

### **Working in Partnership**

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. If you have any concerns about your child's attitude to school, please talk to your child's class teacher.

### **Reporting Absences**

We have been concerned about the number of phone messages we receive reporting children unwell yet the children have told their friends and teachers they are either going or have been on holiday. It is difficult for children to keep secrets, they and their peers worry, so please enforce our good morals of honesty and truthfulness by being honest about holidays and completing leave of absence form. In view of this, if there is doubt as to the nature of a child's absence school may ask for clarification from the parent.

#### **Please Remember**

Contact school for any absence  
**before 9.30 am** on 01202 741932

Failure to give a suitable reason for an absence will result in the absence being 'unauthorised'. School may ask the LA to issue a fixed penalty fine if there are more than 5 unauthorised absences in a rolling year.



# **St Joseph's Catholic Primary School**

## **Our Attendance Policy 2018/19**

**What is an attendance policy?** Under the *Education Regulations 1995* the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present. The register must also indicate why a pupil is absent. Our new policy aims to raise awareness of the importance of good attendance and ensure the school's legal responsibility is met.

**What is considered good attendance?** Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. Good attendance is considered above 96%, or approximately no more than one day of absence each half term.

**What is an acceptable absence?** An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason. For example, if a parent takes a child out of school to go shopping during school hours.

Staff and parents will work together to ensure good attendance.

**Parents will:**

- Ensure that their child arrives at school on time (between 8.40am and 8.50am)
- Sign a child in at the school office if arriving after 8.50am
- Contact the school for any absence **before 9.30 am**
- Contact the school in advance if their child will be absent for any reason (e.g. medical appointment)
- Make any requests for absence for greater than 1 day on a 'leave of absence' form available from the school office or school website

**School will:**

- Enable parents to drop children at school from 8.40am to 8.50am
- Take registration each morning and afternoon
- Consistently record reasons for absence and indicate if absence is authorised or not
- Contact parents / carers on the first day of any absence if no reason is given by 9.30 am
- Meet parent / carer if attendance falls below that expected and discuss ways that attendance can be supported and improved
- Make a referral to the Local Authority if poor attendance fails to improve;
- Request the Local Authority to issue a 'Fixed Penalty Fine' if a child has 5 or more unauthorised absences in a rolling 12-month period
- Celebrate children's good attendance in school

