



Holy Souls Catholic Primary School

Attendance and Punctuality Policy

Every Day Counts Some Attendance Facts

- Attending school every day will give your child the best chances in life.
- Regular attendance is important at every stage of your child's school career.
- All evidence suggests that regular attendance equals greater opportunity.

It is important to be aware that days missed soon add up!

- Attending school every day = 100%
- Absent for half a day a week = 90% = 4 weeks a year.
- Absent for 1 day a week = 80% = over half a term during the course of the year or 2 full years over the course of the school career.
- Absent one and a half days each week = 70% attendance = over a quarter of the school year. Remember for every day that your child is absent they will miss up to five lessons.

Some Punctuality Facts

- Teaching starts when school starts. Your child will never miss out on important lessons if they are on time.
- Teachers issue clear instructions at the start of the school day. Your child will be there to hear these important messages.
- The start of the school day is an opportunity to further develop important social skills with other children and adults.
- Walking into a classroom or assembly late can be embarrassing for a child. Being on time everyday means your child will never have to experience this.
- It is important to establish good habits now.

How it adds up!

- 5 minutes late everyday adds up to over 3 days lost a year. • 15 minutes late every day is the same as being absent for 2 weeks a year.
- Being 30 minutes late every day is the same as 19 days absent a year. Holy Souls School Attendance policy has the following principles:

- On the first day of absence parents should inform the school by phoning the office no later than 8:40 a.m.
- On return to school a note should be provided to keep as a record.
- If a phone call is not received expect a phone call from school to find out the reason for absence.
- Registers are checked and monitored by the attendance team
- Attendance is analysed weekly by the attendance team using a registration audit process. This focuses on all pupils on roll whose attendance is below 90%.
- Individual pupils are identified using this process and action is agreed and acted out by DH i.e. telephone call to parents, school meeting etc.
- School will follow DfE guidelines (can be viewed on www.education.gov.uk) to decide if an absence should be authorised. • Persistent lates will be monitored and letters sent to parents
- A child arriving after the bell is marked as late and after register closes at 8.50am will be marked as absent with the U code which is an unauthorised absence.

Family Holidays in Term Times

Parents and carers are strongly advised that family holidays are not to be taken during term time unless there are exceptional circumstances.

Exceptional circumstances do not include:

- Family holidays
- Celebrating religious festivals during term time which have not previously been agreed by the Local Authority.

Families should not make any travel arrangements prior to completing a 'Request for Leave of Absence' form available from school office. Any applications made will result in a meeting with the Head Teacher and EWO during which parents will be advised on the outcome of the application and the possible action that may be taken.

Please refer to the Parental Guidance regarding leave of absences during term time.

CHILDREN WHO GO MISSING FROM EDUCATION

A child going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. School staff will be alert to these safeguarding concerns when a pupil/student goes missing for an extended period, or on repeat occasions.

The school will notify the local authority of any pupil/student who fails to attend school regularly after making reasonable enquiries, or has been absent without the school's permission for a continuous period of 5 days or more. The school (regardless of designation) will also notify the local authority of any pupil/student who is to be deleted from the admission register because s/he –

- Has been taken out of school by their parents and is being educated outside the school system (e.g. home education);
- Has ceased to attend school and no longer lives within a reasonable distance of the school at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the school of the change);
- Displaced as a result of a crisis e.g. domestic violence or homelessness;
- Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the school at the end of that period; or
- Has been permanently excluded. Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

Ratified on: 12th December 2018

To be reviewed on: 1st April 2019