



St. John Vianney School

Steps to Independence & Education for Life

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SAINT JOHN VIANNEY R C SCHOOL



Our Mission Statement

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

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1. Introduction/Aim

At St John Vianney we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve their full potential, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support every pupil's achievement by establishing the highest possible levels of attendance and punctuality;
- Recognise the key role of all staff in promoting good attendance through building and maintaining positive relationships with parents and carers;
- Provide a clear framework for monitoring and responding to pupil absences;
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

This policy also considers the

- Human Rights Act 1998
- Equality Act 2010
- UN Convention on the Rights of the Child
- DfE Keeping Children Safe in Education 2023 guidance, and other relevant legislation.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning

of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

In line with '[Working together to improve school attendance](#)' the government expects all schools and local authorities to:

- Promote good attendance and reduce absence, particularly severe and persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and punctually.

In accordance with the Education Act 1996, St John Vianney will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person.

3. Safeguarding

At St John Vianney we believe every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents. Safeguarding is about offering early help and support to children and families, and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties in the home environment. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places your child at risk of harm.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, Health and Safety, access to the curriculum and anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

More information on safeguarding and the protection of children can be found in the schools Child Protection and Safeguarding Policy.

In order to allow us to safeguard the children in our care it is important that parents provide the school with their current contact details and provide at least one other contact number in case of emergency.

It is also important for parents to let school know of any specific vulnerability in relation to their child or home circumstances. If you are uncertain about what would be considered a vulnerability please speak with either the Designated Safeguarding Lead or School SENCO.

4. Roles and Responsibilities

At St John Vianney we believe that improving school attendance is everyone's business, and that it is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Mr J Cassidy	admin@stjohnvianneyschool.co.uk
Deputy Attendance Lead	Mrs J Griffin	admin@stjohnvianneyschool.co.uk
Attendance Officer	Ms L Hamilton	admin@stjohnvianneyschool.co.uk
Named Governor for Attendance	Mr S O Hanrahan	admin@stjohnvianneyschool.co.uk

The Governing Body of St John Vianney recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Pupil Absence Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most, at termly Governor meetings

- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, looked after children, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Department for Education.
- Reviewing the school's Attendance Policy on at least a biennial basis, ensuring that the required resources are available to fully implement the policy.

The head teacher at St John Vianney will:

- Ensure this policy is implemented consistently and reviewed for efficacy periodically.
- Monitor school-level absence data weekly at Senior Leadership meetings.
- Meet with the designated senior attendance lead half termly to review the impact of any implemented attendance strategies.
- Ensure attendance data is reported to Governors termly.

School will have a designated senior attendance lead with overall responsibility for championing and improving attendance in school and who will:

- Actively promote the importance and value of good attendance to pupils and their parents through regular communication (eg website, newsletters etc)
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed biennially.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with, that staff understand the attendance register is a legal document and that attendance and absence are coded correctly in accordance with DfE guidance [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/working-together-to-improve-school-attendance.pdf)
- Return school attendance data to the Department for Education.
- Report the school's attendance and related issues through termly reporting to the Governors.
- Meet regularly with the Headteacher and Attendance Officer to ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.

- Ensure robust school systems are in place which provide useful data at group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
 - children who have a social worker including looked-after children
 - children who are eligible for free school meals or pupil premium
 - children who speak English as a second language
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Document interventions used to support pupils with persistent absence.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

All staff at St John Vianney School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Report attendance that is of a concern to the senior attendance lead.
- Implement systems to ensure a consistent approach to reporting, recording and monitoring the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The Attendance Officer will work to further develop relationships with families to bring about improved attendance and promote improvement in attendance by:

- Rigorously monitoring and analyzing pupil attendance data.
- Undertaking attendance meetings with the Designated Safeguarding Lead, SENDCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

- Transfer calls/information from parents/carers to the senior attendance officer in order to provide them with more detailed support on attendance.

Parents are expected to:

- Take a positive interest in their child's work and educational progress.
- Ensure their child is in school on time every day.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours and not taking term time holidays.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, school website, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.

5. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance in [Working together to improve attendance \(May 2022\)](#).

5.1 Leave of Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised in the register.

We believe that children need to be in school for all sessions that the school is open to them so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstance's'. At St John Vianney leave of absence is only granted at the discretion of the Headteacher. St John Vianney will respond to all applications for leave of absence in writing. Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher. If a written request for leave of absence is not completed and the leave is taken without a request being submitted (other than in an emergency), the leave will not be considered by the Headteacher, and it will be marked as unauthorised. St John Vianney will treat each application individually. Retrospective requests will not be considered and will result in the absence being categorised as **unauthorised**.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, the absence will be categorized as unauthorised.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that a parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. No pupil will be allowed to leave the school site without parental confirmation.

