

# St Charles RC Primary School

## Attendance Policy



## CHRIST IS AT THE CENTRE



**C**ompassionate  
**H**elpful  
**R**espectful  
**I**nclusive  
**S**haring  
**T**ruthful



# St Charles RC Primary School

## Attendance Policy



*Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community.*

*We aim to pass on the faith we share in partnership with you.*

*We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support.*

*We take pride belonging to St. Charles RC Primary School.*

### MISSION STATEMENT

**As a family of God, we love to learn and learn to love**

### Introduction

St Charles RC Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil. Regular and prompt attendance allows every child access to the education to which they are entitled by law.

St Charles RC Primary School will endeavour to work alongside parents, local community and the Education Welfare Service to ensure regular attendance.

### Targets

St Charles RC Primary School aims to maintain high attendance and sets targets annually to reflect this (2016-17: 96%). We will encourage high levels of attendance and punctuality by promoting the following strategies:

- Maintain a high profile for attendance and punctuality
- Keep accurate records
- Providing clear guidelines for staff on the registration process and the accurate and full use of register codes
- Attendance related matters will be addressed in the induction programme for new staff
- Informing parents of their legal responsibilities regarding attendance and punctuality
- Ensuring that clear information is regularly communicated to parents/carers through newsletters and the school website
- Raise awareness of attendance issues at parents evenings and new intake meetings
- Promote effective and consistent communication between home and school
- Actively discouraging Parents from taking holidays in term time
- Unauthorised absences and absences without notes from parents will be dealt with promptly
- Maintaining clear procedures for recording lateness
- Promoting an effective partnership with the Education Welfare Service
- Applying the Whole School Attendance Policy consistently
- Report to the Governing Body on attendance figures.

### **Rights /Roles/Responsibilities of Pupils:**

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

### **Rights /Roles/Responsibilities of Parents:**

Parents must ensure that their children are educated. For most parents this means registering their child at school. Parents can be prosecuted and, or fined, if they fail to ensure that their child attends school regularly. The Education Welfare Service can help parents meet the statutory obligations on school attendance. Parents have a statutory right to certain involvement in their child's education. Of the Local Authority: According to the education Act of 1996 the Local Education Authority has to offer educational provision for all school age children through its school's and the Education Welfare Service.

St Charles RC Primary School must keep an attendance register at the beginning of the morning and afternoon sessions and report pupils who fail to attend regularly or accrue unauthorised absences of more than 2 weeks. The Education Welfare Service has the role of assisting the Local Education Authority to meet the statutory obligations on school attendance.

## Procedures:

- Computer Input (SIMS) is the responsibility of Mrs Sarah Medrano and involves transferring the data from class register to computer database
- Registration is the responsibility of the class teacher and involves the pupil who must be present at 9.00am and 1.15pm
- Pupils who are consistently late will be monitored and parents advised prior to a referral
- Problems relating to a pupil's attendance will be addressed by school notifying parents in the first instance and thereafter the Local Education Authority Education Welfare Service
- Reinforcing the fact that good attendance and punctuality are vital to the progress of a pupil at school. If a pupil is not in school then he/she cannot learn
- Promoting a multi-disciplinary approach and working very closely with a number of support services
- Following the school re-integration procedure by a letter of explanation from the parent
- Communicating the attendance policy consistently by newsletter, at new intake induction and in person to those parents who accompany late arrivals.

## Attendance and Punctuality

St Charles RC Primary School values good attendance and punctuality because it supports good learning and positive attitudes. The Head teacher decides if absence is authorised/unauthorised and sanctions any holiday requests during term time in accordance with The Education Act 1996, only considering leave when requested following school procedure. Procedures for Notifying Concerns – Office staff to inform Headteacher of irregularities and if necessary contact the Education Welfare Officer. Opportunities for informal contact and building good relationships with families - include, telephone contact, reminder letter sent from the office. Point of referral to Education Welfare Officer is triggered by:

- Extensive absences
- Unexplained absence
- Behaviour patterns of absence
- Sibling absence
- Inappropriate explanation of absence

## Monitoring and Evaluation

St Charles RC Primary School will evaluate the effectiveness of its strategies with the Education Welfare Officer and by monitoring attendance data, scrutiny of the class registers by the School Business Manager and Office Administrator. All class teachers to check daily. SIMS Reports of pupils whose attendance is below 90% to be retrieved by the office staff

every half term and reported to the Education Welfare Service. It will be resourced by SIMS.net. It will be fed back by:

- Reports generated through SIMS.net
- Headteacher to be notified
- Appropriate response is activated.

### **Equalities Statement:**

St Charles RC Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Charles RC Primary school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.