

St Bernadette's Catholic Primary School

Whole School Attendance Policy

The Mission for St Bernadette's Catholic Primary School is

“to ensure a happy and secure learning environment where we celebrate the dignity and worth of all in our school community.

As a Christian community we recognise that in loving others we love Jesus and so help each other to reach our full potential.”

Therefore the implementation of our Attendance Policy plays an important part in enabling us to strive towards achieving this mission for all the children in our care.

Aims

At St Bernadette's we:

- promote a culture across the school which identifies the importance of regular and punctual attendance;
- make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- further develop positive and consistent communication between home and school;
- set targets to improve individual pupil and whole school attendance levels, including statutory targets (Education (School Attendance Targets) (England)

Rights and Responsibilities

Attendance and punctuality is a priority for all parties associated with St. Bernadette's Catholic Primary School. The Rights and Responsibilities of each party are set out below:-

Parents should:

- Ensure children attend school regularly and punctually.
- Contact school by telephone on the **first day of absence**.

- Keep school informed, on a regular basis, of continued absence.
- On a child's return to school, send a letter explaining the reason for absence.
- Avoid holidays in term time wherever possible.
- If however family holidays can only be taken during term time they can only be authorised for **special/exceptional circumstances**. A form is available from the school office to be completed and submitted for consideration at least one month before the commencement of the holiday.
- Make school aware of any problems, not necessarily due to illness as to why their child does not want to come into school.

Pupils should:

- Acknowledge behaviour needed out of school e.g. early to bed at night to allow punctual attendance.
- Attend school/registration punctually.
- If late, advise their teacher and school secretary so that the register can be marked accordingly.

All Staff should:

- To provide a welcoming atmosphere for children.
- To provide a safe learning environment.
- To ensure an appropriate and responsive curriculum.
- To provide a sympathetic response to any pupils' concerns.
- To be aware of factors that can contribute to non-attendance.
- To be aware of the part all staff can play in ensuring attendance is seen as important for all pupils.
- To see pupils' attendance as the responsibility of all staff, even if the co-ordination and management of attendance are designated responsibilities of specified staff.
- To participate in training regarding school systems and procedures.

Headteacher should:

The overall responsibility for pupil attendance lies with the Headteacher who will:

- Take the lead in ensuring attendance has a high profile within the school e.g. regular mentions of pupil attendance on newsletter, issuing 100% attendance certificates on a termly basis, see also school prospectus.
- Ensure a register is taken twice a day, at the beginning of the morning and after lunch.

- Accurately record and monitor attendance in and absenteeism from data recorded in registers.
- Include a statement in the school prospectus regarding the importance of school attendance and stressing the strong link between attendance and educational attainment. This message to be reiterated on the Home-School Agreement and in school newsletters on regular basis.
- Headteacher to analyse attendance data and submit regular Headteacher reports to parents and governors.

Governors should:

- Adopt and review the School Attendance Policy on a regular basis.
- Agree statutory targets for attendance for the school.
- Be involved in attendance panels and meetings as appropriate.

PROCEDURES

Registration

All staff with responsibility for registration should be aware of the "Guidance for Schools on Registration and Attendance" issued by the Lancashire Education Welfare Service in January 2005.

- Morning registration is from 8.55 am to 9.10 am.
- Afternoon registration is from 12.55 pm to 1.00 pm.
- If a pupil arrives after the close of registration, they should inform the school secretary in order that the appropriate register can be marked accordingly.
- If a child should need to leave school early for whatever reason, they are required to inform the school secretary so that this can be noted in the class register.
- Recorded information from register transferred on a weekly basis onto the electronic registration system by the school secretary.
- Should a parent contact school to inform of their child's absence, this must be noted in the appropriate class register and the class teacher informed.
- When a pupil who has been absent from school returns, it is necessary for them to bring to their teacher a letter from their parents, explaining the reason for their absence. This is then filed in the school office.
- Pupils who are late (ie after 9.10am) must sign a Late Book.
- Visitors must sign in and out of school and wear a Visitor badge.

- Parents of pupils and members of staff who call in as absent must be recorded in the absence book.

Partnership Working

At St Bernadette's Catholic Primary School we will work with the Attendance Support Officer and Consultant and other support agencies as appropriate to ensure regular attendance at school.

Review of Whole School Attendance Policy

This policy will be reviewed annually.

ABSENCE FROM SCHOOL

The attendance at St Bernadette's is very good and we strive to maintain this.

Appointments at the doctor, dentist, hospital and clinic should be made, if possible, for outside school hours. If this is not possible a letter notifying school in advance, is requested.

Parents/guardians are asked to notify the school immediately if their child is to be absent, for whatever reason. When the child returns a letter will be required explaining the absence.

We would also appreciate a note for unavoidable lateness, for not taking part in PE lessons and for leaving school during school hours. Pupils may not leave school during school hours unless accompanied by a parent/guardian or a recognised representative of the parent/guardian.

If a child's attendance is a cause for concern (eg below 90%) then a meeting will be held with parents to discuss strategies to improve attendance. This will be recorded and signed by the headteacher and parent (information kept in the headteachers attendance folder).

Requests for permission to take children out of school during term time for family holidays will only be granted in exceptional circumstances. Parents must request permission in writing from the Headteacher who has been delegated by the Governors to deal with any such requests. All requests must be at least one month prior to the holiday. Holidays requests retrospectively will be marked as an unauthorised absence.

It is particularly important that children in Year 6 who will be taking SATs during May are not unnecessarily absent.