Margaret Roper
Catholic Primary School

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Email: office@margaretroper.croydon.sch.uk
Head Teacher: D. J Mooney
Assistant Head Teachers: C. Garcia, E. Holloway

Pupil Absence Procedures – At a Glance Guide.

The procedures identified in this document are a summary of the information contained in sections 5, 6 and 11 of the Attendance Policy 2024-5

The name and contact details of the school staff members and parents/carers should contact about attendance on a day to day basis is:

Name: Miss A Middleton – Office Manager/ Attendance Officer
Email address or contact details: office@margaretroper.croydon.sch.uk

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent/carer must follow these procedures:

- Contact the school on the first day of absence before 8.40am, when our register closes;
- You may email the school office on the email shown above, or leave an answer phone message, or call into school personally and speak to the office staff.
- Keep the school updated, if absence continues.
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons.

If your child is absent we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to contact parents/carers by telephone and/or email, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding;
- A referral will be made to Local Authority if no contact has been made with parents/carers by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

If absence continues we will:

- Write to you if your child's attendance is below 95% / causing concern, and/or where punctuality is a concern;
- Arrange a meeting if necessary so that you may discuss the situation with a member of our SLT or
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offer signposting support to other agencies or services, if appropriate;
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

The times of the start and close of the school day for all pupils at Margaret Roper Catholic Primary School are:

Gates open: 8.15am
(please do not leave children unaccompanied on the playground before 8.25am).
Children admitted to the building: 8.25am
Registration starts: 8.30am
Registration closes: 8.40am
End of the school day: 3.00pm

How we manage lateness:

- The school day starts at **8.25am** when children can begin to come into school;
- Registers are taken at **8.30am*;***
- Children arriving after **8.40am** are required to come into school via the school office. If accompanied by a parent/carer they must sign them into our 'Late Book'
- At **9.00am** the registers will be closed for late marks. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will **not** count as a present mark and it will mean that they have an unauthorised absence;
- The school may contact parents/carers regarding punctuality concerns;

Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school-week period can span different terms, school years or education settings.

Sanctions may include issuing each parent/carer (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance

At *Margaret Roper Catholic Primary School* 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

A Leave of Absence Request Form must be completed in advance of the absence. This is available to download from the school website