

Key Terms & Info:

Session: 1 session is a half day's absence (AM or PM registration) 1 Whole day absence = 2 sessions missed.

Authorised / Unauthorised / Unexplained Absence:
An authorised absence is an absence with prior reason, that the school has permitted. Unauthorised Absence is an absence which the school is not permitting. An unexplained absence where the school is waiting for a reason for absence. **Please note: The school is not required to Authorise any absences that are not deemed to be necessary.**

School Gateway: Student attendance can be monitored via the School gateway app. However, please be advised that this is live data and can take time to be processed. (If you have contacted school to notify us of an absence no further action is required from you. Unexplained absences will be followed up with a SchoolsComm text message.)

St Joseph's encourages all parents / carers to contact the school at the first sign of attendance concerns to allow for the swiftest possible intervention. Effective communication between home and school is the most effective method in achieving resolution to issues affecting attendance.

If any of the information provided in this leaflet gives you cause for concern, please do not hesitate to contact us to discuss via the pupil absence e-mail address and a member of staff will be in contact as soon as possible.

Key Facts & Figures:

Children and young people between the ages of 5 and 16 years on roll at a school are expected to attend 190 days of education (52% of a calendar year— compared to 64% of a calendar year for the average employee).

Every day counts. If your child is mildly unwell they should still attend all or some of the school day, (eg headaches, hay fever, sore throats).

10 half days off school will end the year with 97.4% attendance

10 whole days off school will end the year with 94.7% attendance.

A child who has 90% attendance has taken an additional 19 days off school, almost 4 school weeks. Research shows a direct link to school attendance and academic achievement.

Further information about school attendance and how best to support your child can be found at:

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>



Saint Joseph's
CATHOLIC SCHOOL

School Attendance Information leaflet

To report absences, telephone:

01722 335380

or

email: pupilabsence@sjcs.org.uk

(Please do not report absence in response to or via School-Comms messages)

The Law

There are legal responsibilities for both parents / carers and the school in relation to attendance. These are Summarised below:

[Section 7 Education Act 1996](#) places a duty on parents to ensure that their child of compulsory school age receives a suitable education either by regular attendance at school or otherwise.

Schools have to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission.

Schools also have a safeguarding duty, under [section 175 Education Act 2002](#), to investigate any unexplained absences.

There are 2 offences:

1. [Section 444\(1\) Education Act 1996](#) – If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000 for each parent / guardian.

2. [Section 444\(1A\) Education Act 1996](#) – an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months.

Further information about the legalities of school attendance and be found at:

<https://www.gov.uk/school-attendance-absence>

St Joseph's Catholic School Daily Expectations:

Parents will:

- Ensure punctual regular school attendance.
- Contact school on each and **every** day of a child's absence with details of the reason for the absence and how this is being addressed (only via phone call or pupil absence e-mail address).
- Supply any evidence from other professionals to support or confirm that your child is not able to attend all school sessions.
- Engage with all professionals and support offered to resolve any issues.
- Request permission with plenty of notice to the school for leave of absence or unavoidable absences.
- Make school aware of any circumstances which may be impacting a student's ability or willingness to attend school.

Pupils will:

- Attend punctually for every session (AM/PM registration, lessons 1-6)
- Inform a member of staff if anything is happening in school that will impact their attendance negatively.

St Joseph's will:

- If a pupil is not in school and contact appears not to have been made—school will contact you via a School Comms text message to notify you.

St Joseph's Catholic School Policy:

St Joseph's will monitor weekly, all pupil attendance and notify parents if their child falls below certain thresholds. Outlined below:

Threshold 1) When a pupil's attendance falls below 97% a letter will be sent from the school to notify you of this.

Threshold 2) When a student has missed 6 sessions contact will be made by the Form Tutor to discuss non-attendance.

Threshold 3) When a student has missed 12 sessions a letter will be sent from the school to notify you of this.

Threshold 4) When a student has missed 15 sessions, you will be required to attend School Attendance Meetings with a member of the Pastoral team.

If, following these steps the school does not see an improvement in the attendance of a pupil then a referral will be made to the Educational Welfare Service.

To promote positive attendance for all pupils, St Joseph's will be running a number of initiatives throughout the school year to reward sustained good attendance and/or improved attendance. These rewards include: certificates, prizes, entry into raffles to win vouchers, in school cinema afternoons and the opportunity to participate in the end of year rewards trip. Form Tutors will be regularly making students aware of their percentage attendance.