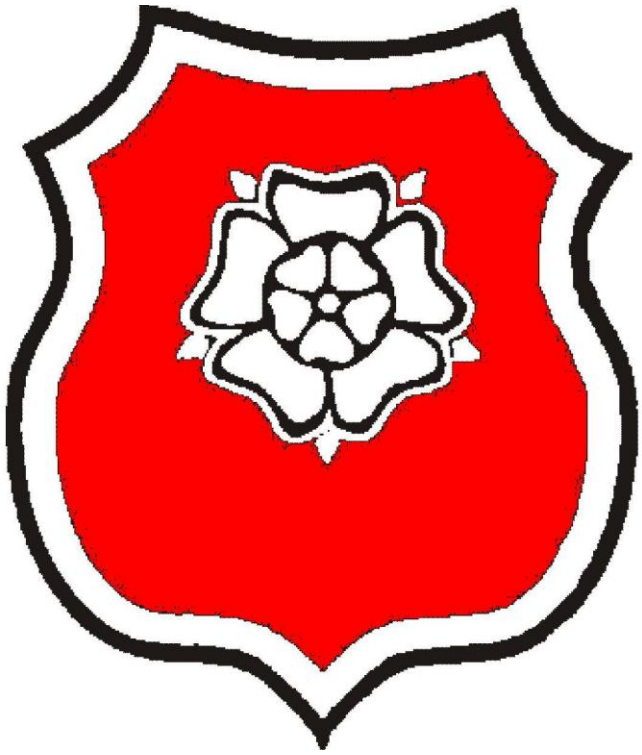
Attendance Policy

St Agnes C of E Primary School



Approved by:	Mrs Sue Gittins
Last reviewed on:	September 2026
Next review due by:	September 2027

Our Vision and Mission Statement

'Learning together in God's Love'

Our Christian Vision

St Agnes is an inclusive Christian family, we want our children to:

- Learn together with respect, patience and kindness
- **Treat each other as they would like to be treated (Matthew 7v12)**
- Flourish in education and friendships
- **Live life in all its fullness (John 10v10)**
- Be proud of themselves and others
- Ensure everyone is treated equally

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.

St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for.
We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe
Be in the right place at the right time
Do your best
Handle your emotions
Use appropriate language
Cooperate
Respect everyone and everything

Rationale:
For pupils to achieve their full potential it is vital that they maintain high levels of attendance. All pupils should be aiming for 100% attendance (**380 sessions**) within each academic year.

Any pupil with attendance below 97% (missing **10 sessions** / 5 days) will have their progress impeded.

St Agnes Primary School promotes the view that the regular attendance of 96.5% is important to ensure the best possible learning outcomes for all our children. We feel the whole school community takes responsibility for attendance.

The school adhere to the governments *Working together to improve school attendance August 2024*
https://assets.publishing.service.gov.uk/media/63049617e90e0729e63d3953/Working_together_to_improve_school_attendance.pdf

The support of parents / carers in ensuring that their child attends school is essential. Within St Agnes we will aim to work in collaboration with parents / carers to ensure that attendance is not a barrier to learning and progress and the school will offer support to any family in which attendance is a barrier.

Staff responsible for the strategic approach to attendance: Miss S Butterworth (Headteacher) and Mrs S Gittins (Chair of Governors).

Senior Attendance Champions: Mrs S Pilling (Pastoral Care Lead) and Mrs Bayley (Business Manager).
0161 770 5970 or email info@stagnes.oldham.sch.uk

Roles and Responsibilities:
Parents / Carers are legally responsible for ensuring the regular attendance of their child to school. Within St Agnes we recognise that there are sometimes external factors which affect a child's attendance and we will work proactively with parents / carers in order to promote high levels of attendance. To support us to do this efficiently and effectively we would ask that if your child is absent from school you follow the procedures outlined below.

