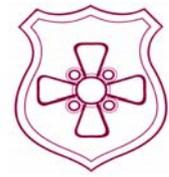


# ST CUTHBERT'S CATHOLIC PRIMARY SCHOOL

## ATTENDANCE POLICY



### INTRODUCTION

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school. Under the Education (Pupil Registration) Regulations, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

### ARRIVAL AND REGISTRATION

All children should be in the playground ready to come into school at 8.55 a.m. each day although children are entitled to enter the school from 8.45 a.m. The register is taken twice a day. A day counts as 2 attendances. Morning registration ends at 8.55 a.m. If a child arrives after the registration period, he / she will be marked in as **Late**. After 9.20 a.m. this will become an Unauthorised Absence. The afternoon register is taken at 1.15 p.m. It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out from the office. The signing in / out register in the office is used in the case of an emergency or a fire drill.

### ILLNESS AND MEDICAL APPOINTMENTS

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment. The school office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence.

### DEFINITIONS

#### Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### Unauthorised Absence

An absence classified as unauthorised when a child is away from school without the permission of the Headteacher.

### IF A CHILD IS ABSENT

When a child is absent, the class teacher will record the absence in the register. The school office will endeavor to contact the parent or guardian, if no message has been received regarding the reason for the absence.

Parents are, however, expected to email or telephone the school by 9.00a.m. on the morning of the day of absence to inform the school that their child will be absent. They are asked to state a reason.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

## THE EDUCATION (PUPIL REGISTRATION) REGULATIONS 2006

have recently been amended with changes that will come into effect in September 2013

full details of the changes are available from:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

### **ABSENCES DUE TO EXCEPTIONAL CIRCUMSTANCES**

The Governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged not to take their child/ren out of school in term time.

However, in exceptional circumstances:

- family needs arising from service in the armed forces or from a parent working abroad
- bereavements
- exceptional family ceremonies
- a holiday necessitated due to a disability or illness in the family

Schools have been advised that the cost of holidays or work rotas of parents can no longer be considered exceptional reasons. Parents will be required to write to the headteacher to request any leave of absence. Parents are asked to give as much notice as possible and to include in the letter, as much detail as possible including the reason for the absence.

An absence for holiday will be recorded as unauthorised.

### **LONG TERM ABSENCE**

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

### **REPEATED UNAUTHORISED ABSENCE**

Unauthorised absences remain on the child's record and may be reported to the Local Authority's Attendance Improvement Officer (AIO). Attendance and punctuality are monitored by the AIO and the school. If a child has a repeated number of unauthorised absences, the parents and guardians will be asked to visit the school and discuss the problem. The AIO may also visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

**The LA has the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular bases**

### **REWARDS FOR GOOD ATTENDANCE**

All the children who achieve 100% attendance in any one term will receive an excellence certificate for attendance, awarded in assembly. There are special certificates and incentive rewards for any child who has 100% for a whole year which will be awarded in the final assembly of the Summer Term. Recognition will be given each week to the class with the best overall performance (e.g. Friday Letter and Attendance Teddy).

### **ATTENDANCE TARGETS**

The school is set a challenging attendance target each year. These targets are agreed by the teaching staff, the Chair of Governors and the LA School Improvement Partner at the annual target-setting meeting. The Headteacher will report on attendance percentages in the termly report to the Governing Body.

## **MONITORING AND REVIEWING**

It is the responsibility of the governors to monitor overall attendance. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that the school's attendance figures are as high as they should be. The school will keep accurate attendance records on file for a minimum period of three years. Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardians.

This policy will be reviewed by the Governing Body every three years, or earlier if considered necessary.

***June 2013***