



St Laurence's Catholic Primary School

Policy Statement

For

Attendance and Punctuality Policy

This policy was adopted on	September 2016
By name	Mr John Holmes
Position	Chair of Governors
Signature	On behalf of St Laurence's Primary School ANNUAL REVIEW

St Laurence's R.C Primary School Attendance and Punctuality Policy

At St Laurence's we believe that being punctual and attending school regularly are essential for the continuity of a child's learning and subsequent progress. The school will take action reinforce good attendance and punctuality in a consistent manner and will liaise with parents when difficulties arise.

1. Procedures for encouraging good attendance

To encourage good attendance and punctuality the following procedures have implemented.

- Presentation of 100% Attendance pin badges every term.
- Weekly presentation of Attendance/Punctuality trophy.
- Extra PE for winning class for attendance each week.
- Pupils who achieve 100% attendance throughout the school year are awarded with a certificate and a book at the awards assembly and go on a reward trip.
- Pupils who achieve 100% attendance for a full term go to a film afternoon with popcorn and drinks to celebrate the achievement.
- First day response via telephone call if a child is absent from school. The school will ring home if a child is absent from school and school have not been informed.
- Good attendance and punctuality promoted through the school newsletter and website.
- Home visits when attendance is a concern if contact cannot be made through a phone call.

2. School Responsibilities

Parents and pupils can expect the following from the school:

- Accurate recording of attendance and punctuality.
- Early contact with parents when concerns arise.
- Immediate and sensitive action on any problem notified by us
- Ensure St Laurence's is happy caring, busy and stimulating school that children enjoy coming to.
- School will not authorise any holidays in term time except in exceptional circumstances.

3.Parent Responsibilities

- To encourage their child to attend school regularly
- Ensure their child arrives at school between 8.50am and 9.00am(infants) 8.40am and 9.00am (juniors)
- Contact school and let us know why their child is absent
- Aim to achieve above 97% attendance for your child
- Ensure child arrives in school well prepared for the school day i.e with homework, PE kits etc

4.Procedures for responding to attendance and punctuality concerns

- School Learning Mentor will check registers daily and respond to any unexplained absences.
- Mentor will monitor registers each week to identify any attendance or punctuality concerns.
- Parents of children highlighted will be sent a letter, in the first instance. If matters don't improve school will follow up with further letters or a home visit/school meeting to speak directly with the pupils parents about their child's attendance.
- If there are further concerns a referral to the School Attendance Service may be made. This would result in either a home visit from the Attendance service or the Attendance Service case working a family for a half term.
- School will liaise each half term with the School Attendance Service to discuss strategies and identification of target cohort. The target cohort is then monitored closely.

5. Types of absence and fixed penalty notices

Authorised absences

- Illness
- If absence is prolonged School may decide not to authorise the absence without medical evidence.
- Unavoidable medical appointment
- Bereavement
- Recognised religious observance

Unauthorised Absence

- Unexplained absence-where no contact has been made from parent/guardian either through a phone call/ spoke to school in person or a written note.
- Holidays taken during term time
- Truancy
- Pupils taking time off to celebrate birthdays

Fixed Penalty Notices

A fixed penalty warning letter will be issued after 5 consecutive days of unauthorised absences (this includes unauthorised holidays) during a half term period. A fixed penalty notice of £60 could be issued if after the warning letter there are further unauthorised absences.