

# **St. Mary's Catholic Primary School**

## **Attendance Policy**

**Compiled by the whole staff to ensure consistency in its implementation.**

**Date: September 2016**

**Review Date: Autumn 2017**

**Approved by Governors:**

### **Aims and Objectives**

- We strive to promote good attendance in all year groups
- We seek to achieve 97% or above attendance overall in each year group
- We discourage parents from taking children on holiday during term time especially in September and the period covering SATS.
- No holiday leave during term time will be authorised.
- Only in exceptional circumstances will leave during term time be authorised.
- We show the link between good attendance and maximum progress made by the children

### **Registers**

- Electronic registers will be taken twice a day at 8.55am and 1.15pm. Attendance information should be sent to the Secretary within 15 minutes.
- All teachers must use the symbols highlighted in the registers and agreed as a staff.
- A child is deemed late once the registration call has been completed.
- The Headteacher will check the information gathered each week. The Attendance Officer from Greenwich also undertakes routine checks.
- Parents will be informed by the Headteacher on a half-termly basis if there is a problem.

### **Absences**

- Parents are asked to notify the school on the first day of absence. If parents do not contact the school, the Secretary will make contact. When a child returns to school, a note of explanation should be passed to the teacher. A parent may telephone or email. This will be accepted and a note made on file.

## **Attendance**

The Headteacher will write to the parents and request that the matter is discussed. If no improvement is seen, the Headteacher will contact the Attendance Officer to request a home visit.

- Reasons for absences must be stated in the registers
- Attendance is reported to parents in the end of year reports

## **Lateness**

- Parents/children are reminded about lateness when a child enters the site after the morning bell by the member of staff on Gate duty.
- If a pattern develops or a child is often late, the teacher must notify the Headteacher. Parents will be informed by letter and in extreme case, the Attendance Officer
- Discussing preventative steps with the parents is essential
- Teachers must try to discuss the situation with parents re absences / lateness before the Headteacher becomes involved
- The Headteacher will pass on any queries to the School Nurse if necessary. Parents are invited to see the School Nurse/Attendance Officer if absences are high.

## **Authorised leave**

In exceptional circumstances only, the Headteacher may authorise leave of absence during term time. However, parents must explain in writing why they need to take this leave and why they cannot wait until the holiday break. The Headteacher will not automatically sanction such leave and Greenwich LA strongly urges schools to refuse any leave. Absence during term time is very disruptive to a child's learning and parents are reminded in regular newsletters to avoid making these requests.

## **Success Criteria**

- 97% attendance overall
- Less parents requesting leave during term time
- Contact by parents on first day of absence
- Pupils to arrive by 8.50am, ready for a prompt 8.55am start to the school day
- Late Book shows fewer entries.
- More 100% attendance certificates awarded to children each year.