When a child is absent from school
Parents/carers are asked to contact the school office by phone or in person before 8.40am on the first day of their child's absence with an expected return date. On the third day of illness parents must contact school again to update about their child's condition.
If the parent, then does not contact the school by 9:30pm a phone call will be made to the primary contact and then subsequent contacts to establish the reason for absence. If contact cannot be made or school have concerns the Pastoral Lead or Headteacher will conduct a home visit.
Whenever the school is unable to contact a parent/carer because of inaccurate or outdated contact details, every effort will be made to get in touch with the family but it is important for parents/carers to inform us of any changes to the contact details. If an absence remains unexplained, it will be considered unauthorised.

Parents and Carers
To report an absence please contact the school office on 0161 770 5970 or email info@stagnes.oldham.sch.uk

Authorised absences:
School will only authorise absences for; official appointments, suitable illness, official religious holidays and close family funerals. Authorised absences are done so at the discretion of the Senior Attendance Champion (Mrs Pilling) and the Headteacher (Miss Butterworth).
Medical appointments, including the dentist, should be arranged outside of the school day. However, where this is not possible, it is expected that children only miss a small part of that day. Any missed school time due to appointments must be arranged in advance with our office otherwise the absence may be considered unauthorised.

Unauthorised absences:
Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
Children whose attendance fall between 90-95% will be monitored by school and parents/carers will be invited in to school to discuss the children's absences.
Where children have persistent absence, below 90% attendance, members of staff and the LA Attendance Officer will invite the parent/carer to a meeting to discuss the situation. If this continues, it can lead to a Notice to Improve, which may result in a Penalty Notice being issued.
When a child falls below 50% attendance this is considered as severely absent. If these are unauthorised absences, then we may follow the educational neglect policy and advice from social care maybe sought.
If there are concerns about pupil welfare or contact cannot be made at this stage, or any of the stages above, the police will be contacted and a request for a welfare check will be made.

Religious Observance:
Requests for absence for religious observance should be made in writing to the Headteachers. These will only be granted where the day is exclusively set apart for religious observance by the religious body to which parents belong.

Other Requests for Absences:
Requests for absence for engagements resulting from personal sporting or other commitments / interests should be submitted in writing to the Headteacher and will be considered on a case by case basis.
The Headteacher will take into account the following factors when making her decision:

- The nature of the activity and how it contributes to the pupil's personal development.
- The pupil's attendance record.
- The pupil's current academic progress.
- The potential impact that the absence may have on academic progress.
- The potential impact that the absence could have on student wellbeing/welfare.

Inclement Weather:
We understand that there are times that it may be difficult for pupils to attend school due to inclement weather. Despite this, we will always endeavour to keep the school open for the pupils that can attend. This will still be an 'unauthorised absence' if school is open.
In these circumstances we would request that:

1.) Parents / carers contact school by phone on **0161 770 5970** and simply state **"Absent due to Weather"**. Please do this by 9.30 am on **each day** of absence.
This will still be an 'unauthorised absence' if school is open.

Holidays
The school supports the view that every lesson counts and the law says that parents must make sure their child attends school every day except in exceptional circumstances. In line with DFE policy **no holidays will be authorised at any time**. We do have a 2 week half term in May/June allowing families to benefit from cheaper holiday prices. It is essential that parents/carers discuss with school any requests for their child to have time off, BEFORE making a booking or purchasing tickets.
Parents who take holidays of 5 days or more will receive a Penalty Notice on their return. A child can be taken off the school roll after period of 20 days of extended leave.

Punctuality to School:
Poor punctuality to school will affect pupil's attendance and have a significant impact on their learning throughout the year. It may also impact their self-esteem and confidence coming into lessons that have already started.
If pupils fail to attend school on time, they will receive the following consequences based upon their arrival time:

8.40 am to 9.00 am: The register opens - If a student arrives after registration they will receive a late mark.
9:15 am onwards: If a student arrives after 9.15am it will be recorded as unauthorised. 10 unauthorised marks in a ten week period is subject to a penalty notice.

