICY WRITTEN & ADOPTED	September 2026
RESPONSIBLE BODY	St Sebastian's Governing Body
RESPONSIBLE PERSON	Mrs J McCormick (Headteacher)
OPERATIONAL LEAD	Mrs J McCormick (Designated Attendance Lead) Ms C Williams (Attendance Officer) Ms K Mello (Pastoral Lead) Ms P Scrimshaw (Daycare Manager) Alongside all teaching & support staff
SHARED WITH GOVERNORS	Autumn 1 Governors Meeting (01.10.2026)
NEXT REVIEW	September 2027 *or sooner following changes to statutory guidance, identified concerns or a significant incident*



Introduction

St Sebastian's Catholic Primary School | daycare & Nursery recognises the link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within our school | daycare to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day and provide a safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school | daycare is open. As a school | daycare we set a target for all pupils to aim for 100% attendance, with the expectation all pupils achieve at least 97%.

AS A SCHOOL | DAYCARE WE DEFINE REGULAR ATTENDANCE AS 97% OR ABOVE.

We recognise that attendance is a matter for the whole school | daycare community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school | daycare improvement, supported by our polices on admissions, safeguarding, behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance August 2024 "Working Together to Improve School | daycare Attendance"

Aims

- Provide a framework to support building strong relationships with families to ensure pupils have the support in place to attend school | daycare
- Raise the profile of attendance and punctuality amongst the school | daycare community
- Set high expectations for the attendance and punctuality of all pupils
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full-time education
- Have clear procedures for the maintenance of accurate registration for all pupils
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school | daycare approach that embeds consistency of practice
- Continue to promote effective partnerships with the Local Authority, Children's Services, School | daycare Health and other partner agencies

Legal Framework

This policy is based on the Department for Education statutory guidance 'Working Together to Improve School | daycare Attendance August 2024"
The guidance is based on the following legislation

- The Education Act 1996
- The Children Act 1989
- The Education and Inspections Act 2006
- School | daycare Attendance Pupil (Pupil registration) Regulations 2023
- Education (Penalty Notices) (England) Regulations 2007

Roles & Responsibilities

Governing Body

The governing body is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring the school | daycare has high aspirations
- Regularly analysing attendance data and reviewing the school | daycare's performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for the implementation of the attendance policy

Headteacher

The headteacher is responsible for:

- Implementation of this policy
- Reporting school | daycare level performance data to governors
- Ensuring effective communication between school | daycare and the local authority
- Ensuring effective communication with parents for all pupils where there are barriers to attendance

Designated Attendance Lead (DAL)

The designated attendance lead is: Mrs J McCormick (Headteacher). The DAL is responsible for:

- Leading attendance across the school | daycare
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting pupil attendance
- Ensuring all staff receive annual training on attendance procedures, safeguarding implications, and strategies for engaging families
- Evaluating the effectiveness of the school | daycare's process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Coordinating targeted intervention and support to pupils and families

Promoting Regular Attendance at St Sebastian's

This is the responsibility for all members of staff, parents and pupils.

The school | daycare will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance
- Effective strategies are in place to support all pupils to arrive on time for school | daycare
- An engaging curriculum is provided
- High quality teaching and learning is delivered throughout the school | daycare
- Pupils are provided with appropriate support from school | daycare and partner agencies to ensure regular attendance at school | daycare
- Pupils who experience difficulties in attending school | daycare are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Effective partnerships with parent/carers are encouraged through regular contact and communication
- Support for families of children with SEND or long term mental or physical health needs to address attendance barriers. This may include offering reasonable adjustments, personalised support plans, and referrals to external agencies where appropriate
- Parents are kept informed of pupil attendance and punctuality through the school | daycare's attendance procedures, termly progress reports, individual letters and meetings when required
- Good attendance and punctuality are rewarded through regular individual pupil incentives
- Attendance and punctuality are regularly discussed with pupils in assemblies
- Attendance roles and responsibilities are clearly defined and all staff ensure that these are followed.

Safeguarding

A child not attending school | daycare, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school | daycare is required.

To safeguard all the children in our care, it is important that parents and carers provide the school | daycare with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the school | daycare's Safeguarding and Child Protection Policy

Expectations of Parent | Carer

- Ensuring your child's regular attendance at school | daycare is a *parents' legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school | daycare that is not authorised by the school | daycare creates an offence in law

- Ensure your child arrives for school | daycare on time.

