

St Charles Catholic Primary School Attendance and Punctuality Policy

This Policy was adopted by The Governing Body of St Charles Catholic Primary School on:	
Date: January 2016	Signed by: JM Rodden
It will be reviewed on: January 2018	

The school recognises that it has a major role in monitoring levels of attendance and punctuality and in creating the appropriate climate in the school to foster regular attendance and excellent timekeeping.

We expect all of our children to attend school regularly and arrive at school on time. The link between good progress and good attendance is clear. The policy has been reviewed as a direct response to recent changes in Government legislation regarding holiday during term time.

Attendance

Our school day runs from 9.00am until 3.30pm.

We publish our term dates in our newsletters and on our school website. Dates can also be found on the Leicestershire Education website.

We ask that children and parents do not arrive on site until 8.45am and they will be supervised on the playground by a member of staff until 8.55am when the bell will go.

Children should not be taken out of school for leisure activities or for holidays. There are 14 weeks of school holidays and it is expected that parents arrange family holidays during this time. The Headteacher and Full Governing Body can authorise holidays only in exceptional circumstances. All requests will be unauthorised unless there are exceptional circumstances.

Requests for absence should be made in writing to the Headteacher and will be discussed at Governors Committee meetings. If the decision is taken to authorise an absence and an illness is reported on this occasion, this will be recorded as an unauthorised absence unless medical evidence is produced.

Unauthorised absences may lead to the school requesting that the local authority serves a Penalty Notice to parents in line with the Local Authority's Code of Conduct.

Where possible, visits to the doctor, dentist, optician etc, should be made for before or after school or during school holidays.

In the event of a child not attending school regularly, we will make contact with the parents to ascertain the reason for absence. In certain circumstances we may call in our colleagues in the Attendance Improvement Service to investigate further.

Punctuality

Children arriving late enter the school via the Main Reception. The office records lateness in the class register. A late mark is issued for arrival at school after 9.30am – that is 30 minutes after the start of the school morning. A late mark is judged to be an unauthorised absence and is recorded in the register as such.

In the event that a child is regularly late in being collected from school at the end of the school day, the Class teacher or Headteacher will contact parents to request a meeting to discuss the situation. It is a parent's/carer's responsibility to ensure that their children are collected promptly from school and is a responsibility which the school will actively promote.

Reporting Absences

If your child is absent from school due to illness, please contact the school office via phone or email on the first day of absence. *If the office has not heard from you by 10.00am a text via 'Teachers2Parents' will be made to the first contact to reassure us that the child is safe.*

Parents are should confirm any subsequent absences in writing, giving details of reasons and date(s).