



# Pupil Absence and Attendance Policy

This policy has been written in consultation with staff and governors of Runnymede St. Edward’s School and with due reference to our Mission Statement:

***“Inspire, challenge and support all through faith.”***

and also to the DFE Document  
“School attendance  
Departmental advice for Maintained schools, Academies,  
Independent Schools and Local Authorities”  
October 2014

- Governors are kept informed of pertinent legislation changes and ISI updates through the Finance Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

<b>Version Control</b>	
Governor Co-ordination:	<b>Finance Committee</b>
Approved by Governors:	<b>Autumn 2015</b>
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Next Review Date:	<b>Autumn 2021</b>
Last Amended:	<b>Autumn 2018</b>
Latest ISI Update Check:	<b>September 2018</b>
See also -	



# Runnymede St Edward's School: Mission Statement

## 'Inspire, Challenge, Support through Faith'

### Children's Mission:

Into your hands Lord, we put each day  
all that we do and all that we say

### Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: [www.liverpoolscb.org](http://www.liverpoolscb.org)) and **Keeping Children Safe in Education 2018** ([www.gov.uk](http://www.gov.uk))

### School Aims:

#### Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

#### Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

#### Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

#### School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

**For a detailed School Mission Statement please refer to the Mission Statement page of our website**



## 1 Introduction

Central to raising standards in education and ensuring that all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – **pupils need to attend school regularly to benefit from their education**. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary schools.

### **95% is classed as GOOD ATTENDANCE**

We have taken note of the DfE guidance given on school attendance issued in September 2018.

[assets.publishing.service.gov.uk](https://assets.publishing.service.gov.uk)

## 2 Government Expectations - (DfE September 2018)

- 2.1 Promote good attendance and reduce absence, including persistent absence;
- 2.2 Ensure every child has access to full-time education to which they are entitled;
- 2.3 Act early to address patterns of absences
- 2.4 Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- 2.5 All pupils to be punctual to their lessons.

## 3 Aims

- 3.1 At Runnymede St Edward's School it is expected that children should attend school every day when the school is in session.
- 3.2 We do all that we can to encourage good attendance. We believe that the most important factor in promoting good attendance is a positive ethos and culture that promotes a love of learning.
- 3.3 In order to achieve this aim, we work hard to make our school a happy and rewarding environment for all.
- 3.4 We also ensure that children who are unable to attend school, due to ill-health, are supported as appropriate.

## 4 The School Year

- 4.1 Children are expected to attend Runnymede school according to the school calendar. One day counts as a morning and an afternoon session.



## 5 Attendance and Parental Responsibility

- 5.1 Parents/Carers are responsible for making sure that children of compulsory school age receive a suitable full-time education.
- 5.2 Children at Runnymede are expected to start Reception full time education in the academic year the child turns 5.
- 5.3 Any child arriving after 8.45am must be signed in by a parent at the school office. There is a red folder called *Children's Lateness*, in which to record time of arrival, reason for lateness and parents' signature.
- 5.4 School staff cannot accept a reason for lateness from a child.

## 6 Attendance Registers

- 6.1 Under the Education Regulations 1995, the Governing Body is responsible for ensuring that the school keeps accurate attendance registers.
- 6.2 At Runnymede St Edward's School, attendance registers record the attendance of children who are present at the start of both the morning and afternoon session each day. These are kept on file for a minimum of three years.

## 7 Arrival and Registration

- 7.1 Reception to Prep 6 children are supervised on the playground from 8.30am
- 7.2 Nursery children go straight to their classrooms where they are supervised. Reception are supervised on the playground from 8:30 by a Nursery Nurse/Classroom Assistant
- 7.3 The whistle is blown at 8.45am.
- 7.4 Children enter through the front door and proceed quickly to their classrooms for a starter activity provided by their class teacher.
- 7.5 During this time, attendance registers are taken by the class teacher. Thereafter a collective worship.
- 7.6 Morning registration for all children closes at 9.05am.
- 7.7 If a child arrives after morning registration he/she will be marked as late (L).
- 7.8 The afternoon register for all is taken at 1.00pm.
- 7.9 Chorister practice in the Choir room on the third floor. They arrive at 8 am sign in and supervised and taught by the Director of Music, Dr C McElroy (on occasions Mr Luxton, Deputy Director of Music).



