



## **Sacred Heart Catholic Primary School & Nursery**

### **Attendance Policy September 2016**

*Living, learning and loving happily together with Christ at the centre*

Good attendance at school and taking part in learning is fundamental to ensuring that our children become successful learners, confident individuals and establishes a positive working ethos from an early age.

Parents and carers are by far the most important influence on children's lives and learning and it is parents and carers who are responsible for making sure their child is educated.

This booklet is for parents or carers of children who go to our school and it explains your responsibilities as a parent when it comes to your child's attendance at school.

#### **Expectations**

The responsibility for good attendance is shared between school, parents and pupils but it is imperative that we work together to deal with any problems that may lead to non-attendance.

#### **The expectations for school are to:**

- provide a safe learning environment;
- ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis;
- follow up all instances of poor attendance and punctuality;
- work in partnership with parents and carers; and
- reward punctuality and good attendance.

#### **The expectations for parents are to:**

- ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn;
- inform school as soon as possible on the first day of absence, of the reasons for their child's absence from school;
- inform us of any personal or family issues that may affect attendance or punctuality and maintain regular communication where necessary; and
- ensure that the school are informed of any changes of contact details.

#### **The expectations for pupils are to:**

- attend school and all of their lessons regularly and punctually;
- remember to hand any note giving reasons for absence to the relevant person; and
- be ready to learn.

## **DOORS OPEN**

School doors open at 8.50am. Pupils may enter the building at that time.

Pupils should not arrive at school before 8.30am without supervision. If it is raining children will be allowed into the school from 8.40am.

## **Registration**

- Registers are called at 8.50am and 1.15pm
- Morning registers are returned to the school office by 9.00am and will close at 9.10am.
- **Any pupil arriving after closure of register [9.10am or 1.20pm] will be marked absent for the whole of the session; this is recorded as an unauthorised absence.**
- Registers are marked in accordance with DfE guidance.

## **LATENESS**

Any pupil arriving after 9.00am or 1.15pm should report to the Office.

## **FOLLOWING UP LATENESS**

Parents, whose children are regularly late for school, will be contacted by a member of school who will work with the parent(s) to bring about an improvement in punctuality.

## **First Day Response**

- Sacred Heart Catholic Primary School uses First Day Response.
- We contact any parents who have failed to report their child absent by 9.30am; these calls are logged and monitored by the Attendance Improvement Officer (A.I.O.).
- At times, the School may refuse to authorise an absence even if reasons are given.

## **Truancy**

- Sacred Heart Catholic Primary School works with parents, pupils and staff to reduce truancy.
- The school works with other appropriate professionals to ensure that truancy by individual pupils does not occur.
- Parents will be contacted if the school is concerned that a child may be truanting.

## **Term Time Holidays**

- The School discourages parents from taking family holidays during Term Time.
- Any planned absence due to a family holiday **is unauthorised**.

## **Fixed Penalty Notices**

- At Sacred Heart Catholic Primary School we work with parents and ask that they work with us to address any attendance problems.
- If a pupil has at least 15 sessions (half day = 1 session) unauthorised absence in a term (including unauthorised holidays), the Head Teacher will seek advice and may ask the LEA to issue a Penalty Notice. The Penalty is £60 if paid with 28 days of receipt of the Notice, rising to £120 if paid after 28 days but within 42 days. If the Penalty is not paid the LEA may prosecute the parents for their child's irregular attendance.

## **Rewards**

- Sacred Heart Catholic Primary School rewards good attendance termly and annually.
- 100% Attendance and Excellent Attendance certificates are awarded termly.
- Hertfordshire Attendance certificates are awarded for 100% and outstanding attendance over the whole year.
- The School also rewards children who make significant progress in addressing attendance issues and lateness.

## **Working with the Attendance Improvement Officer (A.I.O.)**

- Sacred Heart Catholic Primary School works in partnership with the allocated A.I.O. to improve attendance for individual pupils and the whole school.
- Designated pastoral staff meet the A.I.O. on an agreed schedule.
- The School works with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the A.I.O., the School will make a formal referral to Children, Schools and Families.

## **Publication of Information**

- Parents, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis.
- The School shares information on individual pupil's attendance as necessary with parents, pupils and staff.