

Attendance Policy

Attendance policy for the Federated Schools of St Cuthbert's and St Sebastian's Catholic Primary Schools

Every child has the right to attend school every day. Frequent or unnecessary absence has a detrimental effect on children's academic education and social and emotional development. Everyone associated with our federation has the responsibility to ensure that our children attend school regularly.

This will be achieved by:

Parental responsibilities

- To ensure their child attends school regularly and on time
- To inform school on the first day of their child's absence and to keep school updated on the progress of any illness
- To provide proof of illness / accident in the form of doctors note, prescription or prescribed medicine container if this is requested by school / Education Welfare Officer (EWO)
- To keep in contact with school if there are difficult home circumstances which require support from the school
- To ensure the school has a current emergency contact number and name. This person should be known to the child
- To take holidays during the school holiday periods. Parents/Carers who take children out of school for holidays in term time will receive a fine from the Local Authority
- To take dental and medical appointments outside school time if possible otherwise appointment letters and cards must be shown to school
- To co-operate fully with the school in our aim to improve attendance

In accordance with current legislation, any holidays taken in term time will be unauthorised, a penalty notice will be raised and a fine will be issued by the Local Authority

The School's responsibilities

- To inform parents of their responsibilities for maintaining regular attendance and punctuality for their child
- To inform parents regularly if their child's attendance is causing concern
- To aim to support families who are experiencing difficulties and/or crisis
- Refer families requiring support to the Education Welfare Officer as necessary
- We will use Penalty Notices via Education Welfare Officer when necessary
- All staff will promote the importance of good attendance
- We recognise and reward good attendance throughout the school with weekly assemblies, termly and annual prizes, medals and certificates

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- The parents of those children in Foundation 1 who exhibit poor attendance may be asked to reconsider their place in the unit

Local Authority (LA) Requirements

- All children of compulsory school age must attend school
- Schools keep two registers: the admissions register and the attendance register
- It is the duty of the school to record the presence or absence of pupils on their roll
- Each class will have an attendance register which will be called at the beginning of each morning and afternoon session
- After morning registration the register will be returned to the school office where absences will be monitored
- Any absence will be recorded in the first day response diary. The admin assistant will contact the parents/carers of anyone who has an unauthorised absence
- Parents must give an explanation for each absence, preferably in writing
- Registers must be returned to the school office following afternoon registration
- The school admin officer will record attendance on SIMS and amend codes
- The admin officer will liaise with the Education Welfare Officer (EWO)
- The admin officer and EWO will review those pupils whose attendance has fallen below 92%. If necessary parents will receive a letter, home visit or will be invited into school to meet with EWO
- The admin officer will inform the EWO of the name and contact details of any child who fails to attend regularly or has been absent for 5 or more school days without explanation or for no good reason. If there are safeguarding issues this will be 2 days

Lateness

- Pupils may wait on the school yard from 8.45am. They will be called to line up at 8.55am and will be taken into class from here
- Those children arriving after 9.00am should enter via the office door and will be marked as late.
- On every occasion a child arrives late they should be taken by Parent or Carer to the school office where the adult will be asked to sign them in. A late slip will be issued on every occasion that a child is late. The parents of those children who arrive late 3 times in quick succession will be asked to make an appointment to meet with a member of the Senior Leadership Team
- If there is no improvement the child's name will be referred to the Education Welfare Officer
- "Be in on time week" will take place at regular intervals to highlight the importance of punctuality
- Parents may be offered a free place in Breakfast Club for their child in an attempt to set up good patterns of punctuality and attendance

Deleting a pupil's name from the register

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- A pupil's name can only be removed from the register when it is clearly known that the pupil has moved to another school. This should be confirmed with the receiving school
- Any pupil under 5 years of age who can legally leave school without a forwarding school address will be reported to the EWO
- If a registered pupil has been continuously absent for at least 4 weeks and after reasonable enquiry neither the school nor the LA (EWO) has been able to locate the pupil the pupils name may be removed from both the admissions and attendance registers. The school will fill in the Child Missing Education form and the EWO will inform the Area Child Protection Committee or the Child Protection Officer in the LA
- Any name deleted from the register should be notified to the LA

Temporary School Closure

If the schools (either one or both) in the Federation have to close due to severe weather conditions, fire or INSET, no attendance registers are needed and the LA will be informed

Attendance & Admissions committee of governors