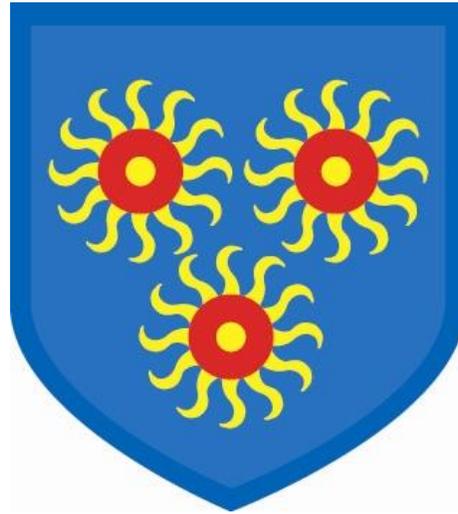


St Edmund's Catholic Primary School



School Attendance Policy

This policy was reviewed 17th October 2022

The next review will be Autumn 2025

School Attendance Aims:

In order to derive the maximum benefit from their education, it is essential that children attend school punctually and regularly. Any break in a child's education has serious implications for their achievement. It can also cause disruption to the other pupils in the class and makes it difficult for the school to maintain the quality of education.

Good attendance promotes both reliability and punctuality, both valuable attributes for successful working life after leaving school. Developing good habits early in life stands a child in good stead at secondary school and in the workplace.

At St. Edmund's Primary School we aim to achieve and maintain the LA's target of 96%. In order to do this we will:

- Ensure that the aims of our Whole School Attendance Policy are known to all parents/carers of children in the school as well as to all staff, governors and pupils.
- Monitor the attendance of individual pupils whose attendance record gives cause for concern.
- Target classes or Year Groups where lateness or poor attendance is a problem.
- Evaluate and monitor our current system of following up absences and lateness making adaptations and amendments as necessary.
- Make appropriate referrals to the Attendance and Welfare Service in line with LA's referral criteria.
- Inform parents about the negative impact of absenteeism, lateness and extended holidays by means of meetings, newsletters, parents' evenings, and in discussions with individual parents.
- Work with the AWA to promote good attendance and punctuality.

The importance of regular attendance will be stressed at admissions interviews and within the home-school agreement.

Partnership between parents and the school

It should be clear that attendance is regarded as the responsibility of pupils, parents and all school staff, who will work in partnership to ensure regular attendance so that pupils can reach their potential.

The agreement between the school, pupil and parent will be communicated through;

- The Home School agreement;
- At all pupil admission interviews;
- In school newsletters
- School assemblies and open evenings.

School responsibilities to improve attendance

- A high quality, stimulating, and rewarding curriculum so that pupils enjoy learning and want to come to school;
- Provision for the diverse needs of all pupils;
- A re-integration procedure for pupils who return to school after a prolonged absence;
- Following up all unexplained and unauthorised absences with parents;
- Developing the school pastoral system to support pupils experiencing difficulties.

Pupil's responsibilities

Pupils should:

- Attend school regularly
- Arrive for school and for lessons on time.
- Attend all sessions/lessons whilst in school;
- Take part in lessons as required by teaching staff;
- Take full advantage of all opportunities offered;
- Bring any difficulties to the attention of the class teacher or other appropriate members of staff.

Parent's responsibilities

Parents/carers should let the school know of any absences by telephone, email, completion of the schools 'Governing Body Policy on Leave in term time' form or via Studybugs . The reason of absence should be stated clearly. The school must be informed again if the absence is likely to continue for more than three days. Only schools can authorise absences from school, and parents should apply in advance for permission to the Governors for any exceptional absence, e.g. bereavement.

It is not acceptable for pupils to be absent for the following reasons:

- For holidays in term time
- To spend a long weekend at the caravan:
- To stay at home for a delivery or the electricity or gas company;
- To go shopping;
- To go to the airport;
- To visit relatives;
- To look after siblings;

Absence from school affects educational attainment. The school therefore expects family holidays to be taken during school holiday periods.

Registration

Registers must be completed twice a day, in the morning and afternoon sessions. It is recommended that registers must be completed in accordance with the latest guidance issued by the Local Authority's.

Class teachers are responsible for completing the register. The Admin Team will follow up all unauthorised and unexplained absences. Sadia Begum, has been recruited to lead on this area.

There should be a same day follow up of absence. First day contact sends a clear message to pupils and parents that attendance is very important. Contact will then be made every third school day for those unauthorised and unexplained absences.

Letters, emails and messages received from Parents/ Carers must be kept for the academic year.

Incentives and rewards

The school will recognise good and improved attendance through:

- School newsletters;
- Assemblies
- Weekly class best attendance wins the opportunity to make smoothies in class.

Monitoring and support

The Headteacher, School Business Manager and the Attendance Welfare Adviser (AWA) will monitor attendance at regular intervals for individual year groups, classes and pupils.

Parents and Carers will be contacted about all unexplained absences or unauthorised absences.

Any unexplained absence, truancy or attendance below 95% in a half term will be brought to the attention of the AWA who will then consider what action is to be taken.

The Attendance and Welfare Service requires school to refer pupils whose attendance and punctuality falls beneath certain standards. The school will notify the AWA of these pupils and will discuss other pupils whose attendance is a cause for concern and for whom in-school strategies have been unsuccessful.

Parents can contact the Attendance and Welfare Service direct on: 0207 364 3450.

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