

FEDERATION OF ST HELEN'S, SACRED HEART AND ST MICHAEL'S CATHOLIC PRIMARY SCHOOLS ATTENDANCE POLICY

Sacred Heart, St. Michael's and St. Helen's Catholic Primary Schools believe that if pupils are to benefit from their education, good attendance is crucial. As a federation of three schools we do all that we can to ensure maximum attendance for all pupils. Our schools will actively promote and encourage 100% attendance for all our pupils.

What the law says about school attendance:

- All children between 5 and 16 must get a suitable, full time education.
- Parents are responsible for making sure this happens by registering their child at school.
- Once your child is registered at a school it is your responsibility to ensure that your child attends school regularly. If your child does not attend regularly then the Local Authority may take legal action against you. The Local Authority is responsible for making sure that parents fulfil their responsibility. Parents are responsible for making sure their children attend school regularly and promptly.

PROCEDURES

School on Attendance

- Parents/carers must contact school to inform them of their child/ren's absence by 9am
- Morning registration begins at 8:55am and closes at 9.05am
- Attendance is monitored on a daily basis by the school and on a weekly basis by the Headteacher
- Letters will be sent home twice yearly to inform parents of their children's attendance.
- If there is concern about a child's attendance the family will be referred to the Education Welfare Officer who will then offer them support.

School on Lateness

- The gates to the children's entrance are closed at 9am
- If a pupil arrives after this time they must register at the school office
- If there has been a recorded 5 late marks in one half term the school welfare officer will send the parent/carer a letter of concern and offer support.

Parents and Carers

- It is the responsibility of the parent/carer to ensure that their child attends school regularly and on time
- If a pupil is absent, parents/carers should contact the school by 9am on the first day of absence either by telephone, leaving a message with the class teacher or the office
- If your child needs a routine doctor's or dental appointment, try to make these out of school time. Where this is not possible bring your child to school before/after the appointment if the appointment is not at the start of the day. For all appointments please inform school and provide an appointment letter or card.
- If a child has a medical condition which affects their attendance, the school will require medical evidence

Educational Welfare Service

- The school's Educational Welfare Officer (EWO) contacts the Headteacher on a regular basis
- School can refer to the Education Welfare Service who will visit you to discuss a child's low attendance.

LEAVE OF ABSENCE DURING TERM TIME

- In exceptional circumstances the school may approve “holiday leave.” Holidays during term time are not a right and will not be automatically granted.
- Holiday request forms can be obtained from the office and must be submitted one month before the holiday starts
- A maximum of 10 days holiday may be granted- any more days are marked as unauthorised attendance and can incur a fixed penalty notice
- Holiday absence will not be authorised if:-
 - The holiday is prior to SATs or Assessment tests
 - A pupil’s attendance drops below 95%
 - The reason is availability of cheap holidays
 - The reason is the availability of the desired accommodation
 - The reason is poor weather experienced in school holiday periods

TO NOTE

It is the Headteacher who grants holiday time. Each application is considered on a case basis. Parent/carers should not assume that a holiday will be authorised just because a holiday request form has been submitted. The slip at the bottom of the holiday request form will be returned by the Headteacher with the response to the request.