

# School Attendance Procedures

## 2024/2026



St Mary's Church of England Primary School  
Established 1845

For a child to reach their full educational achievement a high level of school attendance is essential. It is our ethos to work with families to achieve a good attendance (above 95%) and therefore develop good habits for life.

### Daily registration

The attendance register is taken prior to teaching sessions in the mornings and afternoons. The register remains open until 9.20am in the mornings and 1.20 in the afternoons. Marks are entered onto the Management Information System (Scholar Pack) using the symbols set out by the Department of Education.

### Absences

Our secretary (JP) will contact parents /carers on the morning of any absence. Unexplained absences are referred to the principal. JP & PK are in the school office from 8.00 to receive phone calls. Staff are informed of absences prior to school starts and these are recorded on Scholarpack.

### Monitoring of Attendance Registers

The principal (Designated Safeguarding Lead) monitors attendance on a daily basis. Disadvantaged (Pupil Premium) children are monitored especially closely, as statistically it is these children who significantly underachieve in the Midlands Region. Any concerns about attendance are discussed with Lead Teachers at weekly Tuesday Staff Meetings. This may result in a meeting with the Parent/Carer.

### Persistent Absence (Less than 90%)

After ten days there is a legal duty to report the non-attendance of any pupil who is absent without explanation. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority will be notified, as this child is 'at risk'. MASH will be contacted and Children's Services Staff informed.

1. A meeting/consultation will occur which may result in an action plan being drawn up.
2. Requests for medical information or information from other services may be requested.
3. Use of local authority enforcement processes and procedures may be implemented.

### Truancy

Truancy is not a major issue as we are a small school. All Teachers have access to the daily register on MIS (ScholarPack).

### Missing Pupils

This is a safeguarding issue and a statutory duty of the Local Authority. The school will inform MASH of concerns. In practice inter-agency (Multi Agency Safeguarding Hub) work is not always as efficient as we would hope and Persistence is often required.

### Common Transfer Files

CTF are produced by our Management Information System (Scholar Pack). On moving schools CTF's containing the required data is sent electronically to the new school. CTF files are also received from previous schools. St Mary's school will contact the new school at the time of transfer.

### Changes in School Admission Register

The school will notify the LA within 5 days of changes made to the Admissions Register. At the end of Primary phase of education Year 6 CTF will be electronically forwarded to the relevant Secondary Schools.

### Incentives for good Attendance

Class weekly incentives are given if they achieve 100% attendance. This takes the form of a break extension and celebration cookies. Pupils who have 100% attendance throughout the year are also awarded a much-prized gold attendance badge.

### Signing in/out Log

These are recorded on ScholarPack where a record is kept of child leaving during the school day.

### Holiday Requests

Applications for Holidays are made on Holiday Forms. Each application is made to the principal who will consider each application in accordance with the 'Family Holidays during Term Time' Policy' (36). If the application is acceptable the form is signed by the principal and placed in to pupil's files.

### Fixed Penalty Notices

Penalty Notices will only be issued for persistent poor or non- school attendance if it can be effective in helping to get the child back into school. Our first response is to meet and discuss the child's attendance with the parents/carers. However, a penalty notice may be issued in exceptional circumstances.

### Transferring Students

The school will transfer information via a CTF file to the new school. Where children leave the school, the designated safeguarding lead should ensure their child protection information is transferred to the new school as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school to have support in place for when the child arrives.

The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil

file. Receiving schools should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCO's) or the named persons with oversight for special educational needs and disability (SEND) in a college, are aware as required.

### Child Missing in Education

Children missing from education are children of compulsory school age who:

- don't have a school place
- disappear from the school
- aren't receiving a suitable education in any other way

At school any suspicions must be passed on to the DSL's who will investigate immediately.

- LA Louise Tanner (Child Missing in Ed) 01432 383333 will be informed
- School will try and contact previous school/parents and liaise with LA.

This policy takes into consideration.

- Section 436A of the Education Act 1996.
- Pupil Registration Regulation 2016.01432 383333
- Children Missing in Education (CME) statutory guidance September 2016.

These procedures should be read in conjunction with:

- KCSIE 2023
- School Attendance Policy.
- Schools Policy Family Holidays

### Useful Contacts

Herefordshire In Year Transfers: Danielle Buchanon 01432 260927

Herefordshire CME: [cme@herefordshire.gov.uk](mailto:cme@herefordshire.gov.uk) · Direct line: 01432 383333 CME co-ordinator Louise Tanner.

MASH Support 01432 260800

School Admissions Officer (Reception) 01432 260926

Emma Turner [eturner@herefordshire.gov.uk](mailto:eturner@herefordshire.gov.uk)