



ST.PETER'S R.C. PRIMARY SCHOOL



Attendance Policy

The Need For A Full Education

Each child is entitled to a good quality education. A broad curriculum including the National Curriculum requires as full attendance as possible.

The Purpose Of Our Policy

To ensure maximum possible attendance for each child by monitoring carefully, offering support to families where appropriate and using relevant outside agencies.

The Legal Requirements

Every child of compulsory school age must attend school 190 days per year unless there is a very good reason not to.

Unauthorised absences have to be recorded and reported to the DFE and Governors.

Categories Of Absence

AUTHORISED absences are accepted by the school (eg. Illness, religious observance, medical appointment, approved personal circumstances, bereavement - with support from Ed. Soc. Work. etc).

UNAUTHORISED absences are not accepted (eg. Shopping, hair appointment, house or sibling minding, own birthdays etc).

Our School Procedures

The children come into class promptly. Registration takes place as efficiently as possible.

The same symbols are used in every class register, as set out in both the paper registers and on the SIMS Attendance system. Registers are completed in ink as it is a legal document. Attendance data is then entered onto the SIMS system. Parents are asked to phone the school office by 10.00am if their child is unable to attend school giving a reason for absence and then to send a note in when the child returns, however a verbal explanation from a suitable adult is normally acceptable. The School Office will call parents after 10.00am if they have not received a reason for a child's absence. If an explanation from parents is not forthcoming a letter is sent by the school office. If there is no response the absence is unauthorised.

Family occasions/emergencies - absence has to be requested in advance in writing. It is for parents to demonstrate that there is no alternative time for the occasion/emergency to take place. Parents should demonstrate that the circumstances necessitate the length of absence being requested. The family are made aware, that absence for this particular circumstance will only be authorised once, during the child's entire time at St.Peter's school.

If a child registers, and then is taken out of school (e.g. dentist, doctor etc...) s/he is registered as "in school" with a note that s/he is temporarily off site (for emergency evacuation purposes). Absence for public performances is accepted if there is a local authority licence. If the level of absence is high the authority's Attendance Advisory Service will be advised.

Lateness is unacceptable. If a child arrives in school between 9.05am and 9.30am, a late mark will be given and the time noted. The 'Late List' is held in the office for children to sign before they go to class - if the register has been taken/sent to the office the child should be sent there for a late mark to be entered, if they haven't already done so. Arrival after 9.30am will be marked as an unauthorised absence but a note will be made eg. "in at 9.55" for emergency evacuation purposes. The number of late marks is monitored, and if necessary, a letter is sent home. Similarly, children who are consistently collected late at hometime, are also sent a letter if the school considers it necessary.

Registers will remain "open" whether in class or the school office from 9.05am to 9.30am.

The Attendance Advisory Service have the ultimate responsibility for dealing with major attendance and punctuality problems. The SAO returns data reports, for monitoring purposes, to the Attendance Advisory Service on a monthly and half-termly basis and the Attendance Officer visits the school regularly to monitor and discuss any attendance issues. Where necessary, referrals will be made.

School health will advise the Headteacher as to the general health of a child and whether regular absence is necessary. A medical can be requested.

Informing parents – An individual detailed statement of attendance/absence is given to parents as part of the end of year report, however letters are always sent by the school throughout the school year if there are any attendance or punctuality issues causing concern. Those children who have achieved 100% attendance during a whole term receive a certificate to celebrate this achievement.