- Notify the school | daycare if your child is going to be late.

- Routine non-emergency medical and dental appointments should be made whenever possible outside of school | daycare hours. Confirmation of the appointment should be provided.

- Contact school | daycare by telephone: 0151 260 9697 on the first day of absence if your child is unable to attend, providing the reason, an indication of the expected duration and return date to school | daycare.

- If a text message/phone call is made by the school | daycare due to your child's absence, it is important that you respond to ensure your child is appropriately safeguarded.

- Contact the school | daycare office: 0151 260 9697 and request to speak with a member of SLT if the reason for absence requires a more personal discussion.

- In case of emergency, school | daycare must have up to date contact numbers. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a school | daycare we request a minimum of three emergency contact details be provided)

- Requests for leave of absence due to exceptional circumstances must be in writing to the headteacher and can only be authorised by the headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school | daycare, include holidays, weddings, shopping, concerts and birthdays.

**S*ection 576 of the Education Act 1996, the definition of a parent under education law defines "parent" as:*

(a) All natural (biological) parents, whether they are married or not;

(b) Any person who, although not a natural parent, has parental responsibility for a child or young person;

(c) Any person who, although not a natural parent, has care of a child or young person. In this policy the term 'parent' includes parents and carers.

If a pupil is absent, we will:

- Telephone and text parents on the first day of absence if we have not heard from them by **9.15am.**
- If no response is received, a member of school | daycare staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absence continues, the parent will be invited to meet the **headteacher** and any barriers to the child attending school | daycare can be discussed and support put in place. This may include:
  - Reintegration support packages e.g. extended school | daycare (breakfast club)
  - Family Help assessment or referral to appropriate support services
  - Attendance Contracts
  - Attendance report cards
  - Reduced timetables

  (*In line with DfE expectations reduced timetables will only be used in exceptional circumstances, for a limited period, to support pupils to reintegrate back into education and access full time provision)*
- If the parent/carer does not attend the meeting in school | daycare or engage in the support that has been offered and the pupil has accrued 10 sessions of unauthorised absence in a 10-week rolling period, the parents may be issued with a Notice to Improve, in accordance with Liverpool City Council's Penalty Notice Code of Conduct.

Understanding types of Absence

St Sebastian's Catholic Primary School | daycare & Nursery must legally record the reason for all individual pupil absence. Therefore, it is important for parents to directly inform school | daycare of the reason for absence on the first day a child is absent.

Authorised Absence

Authorised absence - the school | daycare accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the headteacher, not parents who make the decision to authorise absence from school | daycare.
The following information outlines the main circumstances where absence may be authorised by the school | daycare:

Illness

In most cases, absences for illness which are reported by parents following the school | daycare's absence reporting procedures will be authorised unless, the school | daycare has a genuine concern regarding the authenticity of the illness.

The school | daycare follows Department for Education statutory guidance *'Working Together to Improve School | daycare Attendance' 2024*[i] which states that if the authenticity of the illness is in doubt, the school

| daycare may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school | daycare may ask the parent to obtain a letter from a GP, or the school | daycare may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

If the school | daycare is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school | daycare may require medical evidence of some description to best support the child and to be able to authorise any future medical absences. If this is the case, the school | daycare will make the parents aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school | daycare by the parent on the first day of absence may **not be authorised**.

If a child is absent for more than one day, the parent should contact the school | daycare on each day to provide an update on the child's condition, unless otherwise agreed by the school | daycare.

Mental Health and Wellbeing

Our school | daycare supports pupil mental health and wellbeing following DfE guidance Mental health issues affecting a pupil's attendance: guidance for school | daycares.

Parents who have concerns about their child's mental wellbeing can contact our school | daycare's Attendance/Designated Safeguarding Lead (or other key professional in the setting) for further information on the support available.

Pupils taken ill during the school | daycare day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school | daycare staff: Senior Leadership Team In such circumstances, the pupil must be collected from the school | daycare office by a parent or another authorised adult and signed out of school | daycare. No pupil will be allowed to leave the school | daycare site without parental confirmation

Medical/Dental Appointments

Parents should always try to make appointments outside of school | daycare hours wherever possible. Where appointments during school | daycare time are urgent or unavoidable, the pupil should only be out of school | daycare for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of school | daycare for an appointment, unless necessary, in which case the school | daycare will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school | daycare day, they must be collected from the school | daycare office by the parent or another authorised adult and signed out of school | daycare. No pupil will be allowed to leave the school | daycare site without parental confirmation.

