



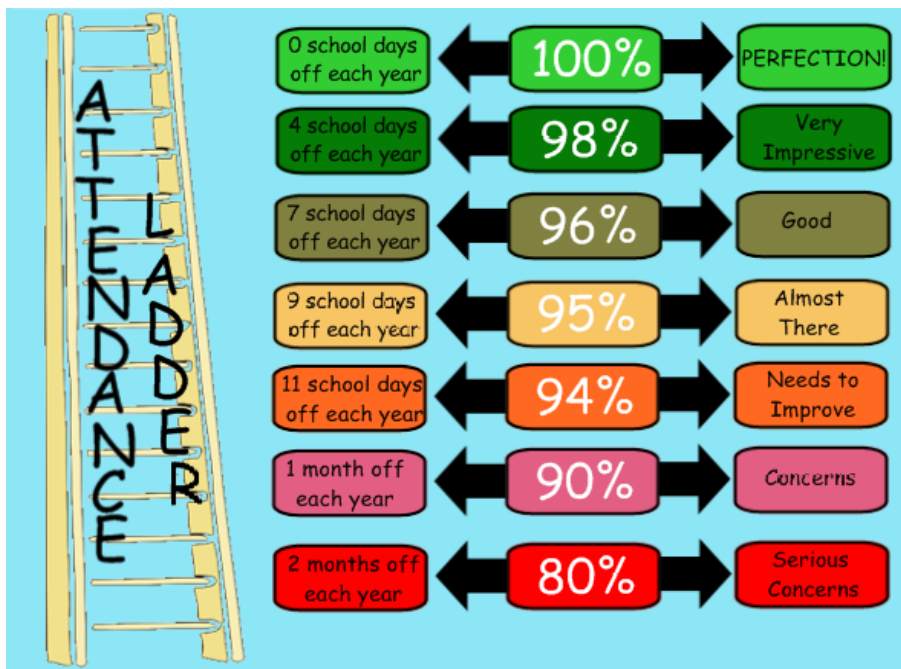
St Monica's Catholic Primary School
Attendance Policy

Status	Statutory
Review Frequency	3 yearly unless there is a change in policy
Policy last reviewed:	May 2023
Date presented to People Committee	09.05.23
Date approved by Governing Body	09.05.23
Date published on school website	June 2023
Term of next review	Summer 2026
Safeguarding DSLs	Mrs J Pearson/Miss C Williams
Safeguarding Governor	Mrs M Martin
In school Attendance manager	Miss C Williams
Attendance Officer	External Attendance Officer from Attend to Achieve / Attendance Officer WBC

WHY GOOD SCHOOL ATTENDANCE MATTERS AND WHY IT IS EVERYONE'S BUSINESS

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.

We also know that children who are vulnerable are protected by attending school, where they can feel safe, have a warm meal and play with their friends. We want to look after everyone in our community and make sure they can flourish.



That's why we take attendance so seriously.

EXPECTATIONS 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.

START OF THE SCHOOL DAY

Our School Day begins at 8.55 a.m. and all pupils are expected to be in school for registration at this time. Children are welcome on site from 8.45am. Any child arriving later than 8.55 a.m. should enter school via the main entrance. The School Register closes at 9.05am.



LATENESS

Punctuality is a habit that is learnt and an essential life skill. We all know that so many things in life revolve around being in the right place on time which is why we have clear cut off times for lateness to school and class.

Any child arriving later than 9.05am 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 9.05am will be recorded as an **unauthorised absence** and will appear on the attendance report at the end of the academic year.



REPORTING AN ABSENCE

If a child is absent, parents should contact school detailing the reason for absence before 9.05am using the Reporting an Absence tool on the School Spider parent app. This must be done on each day of the absence unless a return date has been agreed with the school. Alternatively, parents are asked to call the school office directly on 01925 267609.



MEDICAL APPOINTMENTS

The end of the school day is 3.30pm. Parents should attempt to make medical/dental appointments for their children outside of school hours.

SCHOOL PROCEDURES TO MONITOR ATTENDANCE AND PUNCTUALITY

- If contact explaining a 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 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 half termly by school and an external Attendance Officer.
- All children whose attendance is below 95% is considered. Parents will receive an attendance information letter if their child's attendance is below 95%. We understand that illness has a part to play in the reasons for absence from school, and this letter is a way of keeping parents informed and up to date with the attendance figure.

- Punctuality is also monitored and for those pupils who record recurrent late marks, the school's Attendance Lead will raise the issue of lateness with parents in a less formal manner by telephone call or during a parent meeting.

PERSISTENT ABSENCE

- Attendance which falls below 90% is classed as persistent absence. An attendance information letter will be sent home containing the percentage attendance, and usually a meeting will be arranged between school and parents. As a school we will work together with parents to look at the specific reasons for the level of absence, and where appropriate discuss actions which need to be taken to help improve attendance.
- 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.
- If a pupil's attendance continues to fall, then school will draw on the services of an external Attendance Officer who will contact parents to arrange a meeting to discuss the attendance difficulties and discuss actions.
- Attendance which falls below 50%, this is classed as significant persistent absence.
- Concerns raised with parents and any actions taken relating to attendance will be logged in the HT's Attendance Lead's attendance and punctuality log.
- Where there has been a recognised issue with punctuality which does not improve, the school will contact parents in writing 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 (evidence of appointment required)
- Religious observance

Appendix 1 or the Term Time Leave of Absence google form, found on the website in the Parents' Area, should be used by parents when requesting leave of absence for reasons given above.

