

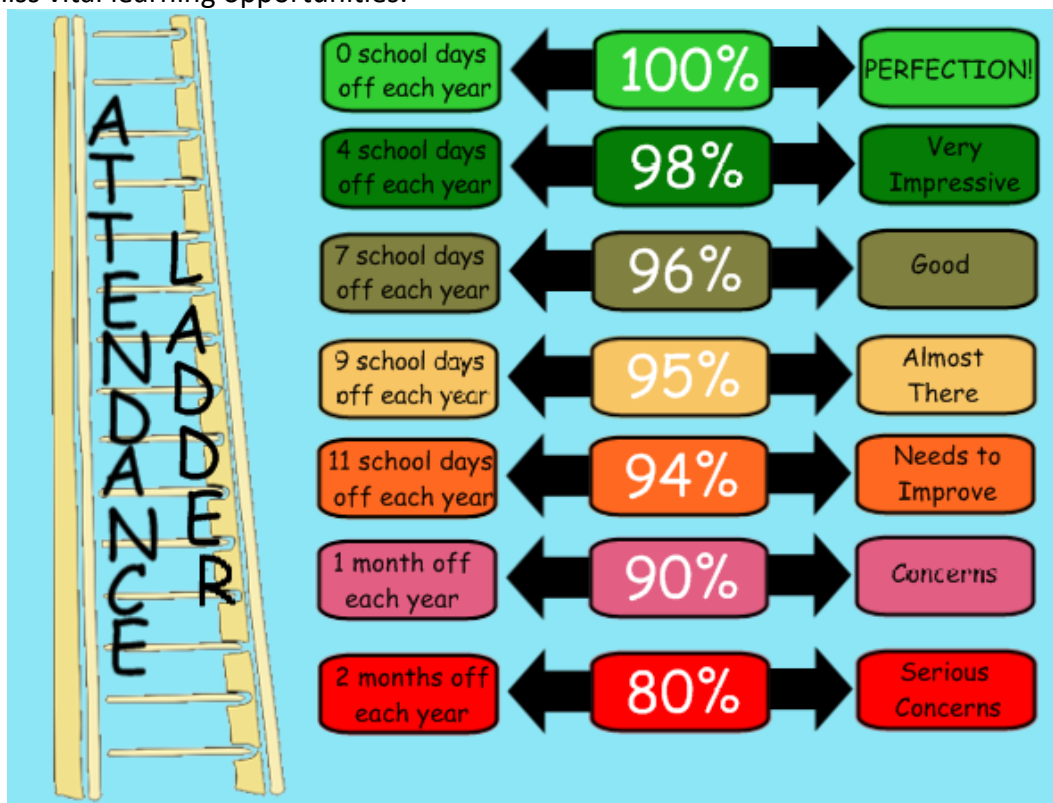


St Monica's Catholic Primary School
Attendance Policy

Status	Statutory
Review Frequency	3 yearly unless there is a change in policy
Policy last reviewed:	July 2020
Date presented to People Committee	Due to Covid this policy was presented to Governors by email in July 2020.
Date approved by Governing Body	July 2020
Term of next review	Summer 2023
Safeguarding DSPCPs	Mrs A Norman / Mr. J Marciniak
Safeguarding Governor	Mrs C Wadsworth
In school Attendance manager	Mrs G Twiss
Attendance Officer	Mrs. Janet Cartwright, Attend to Achieve

RATIONALE

The school places particular importance on pupils' attendance and punctuality. Good attendance at school is very important as it supports the child in acquiring positive lifelong habits, which helps them in their academic progress. Absence from school means your child will miss vital learning opportunities.



PROCEDURES RELATING TO ATTENDANCE

- Children are expected to attend school for the full 190 days of the academic year, unless there is a very good reason for absence.



- Holidays during term time will not be authorised by the school. Amendments have been made to the 2006 regulations in the education regulations 2013. These amendments mean that as a school we will not be able to authorise any leave of absence for the purpose of a family holiday during term time unless there are exceptional circumstances. If you decide to take your child out of school during term time their leave will be marked as unauthorised.



