

## **OUR LADY OF FATIMA CATHOLIC PRIMARY SCHOOL ATTENDANCE POLICY**

This school values the importance of good school attendance, recognising the impact it has on pupil performance.

A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent / carer is not an acceptable reason for absence. Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:

- a) A child continues to be absent for more than seven school days without explanation.
- b) A child is absent for seven school days or more with an unsatisfactory explanation.
- c) A child's attendance drops below 85% for no specific medical or other acceptable reason.

Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, external agencies will be contacted for advice and, if necessary, asked to visit the home.

Staff are asked to inform the school office of any unexplained absences and the school will then telephone home for a reason for absence. If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the Headteacher. Attendance will be monitored regularly and parents will be informed of their child's attendance and punctuality at parent consultation meetings. An Attendance Page will be included with the child's annual progress report. Attendance figures are reported termly to the Academy Committee in the Headteacher's Report.

The school aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance. A statement defining the school's expectations relating to attendance appears in the school's prospectus.

Parents are advised of the school's expectations during the induction meetings for new children. Parents are reminded regularly in newsletters of the importance of good attendance and timekeeping. Pupils are encouraged to value good attendance, for example through the half termly attendance trophy and annual 100% attendance certificates. Parents are made aware that the Headteacher does not have the discretion to authorise

absences for family holidays. Holidays taken in term time are recorded as unauthorised absence. Parents are requested to ring school by 9.30am to notify us that their child will be absent. The school will endeavour to contact parents after 9.30 a.m. if a child is absent and we have not been informed why.

The school registers are closed at 9.05 a.m each morning. Children who have not arrived by the end of registration are marked absent. Latecomers should be accompanied by an adult and should report to the school office on arrival, where they can be signed in. The child will be given a 'late after register closed' mark. If the school has been informed that the child will arrive late due to a medical/dental appointment then an appropriate attendance mark will be given on arrival.

This policy will be reviewed annually by the Academy Committee.

Last review: October 2016