



Saint Edmund's Catholic Primary School
'Together we learn and grow through worship and celebration'

Attendance Policy

Committee responsible for policy	Community Committee
Approved by Committee/ FGB	February 2020
Statutory/Non-statutory	STATUTORY
Frequency of Review	Free to determine - 4 YEARS
Date of last review	May 2018
Date of next review	February 2024
Purpose of policy	To fulfil the governing body duties in connection with attendance at school – registers and absences – both authorised and unauthorised.
Consultation	EWO from LA LA 90%+ School Target 95%+
Links to other policies	Medical

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Attendance Policy

At St. Edmund's Catholic Primary School we operate a Whole School Attendance Policy – that is, we want everybody to be part of the process of promoting and encouraging good attendance at our school. It is a shared responsibility.

Research shows that there is a clear link between attendance, punctuality and pupil attainment. The minimum target for each child at our school is 95% attendance. A child of compulsory school age must, by law, attend school regularly. Children whose attendance falls below 95% in any given year may find it difficult to keep up with their peers and often fall below national and local educational expectations. They are more likely to struggle later on in life if this becomes a regular pattern of behaviour.

Being late for school can also significantly affect a child's learning, leaving them feeling vulnerable and exposed particularly if they are continually late for class. Registration and settling down time are vital to enable children to get into the right frame of mind for a day of learning. Children who are persistently late disturb their peers - this is clearly unfair to the rest of the class.

The role of the parent/guardian/carer is to support the school's efforts to secure high levels of attendance and punctuality. We aim to maintain close, effective and positive links with parents to help secure good attendance. We expect children to be in school, every day and on time.

The school is required to monitor both attendance and punctuality. It is a legal requirement that we record all absences from school and that we report annually on each child's individual record. To that effect, parents will be contacted via letter should their child's attendance fall below the school target and if they are persistently late for school.

The Educational Welfare Officer also monitors school attendance termly and may make visits to the family of those children who have frequent absences or persistent lateness in order to find ways to support and improve their attendance.

School starts at 8.55am. Children are **late** from 8.55am and this will be recorded as such in the school register. Please make sure your child goes via the school office to receive a yellow slip – this way we know that their presence has been recorded on the system.

If your child misses registration and the school have not been notified the school office will contact you to check on your child's whereabouts.

It is the responsibility of the Headteacher to authorise absences. For absence through illness, parents are asked to telephone the school on the first day that their child is away or use the absence tab on the school app. The school can then keep this information on record. The parent should notify the office on each new day of absence.

For planned absences, such as attending an interview at a secondary school, parents are asked to inform the school in writing in advance of the absence. It is at the discretion of the head teacher whether longer absences for reasons other than illness would be authorised.

Additional absences that may be authorised are bereavement, education at another establishment, visits to other schools (secondary transfer, entrance exams), approved sporting activity, or participation in a performance.

Parents/carers need to make an appointment with the Headteacher should they require an absence for any other reason – permission will not be granted to leave school early for cheaper transport at beginning and end of terms in the event of travel. The school does not authorise any holidays taken during term time.

In circumstances, where no reason is given for absence, **the absence will not be authorised**. If no explanation is received the school will contact you to follow up unexplained absences. Once an explanation has been received the status of the absence may change. Please do not put your child in a position where they cannot tell the truth about absence.

If a parent has not contacted the school by 10am, the school office will send the parent an email to enquire why the child is absent. If a response is not received by 10.30am, the parents would be called by telephone. If no response is received the office will advise the Headteacher who will make a decision about next steps.

For safeguarding reasons, children without explanations for absence or whose parents have not been in touch with the school, they will be reported to the Local Authority and may be placed on The 'Children Missing Education' list. Missing Education could be an indicator of other issues, for example, neglect, abuse, child sexual exploitation and must be followed up.

Good attendance is celebrated and rewarded.

Children who do have good attendance are rewarded with

- Individual certificates
- Monthly class certificates
- Recognition in the weekly newsletter
- Attendance pencils/badges for 100%
- Agreed rewards eg. sitting on the benches during assembly.

The governing body has three clear duties in connection with attendance at school:

- i. To ensure that attendance registers are kept and inform the Local Authority about pupils who do not attend regularly or who are absent for long periods of time.
- ii. To show the difference in attendance registers between authorised and unauthorised absence of pupils of compulsory school age.
- iii. To publish attendance information on unauthorised absence on the website.

Thank you for your understanding and support.