

ST ANNE'S CATHOLIC PRIMARY SCHOOL ATTENDANCE AND PUNCTUALITY POLICY

OVERVIEW

If learners are to get the greatest benefit from their education in school it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality, Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

OBJECTIVES

- To ensure that all learners attend school well.
- To ensure that all learners are punctual.
- To win the support of parents in ensuring that their children attend school well and that they arrive on time.
- To keep good records of attendance through the school registers and to take prompt action to follow up absences.
- To investigate and act immediately where truancy is suspected or confirmed.
- To work effectively with the LA and other agencies to follow up attendance issues promptly and effectively.
- To monitor closely monitor pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

STRATEGIES

- All staff will complete registers accurately for each session and they will draw to the headteacher's attention any absences that re cause for concern or suspicion.
- Learners arriving late will be reported to the Headteacher and each teacher will keep a record with their register of the times and occasions that a learner is late.
- Parents will be asked to telephone or notify the school if their child is absent or ill.
- The school office will make telephone contact with a home when a child is absent if the parents have not notified the school. Children's attendance and punctuality will be tracked each half term in their Assertive Mentoring files.

- Where a learner is developing a pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences.
- The school will use welfare and attendance officers to follow up absences that are suspicious or causing concern.
- Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school.

OUTCOMES

This school will do all it can to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.

St Anne's Catholic Primary School

Application for leave of absence in term time

Changes to national regulations (September 2013) mean that Headteachers are only able to authorise leave of absence from school in exceptional circumstances.

By law from that date all parents requesting leave of absence during term time are required to submit an application, made in advance, to the school requesting permission for absence to be considered by the Headteacher. Failure to do so may result in the issuing of a Penalty Notice or fine.

Parents or carers wishing to apply for their child to have leave from school during term time, should complete this form and return it to school.

PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth	Class		
Surname of parent/carer		First name	
Address of child			
Postcode	Telephone number		
About the request for your child's leave of absence	Reason for leave absence		
Length of absence (school days)	From (date)	To (date)	
Parent's/Guardian's signature			

SCHOOL SECTION (copy to parents / carers and copy for file)

Leave of absence in Term Time	(i) approved <input type="checkbox"/> School days (ii) not approved <input type="checkbox"/> school days	If all / part of the leave is not approved the pupil's absence will be marked as <u>unauthorised absence</u>
If not approved (highlight reason why)	
If approved: Date of Meeting with Parent	<p><u>PLEASE CONTACT THE SCHOOL OFFICE TO ARRANGE A MEETING TIME TO AGREE WORK TO BE COMPLETED BY PUPIL DURING THE LEAVE PERIOD</u></p> Date of Meeting:	
Parent's signature.....	I understand that keeping my child off school if the request is not granted, will result in the absence being recorded as unauthorised. This may result in a Penalty Notice being issued from the local authority for the non-school attendance of my child at school.	
Head Teacher's signature	
Number of previous applications granted

Please return a copy of this form to the parent after consideration.