



## **AIMS**

The school aims to promote good attendance and punctuality by valuing each child and his/her family as expressed in our Mission Statement, by providing a secure atmosphere and by offering support where needed.

## **RESPONSIBILITIES**

Responsibility for attendance and punctuality is shared by parents, children (when they are old enough) and school.

## **PARENTS**

Parents are required by law to ensure their children receive full time education.

If a child is absent the parents are required to inform the school of the reason and the school will use its criteria to decide whether the absence can be authorised or not.

The Office for Standards in Education (OFSTED) considers attendance lower than 90% to be a serious weakness i.e. missing the equivalent of 1 day in every 10. Islington states that any child who attends less than 90% of the school year is classed as a 'persistent absentee'.

Islington defines persistent lateness as 12 late arrivals over any 6 week period. If a child has a high level of lateness parents will receive a warning letter. After this continued lateness could result in a penalty Notice (a £50 - £100 fine) issued or a summons to a Magistrate's Court.

## **THE SCHOOL**

The school encourages high attendance and punctuality by providing each child with an appropriate and broad curriculum and by ensuring every aspect of the child's day, playground, classroom etc. is managed so as to ensure the best possible experience for them.

If the school is concerned about a child's attendance and/or punctuality the parents will be notified by letter in the first instance. If there is no improvement a second letter will be sent requesting the parents to attend a meeting with the Deputy Head. If the child's attendance still fails to improve then the parents will be requested to meet with the Deputy Head again, and may then be referred to Islington.

To promote good attendance the school will reward the individual children with good attendance and punctuality certificates on a regular basis. The best attending class each week will be celebrated in the newsletter and on the attendance display board.

## **ATTENDANCE – ADMINISTRATION**

It is a legal requirement for schools to complete attendance registers twice daily.

At St John Evangelist Catholic Primary School, we use an online system called SIMs to record if children are present/ absent.

Class registers must be completed twice daily and then saved so that the information is reported to the school office.

Information must be complete and any errors must be clarified with Gemma Ryan (administrative officer).

### **Particular**

Class registers must be marked first thing each morning (9 am) and first thing after lunch (1:15pm/1:30 pm). The time allocation for this is a total of 8 minutes per day (40 minutes per week).

### **Late-Comers**

Children who are late in the morning i.e. those who are not in class at 9am when the register is taken, must collect a 'late ticket' on entry to the school.

### **Absence**

When children are absent parents must notify the school. They may do this in the first instance;

- a) By completing a pink absence form at the school office
- b) By leaving a message on the school answer machine

Parents must still complete a pink absence form stating the reason why the child was absent even after they have called and notified the office.

- a) A teacher receiving a letter from a parent explaining their child's absence **must initial and date the letter and send it to the office**. However if the letter contains urgent information e.g. the child has an infectious disease, is seriously ill, is suffering ill effects from an alleged incident in school etc., the letter should be sent to the Headteacher.

If a letter gives notice that a child is to be picked up during the course of the day e.g. to go to the dentist, this note should also be brought to the attention of the office staff before the due pick-up time.

- b) If a parent approaches a teacher personally to explain an absence the teacher should note their explanation but ask them to go to the office to fill in the pink absence form.

Schools are legally required to report the total percentage absences each year to the Governors who in turn must report it to parents via their website. The local authority requires notification at various times throughout the year.

Parents are notified of their child's absences at Parent Consultations by the class teacher in October and March and in their child's Annual Written Report.

Parents will be asked to attend a meeting with the Deputy Head to discuss their child's attendance if it falls below 90%.