In the majority of cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will contact parents to discuss school-led Attendance Support as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#).

5.3 Pupil Absence for the purposes of Religious Observance

St John Vianney School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods and is recognised as such by a relevant religious authority. Where this occurs, the school will authorise the pupil absence only for the actual day of the celebration/festival. Additional days either side will not be authorised. Parents are requested to give advance notice to the school.

5.4 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil of no fixed abode who is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require them to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that they have made at least 200 attendances during the previous 12 months.

This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Trafford, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. St John Vianney will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended St John Vianney in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at St John Vianney will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

5.5 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Appointments for hairdressing
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend
- Holidays taken without the authorisation of the school

6. Our Procedures

6.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

For the purpose of this policy, the school defines:

“Absence” as:

- Arrival at school after the register has closed
- Not attending school for any reason

“Regular” attendance as:

- Attendance at every session the school is open to pupils

An “authorised absence” as:

- An absence for sickness for which the school has accepted the reasons given.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Recognised days of religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency or unavoidable cause

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Registration by form teams on SIMS will take place in the morning between 9.15am and 9.30am, in the afternoon between 1.15pm and 1.40pm.

6.2 Late Arrival at School

At St John Vianney all pupils are expected to arrive on time and complete a full day for every day of the school year. The school day begins at 9.15am and finishes at 3.15pm. We advise all parents to ensure their child is on site prior to this. The school register will be taken between 9.15am and 9.30am. All pupils arriving after this time are required to provide a reason from their parents. If their arrival is before 10.00am it will be recorded as late - L code (Late before the close of register).

The DfE advises that schools should close the register to pupils no more than **30 minutes** after the register was taken. All pupils arriving after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence identifying the reason for absence and the expected date of return. Parents are expected to inform School if the expected date of return is exceeded. The

School's telephone number is 01618817843 and is on the School website. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.30am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact/s will be telephoned.
- If school cannot contact a parent or other emergency contact and are concerned about a pupil, a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission.

In cases of ongoing attendance concerns, school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Refer to an external agency/ support service to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures [Education of Vulnerable Children Handbook March 2023.pdf](#)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing an Early Help Assessment **or consulting with the Children's First Response team or the police, where there are safeguarding concerns.**

6.4 Attendance Rewards & Interventions

Positive attendance strategies

A letter will be sent to parents at the start of the year encouraging high attendance and setting out the rewards for weekly attendance of 100%, half termly attendance over 97% and overall attendance over 97%.

Every day counts attendance leaflet is sent out to parents (copies available in our reception area)

Pupils achieving 100% attendance that week will be entered into a class spin the wheel draw on a Friday afternoon during the celebration assembly.

Pupils achieving 97% attendance or more for each half term will have their names printed in the newsletter and will be included in an end of half term reward.

Throughout each half term attendance day rewards will be given to pupils attending School that day. These days may be issued to Pupils for targeted days in advance or rewards may be given without prior notice.

Additional small-scale rewards will be individually awarded to those pupils with significant improvements in attendance.

Pupils achieving 100% attendance each week will win a ticket to be entered into a draw at the end of each half term.

The more full weeks attendance, the more tickets you can win. Different prizes each half term will be awarded to pupils whose ticket is drawn at the end of each half term.

Curriculum

At St John Vianney our attendance strategy starts with the Curriculum. Our aim is to provide a varied, engaging and enriching curriculum that encourages high pupil attendance.

The School offers a wide range of engaging and therapeutic activities in School including Food and Design Technology, Construction, Photography, Art, Drama, Music, Nordoff Robbins Music Therapy, Olympias Music Therapy, Jabadao, Photography and Horticulture.

The School offers a range of Off-Site activities including Forest School, Cronkshaw Care Farm, Onsite Arc Farm. Swimming, Media Studies, Antz in Your Pants, Disc Golf, Bowling, Longford Park Gym, Manchester Outdoor Learning and Hydrotherapy. Additionally, we enlist the support of a range of therapeutic services to support individual child needs. This includes 2 Emotional Literacy Support Assistants (ELSA) who offering mentoring support.

