



## **HOLY CROSS CATHOLIC PRIMARY ACADEMY**

### **ATTENDANCE POLICY**

#### **Principles**

The Education Act 1996 states that all pupils should attend school regularly and punctually.

Positive behaviour and attendance are essential foundations for a creative and effective teaching and learning environment. This policy outlines how Holy Cross Catholic Primary School promotes excellent attendance and acts to address poor attendance.

#### **Purposes**

- To encourage, support and reward high levels of attendance.
- To promote excellent communication between school and parents about attendance.
- To regularly update pupils, staff, parents, EWO and governors about attendance related issues.
- To meet government targets on attendance.

#### **Rules and Responsibilities**

#### **Guidelines**

#### **The School**

It is the responsibility of all staff to set good personal examples of attendance and punctuality.

To ensure children achieve and maintain excellent attendance staff must:

- Promote regular attendance
- Keep an accurate record of attendance and punctuality
- Carry out class registration and ensure a letter is received from home after a child's absence

- Identify accurately between authorised and unauthorised absence
- Address absenteeism firmly, consistently and with care
- Contact parents promptly when concerns arise
- Consult EWO when attendance issues continue to cause concern
- Praise and reward good attendance and improved attendance

## Children

Attendance should be in line with government minimum expectation currently 90% and all children should be punctual. We expect all children to be responsible for maintaining their own high level of attendance and punctuality and to arrive at school on time and fully equipped to learn.

## Procedures for Lateness

- School is open from 8.40am. Children should walk to class where register is taken at 8.50am.
- Students who arrive after 8.50am must report to the school and record the reason for lateness on the school lateness sheets.
- The Educational Welfare Officer and Head Teacher will monitor persistent lateness. Parents and carers of children who are late more than nine times in any half term will receive a letter from the Head Teacher outlining school concerns.
- Promoting the importance of punctuality is the responsibility of all members of staff. A consistent approach is necessary to maintain good standards of punctuality to school.

On those occasions when children return following an absence they should give their teacher a note from their parent/carer explaining the reason for absence. If a child has had extensive or frequent absences the school may require a medical certificate.

If a child arrives late for registration, it is their responsibility to sign in at the office.

## Parents

- Parents do not authorise absence, the school does. Authorised absence is where the school has given approval in advance for a child to be out of school or has accepted an explanation offered afterwards as satisfactory justification for absence.

- Parents who are found guilty of breaking the law on attendance may be taken to court and could be fined and in some cases imprisoned.
- It is the responsibility of the parent to notify the school of their child's absence by telephone on the morning of the first day of absence and confirm it in writing on their child's return.
- Medical/dental appointments should be made out of school hours where at all possible.
- Parents do not have the right to take their child out of school for a holiday during term time. However, under exceptional circumstances the school may grant up to 10 school days absence in any academic year providing the child's attendance has been at least 90% in the previous year. The parent must apply at least 2 weeks in advance for permission.

### **Absence**

Absence should be either reported by telephone or Parentmail before 9am on the day of the child's absence. If absence has been reported by either telephone or Parentmail there is no requirement to send your child into school with an absence letter when they return to school.