

ST ANNE'S CATHOLIC PRIMARY SCHOOL



Our Attendance and Punctuality Policy

St Anne's Catholic Primary School

POLICY OVERVIEW

If our pupils are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As pupils 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 pupils 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 pupils attend school regularly
- To ensure that all pupils are punctual
- To work and support parents/carers in ensuring that our children attend school and they arrive on time
- To keep good records of attendance through our school registers and 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 pupils with attendance and punctuality issues and to work with parents/carers 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 Learning Mentor/Headteacher's attention any absences that are a cause for concern or suspicion
- Pupils arriving late will be reported to the Learning Mentor/Headteacher and each teacher will keep a record with their register of the times and occasions that a learner is late
- Parents/carers will be asked to telephone or notify the school if their child is absent or ill
- The school office will make telephone contact with home when a child is absent if the parents/carers have not notified the school. Children's attendance and punctuality will be tracked each half term
- Where a pupil is developing a pattern of 'occasional' absences the parent/carer 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 pupils from school

OUTCOMES

Our school will do all it can to ensure that all our pupils come happily, willingly and punctually to school to ensure that all gain the best possible education in our setting

Revised Autumn 2020

Application for leave of absence in term time

Changes to national regulations (September 2013) mean that Head Teachers 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							

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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.