



St. James' C.E. Primary School
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Our mission is to serve the community through serving our children. Every child is welcomed regardless of need, for 'who so ever welcomes one such child in my name welcomes me' (Matthew 18.5). Everyone is valued; everyone has worth.
We ensure that every child develops within God's love.

Leyland St. James C.E. Primary School Attendance 2022-2023 **A summary for families.**

Legal Duties and Responsibilities.

All children are entitled to receive an education that allows them to reach their full potential and live a fulfilling life. Parents are responsible for ensuring that their child has access to a suitable full-time education. Schools are legally required to record and monitor attendance and where necessary, to intervene to minimise absence.

The Importance of Attendance.

Government research shows a direct link between attendance and attainment and good attenders also make better progress socially, learn to work with others, and are better prepared for the transition to secondary school and, eventually, higher education, training and employment.

Reporting Absence.

All schools are required, by law, to maintain an accurate record of attendance. Parents are expected to contact the school each day that their child is absent from school by phone or in person by 9:15am. If no reason is provided, the absence will be recorded as unauthorised.

Medical Appointments and Illnesses.

Where possible, medical appointments should be made outside of the school day. If a medical appointment cannot be scheduled out of school hours, parents should only take their child out of school for the minimum amount of time. The school office will require evidence of the medical appointment or illness. Acceptable evidence includes appointment cards/letters/text messages and copies of prescriptions. If medical evidence is requested but not received, the absence will be recorded as unauthorised.

Leave of Absence.

Leave of absence are only authorised in exceptional circumstances by the Head Teacher. In accordance with government and LA guidelines, the school does not authorise holidays or family visits. Parents who wish to apply for a leave of absence must complete the official form (available at the school office). Where possible, requests should be submitted to school at least six weeks in advance of any proposed absence. Any period of time taken without agreement of the school, or in excess of that agreed, will be classed as unauthorised and may result in a Penalty Notice.

A Christian Family where all are valued, children achieve and the future begins.

Penalty Notices are issued when a pupil misses 10 school sessions (5 days) due to unauthorised leave during a single academic year. The attendance of all our pupils is closely monitored. Staff track a number of different attendance measures, including the pupil's overall attendance, patterns of missed sessions and the frequency of broken weeks.

Attendance Interventions.

When necessary, action is taken to support a pupil after a period of absence and/or to assist future attendance. Before any intervention is actioned, the pupil's individual circumstances will be considered. In some cases, a pupil's medical or Special Educational Needs may require a refinement of school procedures and implementation of a bespoke support plan. Falling attendance will result in an attendance review with the attendance officer, Clare Prosser. Parents/Carers will be notified of this meeting and invited to attend. The meeting is not a sanction and is intended to be supportive. When a pupil's attendance starts to cause concern, Parents/Carers will receive regular communications from school, alerting them to their child's absence rate. Communication will occur through seesaw, telephone calls and formal letters. If a pupil's attendance declines further, Parents/Carers will be invited in for a meeting with the Attendance Officer/ Headteacher and begin strategies to work together to improve attendance through appropriate support.

Legal Action.

When a pupil fails to regularly attend school, the parents may be guilty of an offence and can be prosecuted by the Local Authority, via SALT (schools attendance legal team). As a school we are reluctant to initiate legal proceedings against families and will only ever action legal measures as a last resort once in school interventions have failed to deliver the required improvement in attendance. Pupils who are persistently absent (attendance is below 90%) without a valid reason, are supported by our Attendance Officer/Pastoral Lead, Clare Prosser. The Attendance officer is charged with making sure parents fulfil their legal responsibilities for ensuring their child receives a fulltime, age appropriate education. Our Attendance Officer will work closely with pupils and their family facing potential legal action to try and negate the need for formal measure. Parents will receive clear communication from school at all stages. The potential of legal action will be clearly stated to ensure no surprises.

Children Missing from Education.

Absent pupils who cannot be contacted and/or who are known, suspected, to be out of region (or who have left the country) will be registered as 'Missing from Education' (CME) with the Local Authority. This will trigger an investigation into the pupil's whereabouts and can result in the pupil being removed from our roll.