- Parents should attempt to make medical appointments for their children outside of school hours.



- To encourage regular attendance we award certificates for excellent attendance during each half term; a further certificate is awarded for full attendance over the whole school year. A league table is kept to record the attendance of each class and a reward for the best attendance is given each half term. Further awards are offered for the best individual attendance in a year (all who have excellent attendance go in to a draw) and for most improved attendance over a year, to offer encouragement to individuals at risk of persistent absenteeism.



- If a child is absent, parents should call the school before 9.10am, on each day of the absence unless a return date has been agreed with the school.
- If contact explaining the child's absence fails to be made by parents or carers, then the school will contact home by telephone after registers close on the initial day as part of safeguarding procedures.
- If a letter of explanation is not received the school will follow up with a request for explanation.
- If a child is not in school for more than 10 consecutive days without an explanation from parents, the school reserves the right to remove them from the school roll.
- Attendance is reviewed by school and Mrs. J Cartwright, the Attendance Officer, half termly. All children whose attendance is below 95% is considered. Outcomes range from letters from school, continued close monitoring or an invitation to interview with Mrs. Cartwright.
- An absence may be agreed with parents in exceptional circumstances, where time away from school is deemed to be in the child's best interests. These occasions are very rare and full communication with the school is required.
- If parents have concerns about their child's attendance or reluctance to attend school they should talk to their child's class teacher in the first instance or with the Headteacher if appropriate.



LATENESS

- School begins at 8.55 a.m. and all pupils are expected to be in school for registration at this time. Any child arriving later than 8.55 a.m. should enter school via the main entrance.
- Any child arriving later than 9.10 should report to the School Office for registration. If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register and noted in the schools “Lates” record.
- Arrival after the registers have closed at 9.10am will be recorded as an **unauthorised absence** and will appear on the attendance report at the end of the academic year.
- The school’s designated person for monitoring attendance will raise the issue of lateness with parents in a less formal manner by telephone call or during a parent meeting.
- Concerns raised with parents and any actions taken relating to attendance will be logged in the HT’s attendance and punctuality log.
- The school will contact parents in writing if lateness continues to cause a concern **and will point out the impact of lateness on the learning of their child and that of other children.**

AUTHORISED LEAVE OF ABSENCE FROM SCHOOL

Parents may request leave of absence for the following purposes:

- Attendance at external exams (e.g. music/ entrance exams)
- Transition visits to new schools
- Approved sporting activities e.g. when a child is competing in an outside event
- Approved educational activity.
- Medical/ Dental appointments
- Religious observance

Appendix 1 should be used by parents when requesting leave of absence for reasons given above.

Covid 19 Note

- The above timings should be adapted to take into account the staggered starts of class groups from September 2020.
- We will provide parents with detailed information about our arrangements to minimise the risk of infection to encourage them to allow their child to attend school.
- We will follow the guidance in the DfE document <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Appendix 1

St Monica's Catholic Primary School
Application for Leave of absence



- To be completed by the parent with day-to- day care of the pupil requesting absence
- Schools by law have to account for all pupil absences, therefore all applications for leave during term time have to be formally approved by the school.
- If the absence is not approved, but taken, it will be recorded as UNAUTHORISED.
- The Education Welfare Service has a legal obligation to monitor all absences and take action as necessary.

Child's Name: _____ Class: _____

Date of application: _____

Date of proposed absence:

FROM: _____ TO: _____ (Inclusive)

Circumstance requiring application for authorised leave of absence.

<i>Please tick box as appropriate</i>	
Attendance at external exams (e.g. music/ entrance exams)	
Transition visits to new schools	
Approved sporting activities e.g. when a child is competing in an outside event	
Approved educational activity.	
Medical/ Dental appointments	

Religious observance	
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Details:

(Additional supporting evidence may be provided if you wish.)

Signed: (Parent/Guardian)

For official use only		
Absence authorised: yes/ no Attendance code recorded: _____		
Signed: (Headteacher) Date:		
Noted by Education Welfare officer: Date:		
Copy:	Pupils file	Central File Attendance Officer