

St James' Catholic Primary School

Attendance Policy



St James' Catholic Primary School is committed to promoting the welfare and education of your child through regular school attendance. We know that every day lost to education can have a serious impact on your child's attainment and overall progress in school.

We are therefore fully committed to promoting school attendance by encouraging an environment and ethos where children feel safe and can build positive relationships with their peers.

St. James' Catholic Primary attaches great importance to children attending school regularly and punctually. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Expectations

We expect all pupils will:

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the day
- Discuss with their Class Teacher or our Learning Mentor any problems preventing them from attending school

We expect that all parents/carers who have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day
- Ensure that they contact the school whenever the child is unable to attend school
- Contact the school on the first day of the child's absence by 9.30 am
- Contact the school whenever any problem occurs that may keep the child away from school

We expect the school staff will:

- Provide a welcoming atmosphere and a safe learning environment for the children
- Keep regular and accurate records of attendance for all pupils twice daily
- Monitor all pupil's attendance
- Contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence
- The school day begins at 8.55am with registers closing at 9am. Pupils arriving after this time will receive a late mark.
- If the school has not heard from a parent by 9.30am, our Learning Mentor will attempt to contact the family to seek reassurance that the child is indeed at home
- Encourage good attendance
- Celebrate good attendance with prizes and certificates on a termly basis.

Procedures that will take place due to non attendance

- Make initial enquiries to parents / carers of pupils who are attending irregularly, to express their concern and to clarify the schools and the LEA's expectations with regards to regular school attendance
- Inform you by letter if your child's attendance drops below 96%
- Attendance Panels may be called so that parents and staff can work together to improve attendance.
- Failure to comply with the expectations set by the EWO may result in further action. (i.e Penalty Warnings, Penalty Notices or Prosecution)

Authorised absence

Absence will be authorised by the head teacher for

- Genuine cases of illness
- On compassionate grounds or for exceptional circumstances

Routine medical appointments should be planned for times outside school hours and family holidays should be taken in the school holidays.

Holidays during term time

Holidays during term time will be classed as unauthorised absence.
Exceptional circumstances will be taken into consideration by the head teacher.
Parents will be advised if the absence is to be authorised.
Holiday dates must be put in writing to the head teacher.

Holidays during term time may carry a monetary fine dependant on overall attendance percentage.

Parents have a legal duty under section 444 of the 1996 Education Act, as amended by Section 72 of the Criminal Justice and Court Services Act 2000, to ensure their children attend school regularly and punctually.