Closure of School at Short Notice:
In the event of inclement weather, no heating, electric or water, the Headteacher (or SLT) will liaise with the Caretaker to assess the situation on site, check with the Met Office website and make a decision as to whether the school is to close. The decision will be communicated to colleagues, pupils and parents via the school website and by parent mail.
Our aim will be to make a decision as early as possible and at least one hour prior to the scheduled opening time. Decisions will often take place on the day of closure to enable a decision that will result in pupils missing learning to be as informed as possible.

At St Agnes we want to support families and children to attend school as often as possible to ensure all children have the best possible opportunities to progress and flourish both academically and socially. We want to work in a supportive manner with families to remove barriers to attendance.

Incentives used in school to support attendance:

At St Agnes we promote punctuality and attendance by;

- Verbal praise to child and parent
- Stickers
- Having weekly attendance treat of the whole school attendance is above 94.5%
- Termly attendance prizes
- Yearly attendance treats
- Rewarding improved attendance
- Breakfast club
- Attendance raffle per term

Monitoring and Evaluation

Attendance figures are discussed and analysed fortnightly by school and the LA Attendance Officer and appropriate actions put into place (see appendix 2).
If attendance has dropped below 95% parents will be invited into school to meet with the Attendance Champion and Headteacher to attempt to remove barriers to attendance and put supportive procedures in place. This will be in the form of an attendance contract (See appendix 4) which will be bespoke to each family.
All practices are reviewed annually by Governors.

Appendix 1 Every School Day Counts

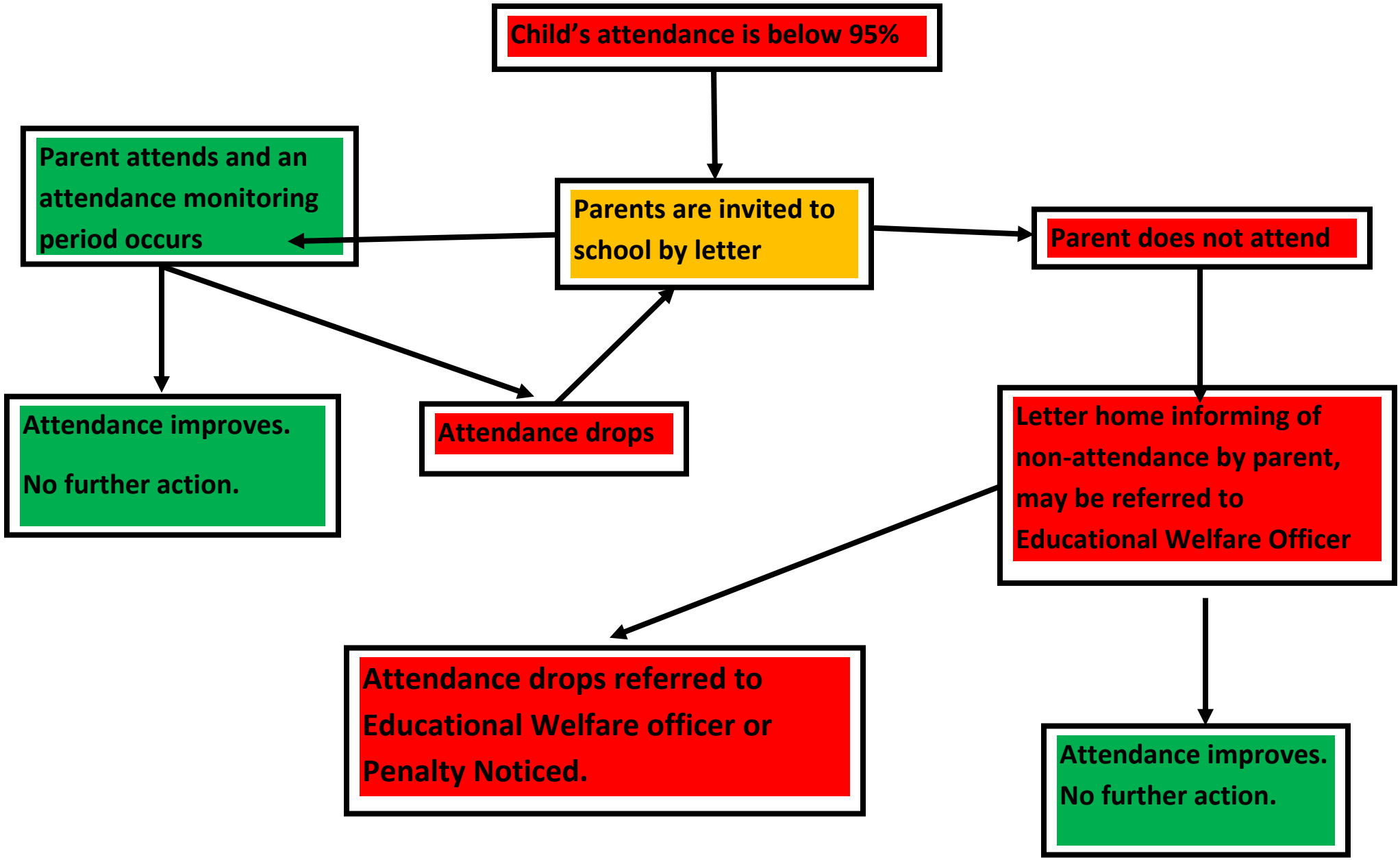
Being late adds up to a loss of learning

