

PUPIL ATTENDANCE POLICY

St. Peter's R.C. Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

AIMS

- To maximise the educational opportunities and equal rights of access for children to an education by improving and encouraging regular attendance of individual pupils
- To actively pursue the goal of regular attendance by the whole school
- To ensure there is limited disruption to children's education and children are not deprived of their opportunity to receive an education in accordance with National Curriculum regulations
- To work in close communication with parents to ensure positive social behaviour from children

PRINCIPLES

- It is every child's right to an education
- Good attendance is related to academic achievement and well being
- Good attendance forms patterns for later life, enabling pupils to become responsible citizens and to achieve economic stability
- Parents have direct responsibility for ensuring their child's good attendance
- Pupils who are late miss vital learning and this often affects the whole day

OBJECTIVES

- To support parents in their responsibility for ensuring children attend regularly
- To inform parents so that children attend school at the correct times, are well prepared for school and homework is completed
- To work in partnership with parents to foster positive attitudes towards learning and a respect for education
- To request parents to impress upon their children the need to observe St. Peter's high expectations in behaviour and discipline and to enforce it wherever necessary
- To reinforce regular attendance as promoted by the Home-School agreement

ATTENDANCE EXPECTATIONS

ARE YOU GIVING YOUR CHILD THE BEST CHANCE?

190 Days school attendance = 100%

180 Days school attendance = 95%

You are giving your child the best
chance of success.

TOP MARKS

171 Days school attendance = 90%

161 Days school attendance = 85%

This make it harder for your child to
progress!

SLIPPING BACK!

152 Days school attendance = 80%

143 Days school attendance = 75%

You are NOT giving your child a fair
chance!

SERIOUS CONCERNS!

N.B. 80% equivalent of 4 day week

PARENTS' RESPONSIBILITIES

Ensure that your child is at school every day unless:

- Too ill to attend (not minor illnesses)
- Hospital appointment
- Doctor's or Dental appointment (urgent)
- Agreed activity e.g. dance exam
- Authorised leave (see appendix A)

REPORTING ABSENCES

1. If a child is ill and unable to attend school, parents should telephone the school by 9:30am and leave a message. A call to the school should be made on every subsequent day of a child's illness too. It is helpful to indicate a possible return date.
2. Only the school can **AUTHORISE** absences, so any unexplained absences will be recorded as **UNAUTHORISED** (see Appendix B).
3. Absences can be authorised retrospectively as long as a satisfactory explanation from the parent/guardian is given to Mrs White or Mr Phillips .
4. Requests for leave for medical or dental appointments can be made to Class Teachers – children must be signed out/in when pupils leave and return to the school premises. Evidence for these appointments must be sent to Mr Phillips
5. If a pattern of numerous unauthorised absences is noticed, the headteacher or Mr Phillips will contact the parents, and in the case of illness, the child's GP or the school nurse will be contacted.
6. Parents will be contacted regarding persistent lateness where there is no valid reason given or, if the policy is not adhered to, i.e. children (and where necessary, parents) fail to report to Mr Phillips prior to the child joining their class.

LATENESS AND UNAUTHORISED ABSENCES

Children arriving after the start of the school day 8:45 a.m. must enter the school via the main entrance at the front of the building and they are to attend Mr. Phillips' office. The child's name, time of arrival and reason for lateness will be recorded. It is vital that any child arriving late is signed in, in order to comply with Health and Safety procedures. Pupils arriving after 8.45am will be marked with a 'late' (L) mark.

Children arriving after 8:55am are *late after registration*. This is deemed to be an unauthorised absence. Again, the child must report to Mr Phillips' office via the main entrance but **they must be accompanied by a parent or guardian**. Again, the child's name, time of arrival and reason for lateness will be recorded. Pupils arriving after 8:55am will be marked with an 'unauthorised absence' (U) mark.

N.b. As with all other unauthorised absences, persistent late arrival at school, i.e. after the register has closed, may result in a penalty notice being issued by the Local Authority.

