

Attendance Policy

St Mary's Catholic Primary School



Reviewed: September 2026

Love, Listen and Learn

Mission Statement

St. Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

Ethos

We recognise that there is a challenge in creating an enriching environment for all those involved at every level of school life. We take our lead and inspiration from Christ with regard to the Gospel values: the belief that all human beings are uniquely created and loved by God and worthy of respect. This challenge manifests itself in the way that we treat and value:

- Our relationships with each other and the wider community
- Our respect for one another
- Our welcome to and interest in all those who visit our school
- Discipline inspired by forgiveness, healing and reconciliation
- Our school environment

Through rising to this challenge, we aim to create an awareness of a sense of belonging to and being part of the life of St Mary's.

The Aims of our School

We will endeavour to create a Catholic Ethos in our school, which reflects the Gospel values, through the love, care and respect we show to each other, and to all who come to our school. We will teach the beliefs, traditions and practices of the Catholic Faith.

Through the prayer and worship in school we will try to be a living community of people celebrating their love for God and one another.

We believe the quality of the curriculum, with Religious Education at its core, is of prime importance and will focus on the development of the whole child. We will at all times try to make provision for children with special needs, so that all members of our school community achieve their potential.

We will help the children to develop an awareness of and respect for other religious and cultural backgrounds, as we believe this to be an essential preparation for adult life.

We believe that good communication between governors, staff, parents and children is important for the wellbeing of our school, and we will work in partnership with the wider community especially the home and parish in developing each child's potential.

The Aims for Each Child at St Mary's Catholic Primary School

- ◆ Whilst at St. Mary's School I will learn about being a Christian. I will experience the beliefs, traditions and practices of the Catholic Faith.
- ◆ I will achieve as much as I possibly can in each area of the National Curriculum.
- ◆ I will know how to learn and enjoy learning, and will view work in a positive and conscientious manner.
- ◆ I will co-operate and communicate with others effectively, independently and in a group, and try to win and lose graciously.
- ◆ I will tolerate and respect the religious beliefs, views and values of others, understand the need for good behaviour and moderate my behaviour accordingly. I will respect the belongings and property of others.
- ◆ If I have a problem I know I can find someone who will discuss it with me.
- ◆ I will try to learn from my mistakes and accept there is always room for improvement.
- ◆ I will share a sense of responsibility for my school, parish, local community and the wider environment.

Roles and Responsibilities – a joint effort and shared responsibility

Dealing with attendance and absence is rarely the responsibility of one individual, there needs to be a joint effort between staff both in the school and the local authority. A range of different roles are involved, some with statutory responsibility. The following document identifies these roles and their individual responsibilities.

Organised allocation of roles in school is at the discretion of the Headteacher. The key thing, however, is that everyone is clear about their own role and how they work with their colleagues, in the school and the local authority, to ensure pupils attend school.

Headteacher

- Overall responsibility to ensure that all pupils attend school regularly
- Ensure senior member of staff has overall day to day responsibility (Headteacher and Deputy Headteacher share the responsibility).
- Registers are completed correctly and kept for the required statutory period. Headteachers may be called upon to give evidence in court
- Ultimate responsibility for authorising absence, but may delegate this to a member of staff
- Ensure all statutory requirements are met e.g. reporting to parents on attendance
- Ensure targets are set and data shared with the relevant agencies such as the Local Authority and DfE
- Ensure Attendance Policy is regularly reviewed
- Authorise issue of Fixed Penalty Notice and support Education Welfare Service with the prosecution
- Ensure accurate information is sent back to the Local Authority

Attendance Lead – Welfare Assistant

- Day to day management of absence
- Ensure appropriate systems are in place
- Lead training for staff (as required) on attendance monitoring and recording
- Ensure first day calling takes place
- Line manage Attendance Officer, if applicable
- Make referrals to Education Welfare Service
- Liaise with Education Welfare Service / Class Teachers and other agencies
- Ensure school is represented in meetings with parents

- Aim to resolve issues around management and monitoring of attendance
- Report to Headteacher and/or Leadership Team on attendance issues
- Check / ensure accurate data is submitted and measured over the appropriate time scale and submitted on time
- Notify Education Welfare Service of the need for a Fixed Penalty Notice and provide support with prosecution
- Generate warning letters to parents

Senior Team and Class Teachers

- Discuss attendance issues with parents including strategies to improve attendance and punctuality
- Meet with other agencies as and when appropriate
- Support parents in obtaining advice and guidance and signpost them to appropriate agency

Governors

- Fulfil statutory responsibilities including setting and agreeing attendance targets as required in the target setting arrangements
- Appoint Lead Governor for attendance
- Make regular reports on attendance to Governing Body
- Hold the school to account for attendance by providing challenge at the governing body and ensuring there is accountability for attendance
- Approve the Attendance Policy

Attendance Officer / Welfare Assistant

- Transfer data onto the electronic system
- Print out reports as and when required
- Ensure registers are completed correctly
- First day calling of parents
- Send out warning letters
- Liaise with class teacher / parents / Education Welfare Service
- Receive letters from parents

School Improvement Adviser

- Set targets in conjunction with school and monitor performance
- Challenge school if attendance is an issue and alert local authority to issues
- Monitor the impact of local authority support and intervention

Education Welfare Service

- Deal with referrals in accordance with agreed procedures
- Monitor and supervise parenting orders, as directed by the court.
- Fulfil duty for safeguarding children in line with statutory regulation
- Liaise with family, school and other agencies to ensure pupils attend school regularly
- Advise schools on strategies to improve pupil attendance and work with schools to implement strategies.
- Work with schools and safer schools officers to carry out truancy patrols.
- Support schools with early intervention in order to improve attendance
- Support attendance officers, through training and support, on the accurate use of attendance codes and running attendance reports
- Comment on the data sent to Research and Information from schools. Identify any issues / trends / inaccuracies and raise them with schools

- Provide advice and guidance on target setting

Local Authority Research and Information Service

- Collect and collate data from schools half termly and annually as required and send to EWS and Attendance Strategy Group
- Submit school targets to DfE within timescales
- Provide information to SIA / EWS as to the appropriateness / challenge of the target
- Monitor school returns to DfE – contact schools where returns are outstanding

R Martin, September 2026