Advance notice is required for medical or dental appointments and must be supported by providing the school | daycare with sight of, or a copy of, the appointment information – only then will the absence be authorised.

Religious Observance

Our school | daycare acknowledges the multi-faith nature of the school | daycare community and recognises that on some occasions, religious festivals may fall outside of school | daycare holidays or weekends. In accordance with the law, the school | daycare will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school | daycare will seek advice from the parents' religious body, to confirm whether the day is set apart.

Traveller Absence

The school | daycare will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school | daycare because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school | daycare will discuss cases individually with Traveller parents as necessary. Parents should let the school | daycare know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school | daycare elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school | daycare and this school | daycare will remain their 'main' school | daycare.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school | daycare and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school | daycare regularly.

Suspensions

If the school | daycare decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion . The school | daycare will follow the current DfE's statutory guidance on exclusions.

All exclusions **must** be agreed by the headteacher.

The school | daycare will notify the parent of the exclusion in writing. For children in the care of the local authority the school | daycare will notify the pupil's carer, the Section 19 Team, social worker and the Virtual School | daycare.

In other instances, where a pupil is open to Children's Social Care for any reason, the school | daycare will also inform their allocated social worker.

The pupil must be collected from the school | daycare office by the parent or another authorised adult and signed out of school | daycare. No pupil will be allowed to leave the school | daycare site without parental confirmation.

Unauthorised Absence

Unauthorised absence - when the school | daycare has not received a reason for absence or has not approved a child's leave of absence following a parental request.
This includes but is not exclusive to:

- Parents giving their children permission to be off school | daycare unnecessarily, such as for shopping, birthdays, to look after siblings.
- Truancy before or during the school | daycare day.
- Absences which have not been explained.
- Pupils who arrive late after the close of registration.

Parents have a legal responsibility to ensure that their child attends school | daycare on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school | daycare. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school | daycare regularly. It also applies to others who may not be the parent but may have day to day care of the child

Unauthorised absence may lead to the use of penalty notices or other legal interventions from the Local Authority. St Sebastian's Catholic Primary School | daycare & Nursery in agreement with the Education Welfare Service, may issue a Notice to Improve letter to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10-week rolling period.

The Notice to Improve period will cover 20 school | daycare days. If the child has any unauthorised absence during this time the school | daycare will refer the case to the Local Authority requesting a penalty notice be issued.

Penalty notices are an alternative to prosecution and may not be issued if the local authority considers an Education Supervision Order or a prosecution to be a more appropriate response to a pupil's irregular attendance.

Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child.

Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects school | daycares to intervene early and offer support to prevent pupils becoming a persistent absentee (PA)

Whilst we understand that pupils can be absent from school | daycare because they are ill, sometimes they may be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school | daycare at the earliest opportunity to gain support and to work together to gain a resolution.

Parent/Carers are asked to contact the school | daycare office: 0151 260 9697 in the first instance.

Severe Absence

Pupils who miss 50% or more of school | daycare are classified as being severely absent by the Department for Education (DfE) This cohort of pupils are a priority group for St Sebastian's Catholic Primary School | daycare & Nursery and additional support may be required from the local authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school | daycare and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school | daycare.

Why regular attendance is important

Any absence affects education and regular absence will seriously affect pupils' learning.

Pupils who have regular time off often find it difficult to catch up and do well.

**If attendance over the school	daycare year is:**	**...a pupil will miss these many days:**	**...and these many lessons:**
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Ensuring your child's regular attendance at school | daycare is your legal responsibility and permitting your child to have any absence without a good reason from school | daycare is an offence in law (The Education Act 1996) and may result in legal action.

Welfare Visits during Absence

As part of our commitment to safeguarding and supporting the welfare of our children and families, St Sebastian's Catholic Primary School & Nursery operates a welfare-visit procedure for children in Reception to Year 6 who have been absent from school for 48 hours.

Where a child has been absent for 48 hours, a member of the school team will normally undertake a welfare visit to the child's home address recorded on the school's management information system.

This procedure applies even where a parent/carer has contacted the school to explain the child's absence. Contact from parents is important and appreciated; however, the welfare visit forms part of the school's wider safeguarding and pastoral arrangements and should not be interpreted as suggesting that the school does not accept or believe the reason provided for the absence.

