



# Saint Peter's Catholic Primary School

'Christ in the centre, excellence at the heart'

## Mission Statement

To provide a	Catholic Education, embracing world faiths,
Nurturing	Happy and motivated children
Who want to	Reach to achieve high expectations
	In partnership with parents
	Supported by a committed staff and Governing Body
Who help children	To feel self-worth and know success

## ATTENDANCE POLICY

Approved / Adopted Date: Autumn 2020

Signed:

Name: Jim Connolly (Chair of approving/adopting committee)

Next Review Date: Autumn 2023

ATTENDANCE POLICY

Mission Statement

To provide a Nurturing Who want to	Catholic Education, embracing world faiths, Happy and motivated children Reach to achieve high expectations In partnership with parents Supported by a committed staff and Governing Body
Who help children	To feel self-worth and know success

**1. Statement of Intent**

(i) The school aims to work together with parents to ensure that all children registered at the school attend both regularly and punctually.

**2. Parents' Responsibilities**

(i) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.

(ii) Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, by 9.30 on the first morning of absence. This may be done by phone, by letter or in person.

(iii) Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)

(iv) Parents should ensure that their child arrives at school in time for the start of registration (9.00 am). If a child arrives after 9.00am his/her parent should report directly to the school office.

(v) There will be no authorised holidays in term-time.

**3. School Responsibilities**

(i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.

(ii) Registers will be called twice daily (at 9.00 and at 1.00 for infants and 1.15 for juniors and the whole school on a Friday). Pupils arriving after registration at 9.00 will be recorded as 'late' (L - before registers closed) for that session. Registers will close at 9.10 and at 1.00 (1.30). Any child arriving after the closing of the register will be recorded as 'late' (U - after registers closed) for that session. Late marks will apply unless there are recordable reasons for being late after 9.30, i.e. illness or medical appointments

(iii) Should a class teacher have particular concerns about an individual child's attendance or punctuality they should speak to the headteacher.

(iv) Should a child be absent the office staff will enter the appropriate code in the register. Should no explanation be received from the child's parent the office staff will endeavour to make contact with the parent.

(v) Absence notes are dealt with by the school office. All absence notes sent in from parents to the class teacher should be forwarded to the school office. Office staff receiving notification of absences via telephone will complete a Pupil Absence form. Only absence notes about which there are concerns/queries should be brought to the attention of the headteacher (who may then choose to speak to the parents concerned).

(vi) The headteacher will regularly collect attendance data and will use this data during meetings with the school's School Improvement Partner. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for the school.

(vii) The school will employ a number of strategies to promote regular, punctual attendance:

- the headteacher and class teachers will communicate regularly with parents on attendance matters;
- clear attendance information will be entered in the school website.