



PUPIL ATTENDANCE POLICY

We at Holy Child believe that regular school attendance and punctuality are extremely important, as valuable learning time is lost when the pupils are absent or late. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them. Our school ethos strives to promote in the children the feeling that their presence in school is important and that they are missed when they are absent or late. The school takes appropriate action in order to promote good attendance and the overall aims of this policy.

AIMS

- To maximise attendance of all children.
- To provide an environment that encourages regular attendance and makes attendance and punctuality a priority.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents to resolve any difficulty.
- To analyse attendance data regularly to inform practice and future policy amendments.
- To work closely with, and make full use of, the support from appropriate external agencies, including the Education Welfare Officer (EWO).

ROLES AND RESPONSIBILITIES

Responsibilities of Parents

The responsibility for ensuring children attend school regularly and punctually rests with the parents. However, where school attendance problems occur, the key to resolving these problems is engaging the child through collaborative working between the parent and the school.

Parents should:

- Notify the school as soon as possible when their child is absent and provide an explanation. This can be done through a phone call to the office or by completing an absentee form on their child's return to school. (Appendix 1)
- Ensure that their child attends school regularly and is on time each day.
- Ensure that their child understands the benefits of good attendance and punctuality.
- Avoid taking family holidays during term time.
- Work in partnership with the school.



Responsibilities of the School

The school will:

- Promote good attendance and punctuality for all.
- Ensure its registration system is accurate and consistently used by staff.
- Analyse data regularly and identify the actions that need to be taken.
- Follow up unexplained absences promptly.
- Work in partnership with families and the Educational Welfare Service.
- Set and monitor progress towards annual targets for attendance.
- Evaluate the effectiveness of the Attendance Policy.
- Provide a copy of this policy to parents.

Responsibilities of the Educational Welfare Service

The Educational Welfare Service will:

- Monitor registers regularly.
- Identify pupils/families with attendance difficulties.
- Agreed time-limited action which needs to be taken by the school or Education Welfare Officer.
- Provide advice and work in partnership with the school and families.

SCHOOL PROCEDURES

The school uses Attendance Manager provided by SIMS to collect, store and monitor all aspects of pupil attendance.

- Teachers are required to take an attendance register at the beginning of both morning and afternoon sessions.
- Attendance procedures must be consistently applied by all staff across the school to ensure the accuracy of data.

TYPES OF ABSENCE

Lateness

- Pupils arriving after the register has been closed at 9.15am, will be considered as being late.
- Pupils arriving after 9.30am will be marked as absent for the morning session. This will be considered an unauthorised absence until a reason is given, e.g. a medical appointment.
- Lateness is monitored and action taken to improve punctuality where necessary.
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Illness

- Parents/Carers are asked to contact the school on the first day of absence to provide the reason for the absence or to provide a written explanation on their child's return to school.
- If any member of staff is concerned about a reason for absence, the Principal should be informed.

Medical/Dental Appointments

- Absences from school due to a medical or dental appointment will be considered as authorised absences.
- Parents should inform the school in advance as much as possible.
- Parents/Carers are encouraged to make medical appointments out of school hours, if possible.

Holidays during term time

- Holidays during term time are discouraged because of the detrimental effect on education. Parents are asked not to take children out of school during term time for family holidays.

MONITORING ATTENDANCE

- Attendance is monitored regularly by the school Principal and Vice-Principal.
- Teachers should inform the Principal if they notice patterns of absence.
- Attendance data will be discussed with the EWO as and when required.
- The Governors will set an annual target of attendance and review this annually at its first meeting.

REPORTING ATTENDANCE

To Parents

- Parents will be informed at both the October and March parent teacher meetings of their child's percentage attendance to date. Parents will also receive an annual report on their child's attendance on the end-of-year report in June.
- In order to give parents/carers a benchmark to their child's attendance compared to other children in the school, the following grades will be used.

100%	- Outstanding
98 – 99.9%	- Excellent
96 – 97.9%	- Very Good
94 – 95.9%	- Average
90 – 93.9%	- Satisfactory
Under 90%	- Unsatisfactory



Holy Child Primary and Nursery School



All children have the right to a primary education, which should be free. Article 28

United Nations Convention on the Rights of the Child

To the Educational Welfare Service

The Principal and the EWO –meet regularly to discuss concerns over attendance.

To the Board of Governors

The Principal's report includes an attendance update at each meeting and annual targets are reviewed at the outset of each academic year.

IMPROVING POOR ATTENDANCE AND PUNCTUALITY

The school works hard to promote excellent attendance by all pupils. There are whole class rewards such as the monthly attendance winners and the league table of class attendance. There are also individual rewards – Gold, Silver and Bronze attendance certificates. The regular monitoring and analysis of the schools attendance data by the Principal enables patterns and trends to be identified. If there is cause for concern, the following steps are taken:

- *Step 1:* If any child's attendance dips below 85% the Principal will meet with the parents to discuss the reasons for the absence or punctuality difficulties and to plan for improvement.
- *Step 2:* Where no improvement has been made, the EWO will be informed.

The aim throughout this process is to ensure all children have the best attendance possible, with the school working in partnership with parents and taking individual circumstance into account.



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Appendix 1

HOLY CHILD PRIMARY SCHOOL

PUPIL ABSENCE REPORT FORM

Child's Name: Room:

Date(s) of absence:

Please outline the reason for absence below:

Signed:Parent/Guardian