- **If you are five minutes late every day that adds up to over three days lost each year.**
- **15 minutes late is the same as being absent for 2 weeks a year.**
- **Being late every day can add up to a lot of lost learning time.**
- **Please help your child to be punctual.**

Minutes Late	***Days of Learning Lost***
5 Minutes	**3.4 Days (98.4% Attendance)**
10 Minutes	**6.9 Days (97.6% Attendance)**
15 Minutes	**10.3 Days / 2 Weeks (94.7% Attendance)**
20 Minutes	**13.8 Days (92.9% Attendance)**
30 Minutes	**20.7 Days / 4 weeks (89.2% Attendance)**

Appendix 2

St Agnes CE Primary School Attendance Support flow chart – 4 week cycle



Appendix 3

St Agnes Primary School
Knolls Lane
Lees
Oldham
OL4 5RU

Headteacher: Miss S Butterworth
Telephone: 0161 770 5970
www.stagnes.oldham.sch.uk

DATE

Dear <Name>

<Forename> attendance has fallen below 95% meaning that their learning, social skills and self-esteem could become impacted.

As a school we work with families to support with attendance concerns to ensure we remove any barriers to learning. We would like to invite you into school to discuss this further – please can you let myself or Mrs Pilling know a time suitable to yourself. If you fail to arrange a support meeting this maybe referred to the Educational Welfare officer.

If you require any further information regarding our Attendance Policy please see our school website at the above address.

Assuring you of our close attention at all times.

Yours sincerely

Miss S Butterworth
Headteacher

Appendix 4 - Contract of Attendance

St Agnes C of E Primary School

Attendance Panel Contract of Attendance

Name:	
Class:	
Date of Meeting	Review Date
Current % Att.	Current lates:

Summary of Barriers to Attendance

Personal Attendance Target		Outcome	

Appendix – 5

St. Agnes C.E. Primary Home/School

Agreement

St Agnes C of E Voluntary Aided Primary School is proud to offer to its pupils an education, which is intellectually, socially, morally, aesthetically, physically and spiritually based on Christian values. We encourage each child to develop a sense of curiosity and excitement about the world, ensuring that the curriculum provides a Christian setting in which children can grow in understanding and the acquisition of skills, attitudes and values.

Parents can expect school to offer:

- High quality teaching where learning flourishes and personal best can be achieved.
- A happy, stimulating and secure learning environment in which every member of the school community is valued.
- A culture in which the Christian values of love, forgiveness and tolerance are celebrated.
- Strong relationships based on mutual respect.
- An atmosphere in which good behaviour and self-discipline are strongly promoted.
- Opportunities to share our talents with the local and wider community.