**7.10** Choristers move from the choir room to their classroom for registration at 9am

## **8 Punctuality**

- 8.1** It is important that children attend school on time each day.
- 8.2** This is the parents'/carers' responsibility.
- 8.3** It is very disruptive for a class and the teacher, when a child is late after a lesson has started.
- 8.4** It is equally distressing for a child to enter a lesson late.

## **9 Illness and Medical Appointments**

- 9.1** If your child is ill, please notify school on **the first day of absence** and each morning during the illness. This is the Parents' or Carers' responsibility.
- 9.2** The answering machine (0151 281 2300) is checked daily.
- 9.3** Leave a message stating; name of child; class; the reason for absence; name of the person leaving the message.
- 9.4** You may also e-mail the office with this information if you prefer – [contact@runnymede-school.org.uk](mailto:contact@runnymede-school.org.uk).
- 9.5** Every effort should be made to arrange dental/ medical appointments out of school hours. If this is not possible, appointments should be made as close to the start or end of the school day and when applicable your child should be returned to school as soon as possible after the appointment.
- 9.6** Parents/carers are required to sign their child(ren) in and out of school at the school office.
- 9.7** If your child becomes unwell during the school day, we will make every effort to contact you, so it is important that we have up to date contact numbers.
- 9.8** Should your contact details change, please inform the school office as soon as possible.

## **10 Absence**

- 10.1** When a child is absent, the class teacher will record the absence in the register.
- 10.2** The school office will contact the parent/carer on the first day of absence, if no reason for absence has been received.
- 10.3** If there is any doubt of the whereabouts of a child, the class teacher will inform the school office.



- 10.4** The school will then contact the parent/carer immediately in order to check on the safety of the child.

## **11 Definitions of Absence**

- 11.1 Authorised absence** – an absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received a reason from a parent/carer as required, an example of this could be when a child has been ill.
- 11.2 Unauthorised absence** – an absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.
- 11.3 Exceptional Circumstances** – some absences may be authorised due to exceptional circumstances. This could be:
- A short absence to attend a special religious/cultural festival.
  - Bereavement in the immediate family
  - Special family circumstances
- 11.4** NB: Requests for holidays during school time, because the cost is cheaper, or parents have not been able to take the time during school holidays, **DOES NOT** constitute exceptional circumstances.
- 11.5** Written permission is needed from the Headteacher to take your child out of school during term time.

## **12 Long Term Absence**

- 12.1** Occasionally, a child may be absent from school due to illness or a medical reason, for a long period. In this instance the school will work with the family to provide the best possible solution.

## **13 Rewards**

- 13.1** 100% attendance awards are given to children at the end of the year. This may involve receipt of a special attendance certificate.

## **14 Monitoring and Review**

- 14.1** It is the responsibility of the Governing Body of Runnymede St Edward's School to monitor overall attendance. Regular attendance and absence figures are discussed by the Governing Body.
- 14.2** The Governors work closely with the school to ensure that the school's attendance figures are as high as possible. The school keeps accurate attendance records.



- 14.3** Attendance is reported in the December, March and July reports.
- 14.4** Attendance records are kept on file for a minimum period of three years.
- 14.5** Class teachers are responsible for monitoring attendance in their class. If they are aware of any unexpected absence during the school day, they will alert the school office and/or Headteacher as soon as possible.
- 14.6** Where there are on-going issues about the attendance of any child, parent/carers will be asked to attend a meeting to discuss their child's attendance and set targets to meet the 95% good attendance mark.

B. Slater - Headteacher

September 2018