Home School relationships and support systems

St John Vianney encourages high School attendance by building positive relationships with parents. Parents are always welcome at our School and our dedicated Family Liaison officer Mrs Griffin, ensures where we can that family needs are met. This is done by providing food parcels and charitable vouchers to our most vulnerable families.

St John Vianney encourages high School attendance by providing 'Riding the Rapids' parenting courses to support families manage their child's behaviour.

St John Vianney invites parents to School for workshops which support parents keeping their child safe online.

We also provide bespoke visuals/social stories/time tables to support attendance working in partnership with Parents/Carers.

St John Vianney Response Strategy

The DSL and Deputy DSL (Attendance leads) check the whole school attendance and individual pupil attendance weekly. This is presented at the SLT meeting every week and updates are given. Trends in attendance are identified

here and intervention strategies developed. The attendance Administrator will refer any notable absences through to the DSL and Deputy DSL on a daily basis.

Attendance is recorded by class teachers and pupils weekly in their home school diaries. Any attendance/punctuality trends noticed by classroom teachers, where pupils are persistently absent, are passed to the DSL and Deputy DSL.

Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided.

Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence. The Attendance Administrator, DSL and DSL will contact parents to establish the correct attendance code.

If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is now being monitored. This will be generated by the Admin team, in consultation with the safeguarding team.

The pupil's attendance is monitored and if attendance does not improve the DSL or Deputy DSL contacts the parents to discuss ways to improve their child's attendance.

A list of interventions for every child with persistent absence is recorded by the Safeguarding Team

Additional rewards will be individually awarded to those pupils with significant improvements in attendance.

If a child continues to be persistently absent the DSL or Deputy DSL will provide intervention strategies to improve attendance. These may include home visits, home schooling, off-site education, rewards and individual school timetable\ alternative curriculum. School will maintain regular dialogue with all stakeholders, monitoring with possible further interventions.

6.5 Severe Absence, Persistent Absence and the use of Legal Interventions

"Severe absence" (SA) is defined as missing 50% or more of schooling across the year for any reason.. more than half of all school sessions missed.

"Persistent absence " (PA) is defined as missing 10% or more of schooling across the year for any reason. Over a full academic year this would be 38 sessions (19 days).

Absence at these levels can be extremely damaging to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are SA, PA, or are at risk of becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the

section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unauthorised attendance/ punctuality, a warning letter may be sent to each parent informing them that a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court. A Penalty Notice or prosecution can be requested by the school for irregular attendance after 10 missed sessions (5 days) of unauthorised absence where the parent/s are not engaging with school's attempts to address the absence.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, or a parenting order/ community order under a Section 444 (1a) offence.

6.6 Reduced timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

6.7 Alternative provision

Where arrangements have been made for a pupil to attend alternative provision, school attendance staff will be notified and updated about any changes in the arrangements, so they can ensure the registers are marked accordingly.

Attendance staff and other relevant colleagues will communicate closely with the AP setting.

We will follow up with pupils and parents/carers on any attendance concerns, in conjunction with the AP.

If a pupil is only being offered part-time AP, school will ensure the pupil is offered additional educational provision, which together with the AP equates to a full timetable, unless there are exceptional reasons why not. Pupils will only be offered part-time educational provision for the shortest time possible and this

will be regularly reviewed with the pupil and parents/carers with the aim of the pupil accessing fulltime education as quickly as possible.

Dual Registration and use of the D code

If a pupil from the school is attending another state-funded DfE registered school, Pupil Referral Unit or Alternative Provision Academy, for part or all of their education, the pupil will be dual registered at this school (Dual - Main) and the other setting (Dual - Subsidiary).

If a pupil is attending an AP which is not a state-funded DfE registered school, Pupil Referral Unit, the pupil cannot be dual-registered.

When a pupil from the school is dual registered with another setting, we will ensure the pupil and parents are clear about the pupil's timetable; i.e. when the pupil is expected to attend the school or the other setting, and what the arrangements are for register marking, including the use of the D code. The school will also be clear which setting will be following up any absences. Where pupils are dual-registered, the AP should provide the school with attendance updates weekly, unless otherwise agreed with the alternative setting. However, if attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the school immediately, and a course of action will be agreed in writing between the school and the AP.

A dual registered pupil must not be removed from either setting's roll without the agreement of the other setting.

Off-site educational activity (B code)

If a pupil is attending an AP setting which is not another school or Pupil Referral Unit for part or all of their education, the school will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school will mark any sessions attended at the school with the relevant present code, and any absences with the relevant absent code. Such APs should provide attendance updates daily, unless otherwise agreed, so the school can mark the register accordingly.