LATE COLLECTION OF CHILDREN

End of the day

- We expect parents and carers to collect their child/ren promptly at the end of the school day. **N.b. The end of the school day for K.S.1 is 3:05p.m and the end of the school day for K.S.2 school finishes at 3:15pm**
- If children are not collected on time at the end of the day, their names will be recorded and kept on file. If this proves to be a persistent problem, the school will take place the child in the after school care facilities and the parents will be charged

REQUESTS FOR AUTHORISED ABSENCES

Parents may request authorised absences in advance. Each individual case will be considered with regard for the nature of the event, frequency of such requests and the overall attendance of the child. The following may be reasons for absence:

- Illness
- Family bereavements
- Medical and dental appointments
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from the roll or re-instated
- External exams e.g. music, ballet

REQUESTS FOR TERM TIME LEAVE

Under current regulations, Statutory Instrument 1995 No 2089 The Education (Pupil Registration) Regulations 1995, the Governing Body can grant absence for **EXCEPTIONAL CIRCUMSTANCES**. Requests should be made on the appropriate form – available in the school office.

Parents should not take pupils on holiday during the school term. However, each request will be considered taking into account the age of the child, previous attendance patterns, parental views and the educational progress of the child. If the holiday goes on for longer than agreed, the extra days will be unauthorised.

RECORDING ABSENCES IN REGISTER

Pupils are marked present or absent at the beginning of the morning and afternoon sessions, therefore one day's attendance constitutes two attendances/absences

SCHOOL ABSENCE RETURNS

The school reports the number of absences for each academic year to the DFE. Individual children's attendance is also reported in their end of year report to parents.

SCHOOL RESPONSIBILITIES

- Endeavour to work in partnership with parents to support and encourage their child's success at school, including drawing on other agencies where appropriate
- Make every effort to meet our statutory responsibilities to ensure good attendance and therefore meet our target for attendance
- Send in attendance figures to the Government
- Inform parents of policy and procedures
- Notify parents if we are concerned about pupil's absence
- Monitor more rigorously pupils who have attendance issues
- Provide attendance figures to each family – annual report
- Contact parents of poor attendees to gather information and offer support

- In serious cases, in partnership with the Local Authority, issue Fixed Penalty Notices, which could lead to prosecution of the parent

Acknowledge Good Attendance

This is done regularly on an informal basis.

Process for Monitoring and Responding to Absence Concerns

Attendance is monitored in class logs and concerns raised informally. If there are concerns over unexplained absence, a phone call home will be made.

If attendance causes concern, a letter will be sent home from governors inviting the parent to an attendance meeting at the school. This will be attended by a senior member of staff, and a Governor. An action plan will be drawn up at this meeting to agree targets and strategies for improving attendance.

MEDICAL – PUPILS

- We reserve the right to send children home if unwell

APPENDIX A

REQUEST FOR ABSENCE DURING TERM TIME

Parents to complete

Please complete the top section and return the whole of this form to the office. The bottom section will be returned to you.

NAME OF CHILD CLASS

REASON FOR ABSENCE REQUEST

DATE/S REQUESTED from to

SIGNED DATE

RELATION TO CHILD

AUTHORISATION FOR ABSENCE YES / NO

Reason for this decision

HEAD TEACHER DATE

TO THE PARENT(S) OF:

SCHOOL ATTENDANCE – HOLIDAYS IN TERM TIME

INFORMATION TO PARENTS

Schools may authorise absence during term .

More advice is given in the Department for Education and Employment Leaflet

110/0219/147/D95A which can be obtained from our Local Authority Offices.

Family Holidays during Term Time

- **Whenever possible, you should take your holiday during school holidays**
- **Avoid taking your child / children on holiday at times when he / she / they should be taking exams or tests**
- **You should not expect your child's / children's school to agree to a family holiday during term time. The school will carefully consider your request and they may take your child's / children's attendance record into account**
- **Schools will not agree to your child / children missing more than a total of 10 (ten) school days for family holidays in any one school year, unless there is a very good reason**

APPENDIX B

Dear

According to our information your child was absent from school on the dates / listed below and no reason for this absence has been recorded.

As we are required by legislation to record all reasons for absence, I would be grateful if you could complete the reply slip below and return it to Mrs Mitchell tomorrow.

With thanks

Yours sincerely

Mrs Helen White

TO: ST PETER'S PRIMARY SCHOOL

Class Teacher:

Child's Name:

Dates and sessions of absence (s) a.m. to p.m.

Reasons (s) _____

Signature of Parent / Guardian _____

Date _____