



ATTENDANCE POLICY

OUR LADY OF PITY ROMAN CATHOLIC PRIMARY SCHOOL

A VOLUNTARY ACADEMY

(REVIEWED FEBRUARY 2014)

Reviewed by Curriculum Committee 5th May 2014

Ratified by full governors June 2014

**Our Lady of Pity Roman Catholic Primary School
A Voluntary Academy**

Attendance policy

Rationale:

Our Lady of Pity Catholic Primary school recognises the correlation between attendance and achievement.

The whole school community takes responsibility for ensuring good or better attendance for all of the children.

Guidelines in managing attendance;

Reasons for absence

Parents and carers are asked to notify the school office via the website, by telephone or in person if their child needs to be absent from school.

Authorised absences include:

Sickness, hospital appointments, clinic, dentist, religious holidays and funerals. Medical appointments, where possible, should be arranged outside the school day. Where this is not possible it is expected that pupils only miss part of the day.

All leave of absence requests must be made in writing to the Headteacher, giving at least two weeks notice. The school knows that absences taken during term time are damaging to children's learning. However, there may be circumstances when this is unavoidable and may be authorised (at the Head Teacher's discretion) upon parents providing full details of an exceptional circumstance.

Authorised absence also includes school closure due to unforeseen circumstances e. g. extremely poor weather conditions. If the school closes early due to deteriorating weather conditions, we ask parents to follow our procedures to minimise disruption and ensure the safety of all.

Unauthorised absences include:

Unauthorised absences occur where the reason given for the absence is insubstantial: these may include staying at home because a parent is unwell, shopping for school shoes and such like. Where a parent takes their child/ren on holiday during term time and this hasn't been authorised, the absence will be code G (Family Holiday Not Agreed)

Please note that with effect from 1 September 2013 amendments to **Education (Pupil Registration) (England) Regulations 2006** make clear that Head Teachers may only grant leave of absence in exceptional circumstances. Further details can be found on the Department of Education website at:

www.education.gov.uk/a00223868/regulations-amendments

Parents who remove their children from school in term time where this has not been authorised may be issued with a Fixed Penalty Notice. From 1 September 2013 this will be for £60 per parent per child if paid within 21 days and £120 per parent per child if paid between 22 and 28 days. Parents who fail to pay Fixed Penalty Notices may be prosecuted in court.

The 2 main areas in which a Fixed Penalty Notice can be issued are:

- 1) Holidays taken in term time over a period of 5 days or more.
- 2) Unauthorised absence whereby parent's have been requested to attend meetings and failed to respond.

Response to absence

If any child has not been registered or the school has not been notified about a child's absence, the office will contact the parent/ carer within the first day of absence by text message.

If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than a week then an update check will be made by the school.

Absences of longer periods will be pursued by the school to ensure that all is being done to maintain the child's learning.

Lateness

School starts at 9.00 am. Lateness is classed as any child coming into school between 9.00 am and 10.00am.

All children arriving after 9.00 am must report to the office and parents are asked to sign their child into school.

Those children transported to school by the dedicated bus services i.e. 632/634/648 will not be marked late if the bus fails to arrive/breakdown occurs.

Lateness is monitored monthly. Where children have persistent lateness problems the teacher will invite the parents into school to discuss the matter. If lateness persists, the Head Teacher will arrange a further meeting.

Monitoring and Evaluation.

Throughout the year parents will be kept informed of school expectations and procedures through information, flyers and newsletters.

The school will employ a range of strategies to encourage good attendance.

Procedures:

- Registers of all classes are kept and monitored by the office staff daily.
- Log kept of all children who arrive late.
- Log kept of all children arriving late due to medical appointments
- Log kept of all children daily for whom no notification for absence has been received and of text messages/telephone calls made to parents.

Attendance figures scrutinised on a monthly basis.

Any child with poor attendance will be monitored and we work with parents to resolve any issues.

Attendance figures to be analysed monthly by class, year group and whole school. These figures to be discussed by the Curriculum Committee annually together with all practices relating to attendance and the Attendance policy.

Reviewed February 2014