School will expect parents to:

- Ensure that their children arrive and are collected punctually every day.
- Support the school's positive behaviour policy.
- Work with the teaching staff to encourage their children to achieve the best they can.
- Support the Christian values of the school including treating members of the school community with courtesy and respect.
- Ensure their children wear the correct school uniform.
- Ensure that their children follow the rules for age-appropriate access to social media sites eg Facebook, Instagram, Twitter and Snapchat.
- Support the ethos of our school by ensuring that their children attend our special services in church including Christmas and Easter celebrations.
- Ensure that children do not bring mobile telephones into school at any time.

School will expect children to:

- Come to school each day prepared to try their best.
- Follow the Great Expectations.
- Wear their uniform neatly and with pride.
- Complete their homework on a weekly basis.
- Only use social media sites that are age-appropriate for primary school age children.
- Attend our annual Christian celebrations including Christmas and Easter concerts in church.
- Not bring mobile phones into school at **any time.**

Appendix - 6

St Agnes Primary School
Knolls Lane
Lees
Oldham
OL4 5RU

Headteacher: Miss S Butterworth
Telephone: 0161 770 5970
www.stagnes.oldham.sch.uk

NOTICE OF ABSENCE FROM SCHOOL IN TERM TIME
ST AGNES C of E PRIMARY SCHOOL

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational, social and emotional progress. Oldham LA expects all parents/guardians to ensure that their children attend school whenever possible. Absence taken during term time, could hinder academic attainment.

From 19 August 2024, the new law gives no entitlement to parents to take their child on holiday in term time. It makes it clear that **Head teacher may not grant any holidays or other absences during term time unless there are exceptional circumstances.**

Unauthorised absence of 10 sessions (2 marks per day) or more is subject to a Penalty Notice.

Unauthorised absence recorded against your child which may lead to a Penalty Notice being issued.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

- **First offence** - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- **Second Offence (within 3 years)** - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- **Third Offence and Any Further Offences (within 3 years)** - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions

Appendix 7 - NOTICE OF ABSENCE IN TERM TIME

CHILD'S
NAME……..……..CLASS……..DOB……
…..……M/F

ADDRESS……..POSTCOD
E……..

CONTACT TELEPHONE
NUMBER…….

REASON FOR
ABSENCE……
……..…

DATE OF DEPARTURE……DATE DUE BACK IN SCHOOL……..No OF
DAYS……

TRAVEL ITINERARY REQUESTED Y/N **COPY ATTACHED Y/N**

MOTHER'S
NAME……
……..……

FATHER'S
NAME……
……

GUARDIAN'S
NAME……
……

PARENTS ADDRESS IF DIFFERENT FROM
CHILD……

POSTCODE……
……..

DATE AND OUTCOME OF MEETING WITH SCHOOL
……
……
……
……
……
…….

……
…….

Signed
……..……
…..Headteacher

Mother……..Date……
……

Father…….Date……
……...

Guardian……..Date……
……

Education Attendance Service SAIS@OLDHAM.GOV.UK Tel 0161 770 6620

Appendix 8

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

1 FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.

2 SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024.**

3 THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates; fines can be up to £2500 per parent, per child.
Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education'.

10 SESSIONS (5 DAYS) OF UNAUTHOURISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthourised absence in a 10-week period.

Please follow the link for the Publication that will start from 19th August 2024.
www.gov.uk/government/publications/working-together-to-improve-school-attendance

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For The Assessment Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Pupil assessment data	Name D.O.B. Test data Teacher Assessment data	Monitor a child's progress and identify next steps Well-Being of Your Child	All Staff (as necessary)	Staff electronic records Paper tests are stored in locked filing cabinets in each classroom / basement Data is deleted / shredded as necessary	Held on File throughout a child's time at school Key data is passed onto a new School when moving on Some data is archived until the child is 25 (e.g. SEND pupil)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

This policy will be reviewed every three years or sooner if legislation / school assessment systems change.