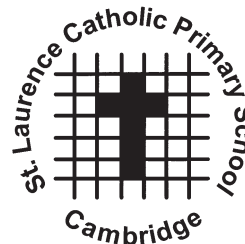


Through God's grace, a community growing in knowledge and understanding



ST LAURENCE CATHOLIC PRIMARY SCHOOL

ATTENDANCE POLICY

This school is a member of the CB4 Schools cluster partnership and this policy reflects the cluster vision of working in collaboration to facilitate participation and learning for all. Our aim is to provide a consistent approach to all aspects of learning whilst recognising the diversity of needs of the families within our community.

1. Statement of Intent

- 1.1 The school aims to work together with Parents/Carers to ensure that all children registered at the school attend both every day and punctually.

2. Parents/Carers' Responsibilities

- 2.1 Parents/Carers have a legal duty to ensure that children of compulsory school age (the term after that in which they are five) attend on a regular and full-time basis.
- 2.2 Parents/Carers should ensure that if their child is to be absent from school for any unavoidable reasons such as sickness, they should contact the school as soon as possible, but by 9:15am, on the first and every subsequent morning of absence.
- 2.3 Parents/Carers should ensure that their child arrives at school in time for registration at 9.10am. If a child is late arriving (after 9.10am) they should report directly to the school office with their parent if appropriate. Parents of children arriving late will be asked to complete a Late Arrival Log held at the school office recording the time of arrival and reason for the lateness. **Lateness is monitored by the school and local authority and may be recorded as unauthorised.**
- 2.4 We are keen to ensure that we promote the highest attendance possible for all our young people as this is a fundamental life skill that will ensure young people's future success. Not only is it vital that our young people establish the very best habits and routines to ensure their future success but there is also very clear national data that clearly shows the negative impact that poor attendance has on young people achieving the best possible outcomes and educational achievements. In short, if children are not at school we cannot teach them and this will affect their academic achievement and social progress at all levels.

As a result of this we take a very firm and consistent view when parents seek permission for an absence from school for their child due to circumstances other than genuine illness. All parents can expect that all requests from parents seeking permission for leave of absence for their child will be refused and therefore unauthorised. Permission may be sought where there are exceptional circumstances for the leave such as attending the funeral of a close family relative or religious observance. The Leave of Absence Request form (see Appendix 1) is available on the school website or upon request from the school office.

3. School Responsibilities

- 3.1 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.
- 3.2 Registers will be called twice daily at the start of each morning and afternoon session. Registers will close at 9.15 am and at 12.05/12.35 pm (KS1/KS2). Any child arriving after the closing of the register will be recorded as 'late' for that session.
- 3.3 Teachers will complete registers in accordance with the guidance contained in the register. Registers are regularly reviewed with the local authority EWO (Education Welfare Office) whose responsibility is attendance.
- 3.4 Should a class teacher have particular concerns about an individual child's attendance or punctuality, their concerns should be brought to the Headteacher or Deputy Head with pastoral responsibility.
- 3.5 If a child is absent the office staff will enter the appropriate code in the register. If no explanation has been received by 9:15am from the child's Parents/Carers then, on safe guarding grounds, the school will endeavour to make contact with the parent after which an appropriate judgement regarding authorisation will be made.
- 3.6 The Headteacher will regularly collect attendance data and will use this data during meetings with the school's Education Welfare Officer (EWO). These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and the EWO.
- 3.7 The school will employ a number of strategies to promote regular, punctual attendance:
 - the Headteacher and class teachers will communicate regularly with Parents/Carers on attendance matters;
 - appropriate personal encouragement or congratulation will be offered to individual children and classes;
 - clear attendance information will be entered in the school prospectus;
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Definitions

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate, acceptable reason and the school has received an appropriate notification from the parent/carer. For example, should a child be unwell and the parent/carer writes a note of explanation and/or telephones the school to explain the reason for absence.
- Only the Headteacher or a properly designated member of staff may authorise any absence. Parents do not have the authority to do so. Consequently, not all absence supported by parents will be classified as authorised.

Date Approved by Governors 19th March 2015 To be reviewed: March 2016	2
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Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and the parent/carer or if the child is away from school without good reason even with the support of a parent/carer (eg shopping or a birthday).

Holidays taken within the school term (except in exceptional circumstances agreed by the Head teacher) will be deemed as unauthorised absence. The expectation of the Local Authority is that term time holidays should not be planned or booked as they are likely to lead to the issuing of a penalty notice.

- Parents who take unauthorised term time holidays, or whose child has a pattern of unauthorised absence forming over any four week period, could be issued with a Fixed Penalty Fine.

The fine for a Penalty Notice is £60 per parent, per child if paid within 21 days. The fine rises to £120 per parent per child if paid after 21 days but within 28 days. If a Penalty Notice remains unpaid after 28 days, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child(ren), which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months (per parent). The tariff for these fines is set by the Local Authority.

- Exceptional circumstances will be considered on an individual basis but the following will NOT meet the criteria:
 - Cheaper holidays in England or abroad
 - Visiting family/ friends who have different holiday dates
 - Family weddings for more than 2 days or visits to see family in the UK or abroad
 - Relatives coming to visit

4.0 This attendance policy will be reviewed in March 2016.

This policy has undergone an Equality Impact Assessment

St Laurence Catholic Primary school

Leave of Absence Request Form



Please read the Attendance policy guidance available on the school website before applying for a Leave of Absence. Please do not make any travel arrangements before your request has been considered by the school. Parents do not have any right to a leave of absence during the term and if their request is refused the absence may be unauthorised and legal action such as a penalty notice may be issued. This could be a fine of a minimum of £60 for each child, per parent (e.g. the total fine for two children with two parents would be £240).

Please complete one form per child

Child's Name:	
Class:	
Name of parent / guardian:	
Start date of absence:	
Date of return to school:	
Address:	
Telephone number:	
Destination:	
Reason for absence:	
Contact number during absence:	

I understand that a penalty notice may be issued if my request is denied and my child is absent during this period.

Signed:		Date:	
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To be completed by the school:

Total number of days requested:			
Any previous leave of absence?			
Percentage attendance	This year:	Last year:	
Leave of absence AGREED / REFUSED for the following reason:			
Signature of head / deputy:		Date:	