



St Ambrose Catholic Primary School

'To follow the example of Jesus'

Attendance Policy

Approved by the Governing body in September 2018

Signed _____ Chair of Governors

Signed _____ Headteacher

To be reviewed and revised in September 2020

MISSION STATEMENT

To follow the example of Jesus

To do this we will:

- Show respect by being friendly to everyone, looking after everything that God has created and treating everyone as we would like to be treated ourselves. (Christ centred)
- Provide a high quality education which enables everyone to reach their full potential within a caring and supportive environment. (Education)
- Celebrate the school's place in the community and the wider world. (Community)

Objectives:

(Christ Centred)

- Provide quality collective worship and enriching liturgical celebrations.
- Enable our children to acquire an excellent religious education, through a well taught and resourced Come and See programme.
- Encourage all to develop their understanding of and relationship with God, while at the same time respecting that others choose to express their faith in different ways.
- Be positive role models, who treat each other with respect and are willing to forgive and be forgiven.

(Education)

- As teachers, to be both inspirational and creative so that every child's achievements are recognised and celebrated and that they are encouraged to become independent learners.
- To provide a safe and happy learning environment so that every child feels valued and secure within our school family.
- To encourage regular communication with parents by creating a positive and caring support network for the extended school family.

(Community)

- To join with the parish and local community to celebrate special occasions throughout the year.
- To enhance the curriculum by uniting as one all of the generations in the community and fostering mutual respect.
- To provide opportunities for the children to visit places of interest and experience a range of different cultural events in order for them to gain a better appreciation of the world around them and to 'fire' their own aspirations.
- To participate in charitable activities and be able to empathise with the needs of others.

ATTENDANCE POLICY- SOCIAL MORAL SPIRITUAL and CULTURAL EDUCATION (SMSC)
ATTENDANCE IS AN IMPORTANT PART OF PERSONAL SOCIAL AND CITIZENSHIP DEVELOPMENT

Our school programme promotes both personal development and contribution at school, local, regional, national and global levels.

Jesus is always there; make sure you are.

PARENTS ARE ASKED NOT TO BOOK HOLIDAYS DURING TERM TIME

ATTENDANCE IS NOT OPTIONAL: *The Effects Of Poor Attendance*

Research has shown that:

- Absence is damaging: it breaks the continuity of learning and as a consequence children miss important work and underachieve
- On returning to school, poor attenders suffer a loss of confidence due to the fact that they are unable to understand the work and that this loss of confidence can lead to attention seeking through disruptive behaviour and behavioural problems
- Poor attenders' friendship groups shrink and eventually close, leading to further isolation
- Regular attenders are affected when absentees return through the diversion of teacher time and class disruption
- Regular attenders feel irritated by the absences of poor attenders

ATTENDANCE IS NOT OPTIONAL: *Our Strategies to Ensure Good Attendance*

- LEAVE OF ABSENCE: The Education Regulations 2013 made clear that schools cannot grant any leave of absence during term time unless "exceptional circumstances" exist.
 - For the purposes of absences EXCEPTIONAL has been defined as RARE, SIGNIFICANT, UNAVOIDABLE AND SHORT.
 - UNAVOIDABLE has been defined as "cannot reasonably be scheduled at another time" i.e. in the 175 days, including holidays and weekends that children and families have to spend together.
 - Therefore if an event can reasonably be scheduled in these 175 days it will not be authorised.
 - Absence during term times for holidays is therefore not considered an exceptional circumstance.
 - Absences during term time to visit family members are also not considered exceptional circumstances.
 - Partial absences for medical appointments will only be authorised on production of a valid appointment card or letter.
 - Children will not be released early without a valid appointment card or in other circumstances without the permission of the Headteacher.
 - Early release on a regular basis will only occur with prior permission of the Headteacher and the request being made by an authorised third party.
 - Absences to visit an ill relative or attend a wedding of an immediate family member or a funeral are considered exceptional circumstances. Although schools are required to take into account a pupil's previous record of attendance.
- FIRST DAY CONTACT is central to dealing with attendance problems at an early stage.
- If there is no contact or explanation on the first day of absence, the school will attempt to contact the parent by telephone
 - Unsuccessful attempts to contact the home will be recorded
 - If there is no response the absence will be recorded as unauthorised
 - An absence will be considered as authorised if parents/carers provide an acceptable explanation by telephone, note, letter or verbal message
 - The reason for absence must be as specific as possible (ie headache, eye infection rather than sick or unwell)
 - If a child's attendance falls to 90% and the absences are recorded as due to illnesses the school will request a Doctor's note for all subsequent reported illnesses.

ESCALATION PROCEDURES.

Whole school attendance target should be 97%. Children with attendance between 91% – 96% will be closely monitored by school and the Education Welfare Office (EWO). Children with attendance 90% and below, will be referred to the EWO with a risk of a penalty fine.

PERSISTENT ABSENCE (PA).

This is a child who has missed 10 or more sessions in one half term, regardless of whether the absences are authorised or not. These pupils are monitored closely by school and EWO.

PUNCTUALITY IS AN IMPORTANT PART OF PERSONAL SOCIAL AND CITIZENSHIP DEVELOPMENT

- Our school day begins at 9am
- Children arriving late are required to go to the office where this will be recorded and monitored.

THE EFFECTS OF LATE ARRIVAL TO CLASS

Arriving 5 minutes late each day:

- 5 days a week = 25 minutes lost learning time a week
- 39 weeks a year = 16 hours and 15 minutes lost learning time a year
- 7 years in our school = 113 hours and 45 minutes learning time lost

WHY PUNCTUALITY IS SUCH A GOOD THING

Being on time:

- Gets your child's day off to a good start so he/she can settle straight into the school day
- Sets positive patterns for the future
- Leads to good attendance
- Leads to better achievement
- Leads to understanding that school is important and education is valuable

WHY LATENESS IS SUCH A BAD THING

Being Late:

- Gets your child's day off to a bad start
- Disrupts the lesson for everyone
- Can place your child in an embarrassing situation as other children notice and comment upon them being late
- May lead to your child feeling confused all day! He/She will have missed out on vital instructions, information and bits of news at the start of the day
- Creates a bad habit that be hard to break and can lead to the poor attendance – If your child thinks that it is okay to be late for school they can soon think it's okay not to go to school at all!

WHAT TO DO IF YOU HAVE A PROBLEM GETTING YOUR CHILD TO SCHOOL ON TIME

- Talk to your child
- Talk to the school and ask for help – remember it's better to get help early on to stop little problems from becoming big ones!