The purpose of a welfare visit is to:

- check on the wellbeing of the child and family;
- maintain positive contact during a period of absence;
- identify whether the family requires any additional help or support;
- consider whether there are any barriers preventing the child's return to school; and
- offer practical support, where appropriate, to help the child return to school safely and as soon as they are well enough to do so.

Welfare visits are intended to be supportive rather than intrusive. We recognise that periods of childhood illness can be difficult and stressful for families. **The school's role is not simply to monitor attendance, but to work alongside families and consider whether there is anything we can reasonably do to help**.

For example, where a family is experiencing difficulty accessing appropriate health advice or obtaining a GP appointment, school may, with the family's agreement and where appropriate, help them to access support such as the School Health Team/School Nurse or signpost them to other relevant services.

The nature of the welfare visit will be proportionate to the circumstances. Staff undertaking the visit will act professionally and sensitively and will record the outcome in accordance with the school's safeguarding and attendance procedures.

Where staff are unable to make contact with the family, are unable to establish the child's wellbeing, or identify a concern during the visit, the matter will be referred to the Designated Safeguarding Lead (DSL)

and further action will be considered in accordance with the school's Safeguarding and Child Protection Policy.

Where there is reason to believe that a child may be at immediate risk of significant harm, the school will take appropriate safeguarding action without waiting for the 48-hour welfare-visit point.

Pupils on Reduced (Part-Time) Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school | daycare is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) – will work with parents to support their child in overcoming any barriers in attending school | daycare, The EWO will always try to resolve any issues by working in partnership with the school | daycare and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider Penalty Notices or the instigation of legal proceedings.

Penalty Notices

- Liverpool City Council (LA) on receipt of a request from St Sebastian's Catholic Primary School | daycare & Nursery will issue a penalty notice to parents for the unauthorised absence of their child

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10-week period
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil
- If appropriate support has been put in place
- Consideration of the obligations that the school | daycare has under the Equality Act 2010 that would make issuing a penalty notice inappropriate
- Each parent/carer who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3-year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website.

Leave of Absence Requests in Term Time

THE LAW DOES NOT GIVE ANY ENTITLEMENT TO PARENTS TO TAKE THEIR CHILD ON HOLIDAY DURING TERM TIME.

At St Sebastian's Catholic Primary School | daycare & Nursery, leave in term time requests for the purpose of a holiday, will **not be authorised** by the school | daycare**.**

Parents can receive a penalty notice for taking unauthorised leave in term time without prior consent from school | daycare. Consent cannot be given retrospectively.

If leave of absence is deliberately taken in term time, without school | daycare permission, creating a period of unauthorised absence of 10 sessions or more; and it can be shown that the parent understood that permission had not or would not be given. In such cases, the local authority will issue a penalty notice without a Notice to Improve period being issued.

Any application for leave in term time must be in only exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school | daycare days a child can be away from school | daycare if the leave is granted.

Parents should complete a leave of absence request form which is available from the school | daycare. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence to support your request.

If we have any concerns about possible safeguarding concerns, we will follow the necessary protocols.

For Children in Care, any period of leave taken without the agreement of the Virtual School | daycare Head, Service Manager and Director of Children's Services, will be classed as unauthorised.

How we manage lateness

Poor punctuality is not acceptable**.** If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil arriving late and can encourage future absence.

The school | daycare gate opens at 8.30am (Nursery) | 8.35am (Reception – Y6).
The school | daycare day for Reception – Y6 starts at 8.45am and registers are taken at **8.45am**.

Pupils will receive a late mark if they are not in their class by **8.50am**. School | daycare recommends that pupils arrive by **8.45am** am.

Late arrival to school | daycare following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official closure of the register and there are no barriers preventing the child from arriving on time, the school | daycare following a Notice to Improve period, may request the local authority issue a penalty notice.

The official close of registration for St Sebastian's Catholic Primary School | daycare & Nursery is **9.20am**.

If a parent has any problem getting their child to attend school | daycare on time they should contact the school | daycare office: 0151 260 9697 who will offer support to resolve the problem.

Staff responsible for Attendance at St Sebastian's

All school | daycare staff, parents and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school | daycare a success

ROLE	STAFF MEMBER
Headteacher | Designated Attendance Lead | DSL	Mrs J McCormick
Attendance Officer	Ms C Williams
Deputy Headteacher | Curriculum & Assessment	Mr N Mosaid
Assistant Headteacher | SENCO | DDSL	Mrs L McCormick
EYFS Lead	Mrs K Feeney
Pastoral Lead	Ms K Mello
Daycare Nursery Manager	Ms P Scrimshaw

Removal from Roll

From the 1st of September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school | daycare age leaves a school | daycare before completing the school | daycare's final year.