Unless otherwise agreed with the AP, the AP is expected to notify the school by 10.00am on the morning of any individual pupil absences, to ensure the school is made aware of any attendance concerns as soon as possible and takes follow up action as necessary.

If attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the school immediately.

7. Deletions from the Register

At St John Vianney we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the

parent in advance of the pupil leaving. At St John Vianney we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

If a child is removed from roll to home educate, permission for parents to home educate must be given by the local authority.

8. Related Policies

To underpin the values and ethos at St John Vianney and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- child protection and safeguarding
- admissions
- anti-bullying
- exclusion
- SEND
- behaviour and rewards

9. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE, \(September 2022\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Working together to safeguard children, DfE \(July 2018\)](#)
- [keeping children safe in education 2023 –](#)
- [pupil registration regulations](#)

APPENDIX

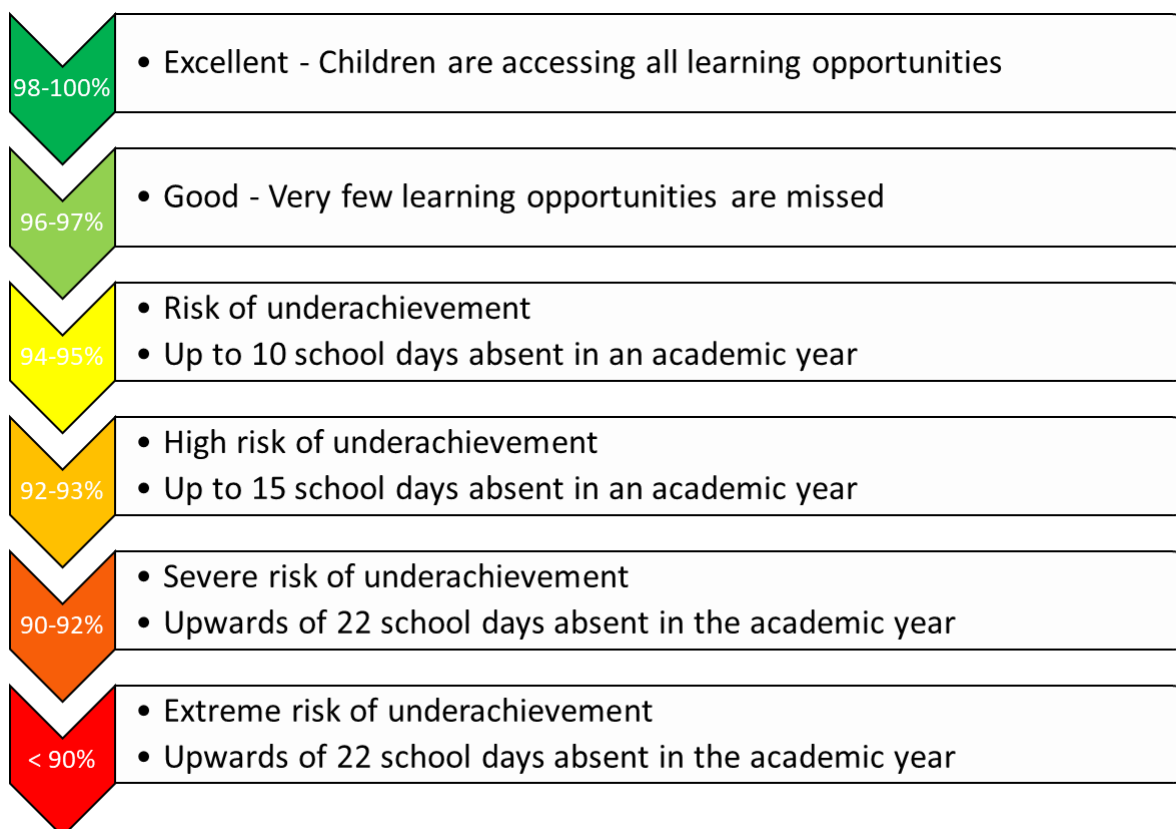
Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 9.15am.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On the day your child is unfit to come to school, please report this absence by phone 01618817843 with expected date of return. In the message you must leave your child's full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via **admin@stjohnvianneyschool.co.uk**. You will receive a letter in response, to advise if the request has been granted or declined. Please note that a holiday in term time will only very rarely be considered as an exceptional circumstance.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they do not arrive by **9.30am**.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact **admin@stjohnvianneyschool.co.uk** if you require any support with ensuring your child's regular school attendance.