

# Our Lady of Peace Catholic Primary and Nursery School



## Attendance Policy

Approved by the Governing Body of Our Lady of Peace Catholic Primary and Nursery School

**This policy was implemented April 2016**

Statutory Policy - Date implemented: April 2016  
Reviewed: July 2017 To be reviewed: Summer Term 2018  
Ratified at FGB Meeting 6<sup>th</sup> July 2017

**The school has a commitment to safeguarding and promoting the welfare of children.**

## **ATTENDANCE POLICY**

### **Introduction:**

The governing body of Our Lady of Peace Catholic Primary and Nursery School believe that every child, (Article 28 of the United Convention of the Rights of every Child) has the right to attend school. In accordance with this right is the expectation that parents will ensure that their children attend school according to the term dates. The school will comply with legislation in offering the correct number of days for attendance. Our Lady of Peace School believes that all children must be afforded their rights as it is in keeping with its mission of:

**‘With Christ in our hearts, together we grow’**

### **Purpose**

To promote excellent attendance that will contribute to maintaining a positive school environment and secure a climate for effective learning and achievement in all areas. Prolonged absence, irregular attendance and lack of punctuality can all serve to undermine educational achievement.

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### **Objectives:**

- 1) To promote full attendance.
- 2) To share the responsibility for promoting the school’s attendance amongst everyone in the school and the wider community.
- 3) To reward pupils and celebrate the success of pupils who achieve excellent, good or improved attendance.
- 4) To challenge student attendance where it falls below 95% ensuring appropriate levels of support and intervention are maintained.
- 5) To engage with external agencies to monitor, support and intervene where attendance is a cause for concern and falls below 95%.

### **Why attendance matters:**

- If pupils are to achieve their potential, good attendance and punctuality are vital.
- The link between attendance and achievement is well documented.
- We want all our pupils to achieve the very best that they can, to develop the whole person and be the ‘best they can be’

### **Principles**

- Pupils should attend school every day and be on time to
  - a) make the most of their educational opportunity
  - b) establish good habits for adult life (economic well-being)

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- It is the responsibility of the parents/carers to ensure that pupils attend school regularly and are on time, should there be difficulties school staff will work in partnership with parents and the Education Welfare Service to resolve these difficulties in keeping with the school ethos.
- Every ½ day absence from school is recorded as authorised or unauthorised. All absences are recorded on annual reports. It is the decision of the Headteacher of Our Lady of Peace Primary and Nursery School as to whether absence is authorised or unauthorised.

### **Reasons for Absence:**

- **Authorised absence:** is absence with permission, this includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health. Medical and dental appointments, where possible should be made for after school or during school holidays. The school understands that this isn't always possible, however, pupils should attend school prior to or following a medical/dental appointment and avoid a full day's absence.
- **Unauthorised absence:** is absence without permission, this includes all unexplained or unjustified absences e.g. term time holiday, a birthday celebration or failure to inform the school by telephone or in writing of the reason your child is absent.

### **Responsibilities:**

The Education Act 2004 states that all children of compulsory school age (five to eighteen) must receive a suitable full-time education. Parents/carers are legally responsible for making sure their son/daughter attends regularly.

- **Parents/carers are asked to contact the school on the first day that their child is absent.** These phone messages are to be recorded in the front office. **When the pupil returns to school they should bring a written note which covers their period of absence.**

Our Lady of Peace Catholic Primary and Nursery School welcomes the active support of parents/carers. The school seeks to develop an effective partnership between home and the school based on mutual understanding and trust. However, in some circumstances when non attendance is below an acceptable level the school will liaise with the Attendance Officer and if necessary seek legal sanctions for non-school attendance.

### **Parental Prosecution:**

An appearance at the Magistrates Court and the possibility of receiving a Parenting Order or a fine of up to £1200 for each Parent/Carer.

### **Education Supervision Order:**

A strategy used to work in partnership with families and schools, and sometimes other agencies to bring about a return to regular schooling. The application is heard by the Family Proceedings Court where Magistrates have the power to grant the Order.

### **Procedures**

All staff will be reminded of the importance of adhering to these procedures through termly meetings.

- Class teachers or delegated Learning Support Assistants will take registers at the start of the morning and afternoon sessions.
- Any pupil not present at registration must be marked absent.
- Any pupil arriving at school after 9:00a.m. (start of school day) must be signed in at the school office.
- At 9:30a.m. each morning a member of school staff will check late list against completed class registers.
- If the school is concerned about your child's absence you may receive a telephone call from the office staff or class teacher.

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- Class teachers will monitor attendance on a daily basis.
- The Headteacher and Education Welfare Officer will regularly monitor attendance and letters will be sent to parents if deemed necessary.
- Pupils and parents will be informed of the importance of regular attendance and of the link between high levels of attendance and good levels of pupil achievement.
- Pupils will be rewarded for high levels of attendance and punctuality through termly certificates. Their achievement will be celebrated in assembly.
- Pupils will be rewarded for a whole year's full attendance and good punctuality with a certificate at the end of the summer term. Their achievement will be published in the school newsletter and celebrated in assembly.
- Pupils who achieve improving levels of attendance and / or punctuality will be rewarded.
- Attendance targets are regularly reviewed and monitored with the Local Authority. Governors monitor attendance targets at regular intervals and reports are given to the full Governing Body at their termly meetings.

#### **Requests for Leave of Absence for Holiday during Term-time.**

Unauthorised absence, as with all absence, will be closely monitored by the local authority and parents will be contacted if the absence rate causes concern.

Adherence to these regulations form part of Our Lady of Peace Primary and Nursery School Raising Achievement Through Reducing Absence Policy.

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