

Document Control			
Policy Name	Attendance	Date Approved	22 nd March 2018
Status	Approved by Board	Review Date	Spring 2021
Committee	Pupil Achievement	Version Number	3.00

Attendance Policy English Martyrs Catholic Primary School

“Working together to provide the very best in Catholic Education”

“There is a variety of gifts but the same Spirit gives them. There are different ways of serving but the same Lord is served. There are different abilities to perform service, but the same God who gives ability to all for their particular service. The Spirit’s presence is shown in some way in each person for the good of all.” 1 Corinthians 12: 4 - 7

Purpose

The Governing Body of English Martyrs Catholic Primary school recognises that regular school attendance is essential and parents, pupils and teachers all have their part to play in ensuring this happens. The twice-daily requirement to register pupils is an opportunity for the school to receive children formally from home, and serves as an introduction to the session.

Children are expected to attend school for the full 190 days of the academic year, unless there is good reason for absence. Parents/Carers should remember this is a legal requirement. There are two types of absence:

- *Authorised* the school approves pupil absence -
e.g. illness, medical appointment, bereavement
- *Unauthorised* the school will not approve absence -
e.g. shopping trip

The school is responsible for children’s attendance and ONLY the Headteacher (or Deputy Head in his absence) can authorise absence.

If a child is absent, parents should call the school, before 09.00 on the day of absence stating a reason. Absence should be followed up by a written and dated note or e-mail.

If contact explaining the child’s absence fails to be made, the school will contact the parents/carers by text and then telephone. If, after 3 days of absence, where contact has not been established the school will contact the Education Welfare Officer.

Completing the Register

Registers are taken twice daily. They provide the daily record of the attendance of all pupils and are documents that may be required in a court of law. Authorised absences are recorded for mornings or afternoons. Registers may also contribute to pupil’s end of term reports and to records of achievement.

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Attendance Targets

The Governing Body will monitor absence targets against National and Local Authority targets through the Headteacher's report (available on request).

Absence during Term Time

The Governing Body would strongly urge parents to avoid booking a family holiday during term time, as this can disrupt the continuity of children's learning. Parents do not have the right to take their children out of school for such a holiday, but in exceptional circumstances the school may choose to grant leave of absence of up to 3 days in any school year (and only if children have a 95% or above attendance rate). In very unique circumstances it may be deemed necessary to grant more than 3 days, although this would be very unusual.

In considering whether or not to authorise leave, the school will consider each case individually, taking into account a child's overall attendance and the reason for the request.

Leave of absence forms can be obtained from the school office and all requests should be submitted to the school office at least two weeks before the first day of the intended absence.

Holidays, Absence that is Unauthorised and the role of the EWO

Should parents remove pupils from the school in circumstances that have not been authorised, then the school will alert the Educational Welfare officer (EWO). The EWO may then follow this up with the parents and ask them to attend a meeting or series of meetings, to discuss their child's attendance. If further unauthorised absences occur or overall attendance does not improve, then sanctions may be implemented, including a fine and/or ultimately, prosecution in court.

Lateness

School begins at 08.40 and all pupils are expected to be in school for registration at this time. Any child arriving later than 08.40 should enter the school via the main entrance reporting to the school office. The parent or carer should give a reason for the lateness and sign the register. The school office will then send the child to their classroom. The register closes at 09.00 and any child arriving after this time will be marked absent.

What Can Parents Do To Help?

- Let the school know as soon as possible why your child is absent;
- Send a note or e-mail when your child returns to school;
- Try to make appointments outside school time;
- Do not allow your child to have time off school unless it is really necessary.

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If it continues:

- The school may refer to the Educational Welfare Officer;
- You may contact the Education Welfare Officer, who will work with you and the school to resolve the situation - Telephone number available from the school office.

Equality of Opportunity

In light of the 2010 Equality Act, this policy has been written with due consideration to its potential impact (both positive and negative) on the many diverse groups of adults and children within the school. The school has ensured that to the best of its knowledge, the statements and procedures set out in this policy, do not discriminate unjustly against any such groups or individuals.

Approved by governing body on 22nd March 2018

Signed by: *Chris Tracey* Chair of Governors

Review: Every 3 years