As a school | daycare we are now required to: Inform the LA in ***every*** circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school | daycare and home address if the pupil is moving to a new school | daycare.

All school | daycares must complete an Exit form and submit to the **CME@liverpool.gov.uk** inbox.

All school | daycares must provide information to the LA when registering new pupils, including the pupil's address and previous school | daycare.

If your child is leaving our school | daycare parents are asked to:

- Provide the attendance officer with comprehensive information about their plans, including, any date of a move, new address and telephone numbers, your child's new school | daycare and the start date when known. This should be submitted to school | daycare in writing.

- If a pupil leaves and we do not have the above information, then your child may be considered to be a child missing in education. This requires school | daycares and local authorities to carry out investigations to try to locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Attendance & Punctuality – Roles & Responsibilities Guidance

When	Whom	Actions Expected
DAILY	Pupils	• Arrive on school	daycare site by 8.45am • Be in class on time for registration at 8.45am
	Class Teacher	• Registers are completed on the MIS system each day on time • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school	daycare •

	Attendance Officer | DAL	• Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance coding in the register via MIS • Identify pupils who are absent from school | daycare without reason (before 9.15am) • Log on MIS, parental voicemails, text messages and emails regarding student absences • Ensure all late arriving pupils are spoken to and their attendance is entered on to MIS • MIS messages sent to parent/carers who have failed to contact the school | daycare regarding their child's absence • First day absence phone contact with parents, following up unexplained absences where no text message/phone call has been returned. • SLT and class/form teachers contacted with specific attendance queries and necessary follow ups required • Supporting staff with registration queries, support the interventions of the class teachers. • Logging attendance of all pupils going out /in school | daycare for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the first day contact systems. • Daily Late process, log and send actions for relevant staff. • Daily Attendance SA/PA report sent to DAL for attendance.
	Curriculum Leaders	• Curriculum leaders' informal discussions with identified pupils to follow up attendance issues and agree future action required. • Curriculum leaders discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required.
	EWO	• Safeguarding home visits as required. • Focused casework interventions with SA/PA pupils and families. • Phone call contact with pupils/parent/carers • Home visits • Instigation of legal proceedings • Tracking of actions and interventions and feedback to pastoral staff.

	Designated Attendance Lead	• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils.

When	Whom	Actions Expected
WEEKLY	**Class/Form teacher**	• Ensure all members of the class know the school	daycare target and their current attendance • Monitor/follow up identified pupil absence by contacting parent/carers where appropriate. • Update information on attendance displays
	Pastoral Staff	• Informing SLT and EWO of pupil patterns of absence. • Provide weekly pupil attendance figures for DAL for attendance, class teachers and pupil rewards • Discuss punctuality issues with identified pupils and parent/carers • Pupil rewards • Provide weekly punctuality data for the DAL for attendance, class teacher and pupil • rewards
	Curriculum Leader	• Organise support for pupils to catch up on missed work due to prolonged absence
	Designated Attendance Lead	• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Liaison with EWO, pastoral staff and curriculum leaders regarding support work with identified pupils • Determine priority actions for the following week

When	Whom	Actions Expected
HALF TERMLY	Designated Attendance Lead	• Maintain a high profile of attendance as a significant contributor to pupil achievement • Use attendance data to identify and act to improve the attendance of vulnerable pupils • Ensure that all teaching staff focus on attendance in planning and pedagogy • Determine priority actions for the next half term
	Attendance Officer	• Monitor and track attendance SA /PA action plans • Liaise with EWO to share information and agree joint actions re action plans and pupils causing concern
TERMLY	Designated Attendance Lead	• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school | daycare and those attending off site provision • School | daycare attendance review alongside the EWO • Ensure attendance is given a high profile as a key driver of school | daycare improvement and provide support and guidance to SLT, for plans to raise attendance • Ensure that the attendance policy is implemented across the school | daycare and systems are operating effectively • Report to SLT on attendance matters • Ensure school | daycare prospectus, parent/carers welcome booklet and school | daycare newsletters, promote attendance • Ensure attendance features at all parents' evenings • Determine priority actions for the next term
	Headteacher	• Ensure that attendance maintains a high profile as a key driver of school | daycare improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors