



## St James' Catholic Primary School

### Attendance Policy

*'I have loved you with an everlasting love'  
Jeremiah 31:3*

Date by which School have adopted procedure	<b>March 2017</b>
Policy to be reviewed	<b>July 2018</b>
Signature of Chair of Governors	<i>JW Rodgers</i>

#### **Ethos**

St James' Catholic Primary School is a community in which we aim to make all pupils feel welcomed and valued. Pupils need to be aware that individual presence and participation in the life of the school is of the utmost importance to the whole school, to their family and to themselves. In order that all pupils gain maximum benefit from the education we provide, we will take appropriate action to ensure that the maximum possible attendance by all pupils is achieved. St James' Catholic Primary School recognises the importance of attendance in school and is fully aware of the correlation between high levels of attendance and attainment. St James' Catholic Primary School seeks to provide an environment and foster an ethos where high levels of attendance are the norm, while providing the support and encouragement to improve, whenever high levels of attendance are not achieved.

#### **Aims:**

St James' Catholic Primary School aims to ensure that:

- ~ all pupils have an equal right and access to an education in accordance with the National Curriculum or agreed alternative
- ~ no pupil will be deprived of their education opportunities by either their own absence or lateness or that of other pupils

#### **It is recognised that:**

- ~ the majority of students want to attend school to learn, to socialise with their peers and to prepare themselves fully to take their place in society
  - ~ many students and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Parents and Carers are responsible for ensuring their children attend school regularly and punctually as required by law (ref Section 7, 1996 Education Act)  
Parents/Carers must ensure their child is properly equipped and in a fit condition which includes an adequate breakfast.

#### **Rationale**

Good attendance at school is essential to ensure sound progress.

It is the responsibility of all staff and parents to monitor the attendance of students. It is the responsibility of parents/carers to ensure their child maintains at least 95% attendance each year except in exceptional circumstances. All pupils will be expected to follow the

schools expectations in terms of uniform. However, not having a uniform is not a valid excuse for non-attendance. Families will be offered help and advice if appropriate.

All staff are responsible for encouraging good attendance and standards of punctuality through their own example and commitment to the school. Securing and encouraging high levels of attendance is the responsibility of all members of staff, who will all adopt a professional, sensitive and consistent approach to absenteeism and lateness.

### **Practice**

- First day response operates in school.
- As agreed in the Home School Partnership, parents/carers must contact the school by 9.30am if a child is unable to attend or is going to be late, otherwise the school will contact them.
- Students having persistent absence due to a medical condition are referred to the School Nurse and the Local Authority.
- Children whose attendance gives cause for concern will be referred to the Education Welfare Officer who will liaise with the school on a weekly basis.

**Excellent attendance** is encouraged and rewarded.

- The class attendance trophy will be awarded each week to the class with the highest attendance and will be presented in assembly to the class VIP.
- At the end of each half term, pupils with 100% attendance for that half term will receive a certificate in assembly and their name will go into an annual draw which will be drawn at the end of the summer term and a prize given for the winning pupil.

### **Attendance Panel**

- Where there are deteriorating patterns of attendance or punctuality, and a child's attendance **falls below 95%**, letters are sent home informing parents and are monitored closely.
- If there is no improvement and attendance **falls below 90%**, before referral to the Local Authority, an Attendance Panel meeting will be called. This would involve parent/carer, student, Headteacher and the Education Welfare Officer, where all the issues would be discussed and an Action Plan put in place with a 4 – 6 week review.
- If the target of the Action Plan is not reached, a further Plan will be put in place.
- **Referral to the Local Authority will take place after three failed Action Plans.**

### **Punctuality**

Excellent punctuality is encouraged and expected.

Reception Class pupils can enter school from 8.45am and be supervised by staff in the classrooms.

Key Stage 1 and 2 pupils will be supervised in the playground from 8.45am. Children will be brought into school at 8.50am and registration should take place at 9.00am promptly. Registers close at 10.25am.

Any child who comes to school after 9.00am and until 10.25am will be marked as late. Any child arriving after that time will be marked as an unauthorised absentee for that session until a satisfactory reason has been given by the parent/carer.

### **Leave of Absence in Term Time**

Changes to legislation have removed the discretionary 10 day period of absence which covered family holidays.

Schools are now required, by law, to refuse holiday requests for holiday absence in term time. The Head teacher can only grant leave of absence in truly exceptional circumstances.

Any request for absence during term time should be made in writing, at least 2 weeks prior to the absence, to the Head teacher, who will consider the request.

The Head teacher will not authorise the absence unless he/she believes the circumstances are exceptional.

Case law identifies that any holiday or event which can be arranged during school holiday periods should not be authorised during the school term. Only the Head teacher can authorise absence from school. Parents/Carers cannot authorise the absence themselves.

### **Monitoring, Review and Evaluation Policy**

This policy is reviewed annually by the Head teacher and the School Governors.

The Head teacher reports on attendance and punctuality at each Governors meeting.