

## St. Mark's Catholic Primary School

**'Proudly and Joyfully we Love, Live and Learn as God's Children'**



## Attendance and Punctuality Policy

Proudly and Joyfully We Love Live and Learn as God's Children

The Equality Act 2010 is recognised and embedded in our school values.

- We teach children to understand others, promote common values and to value diversity, to promote human rights and of the responsibility to uphold and defend them and to develop the skills of participation and responsible action.
- We ensure equal opportunities for all to succeed at the highest possible level, removing all barriers to access and participation in learning and wider activities and eliminating variations in outcomes for different groups.
- We provide a means for children, young people and their families to interact with people from different backgrounds and build positive relations including links with different schools and communities, locally, across the country and internationally.

### Every Day Counts

#### Some Attendance Facts

- Attending school everyday 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 everyday is the same as being absent for 2 weeks a year.
- Being 30 minutes late everyday is the same as 19 days absent a year.

St. Mark's Attendance policy has the following principles;

- On the first day of absence parents should inform the school by phoning the office **no later than 9:00 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 **and EWO**
- Attendance is analysed weekly by the attendance team and the EWO 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 EWO i.e. telephone call to parents, home visit, school meeting etc.
- School will follow DfES guidelines (can be viewed on [www.education.gov.uk](http://www.education.gov.uk)) to decide if an absence should be authorised.
- Persistent lates (ten in a term) will be monitored and letters sent to parents. If no improvement is made the EWO will be informed.
- Regular late gates are carried out where families who arrive late are greeted by the EWO to discuss reasons for lateness and also provide advice to families to prevent lateness from reoccurring.

- A child arriving after the bell is marked as late and after register closes at 9.10am will be marked as absent with the U code ***which is an unauthorised absence.***

### Children missing

The attendance team at St Mark's follow up each absence on a daily basis.

In the unlikely event that we are unable to contact a family over a reasonable period of time, to ascertain where the absent pupil is, we will take the following procedures:

- EWO will carry out a home visit and other diligent enquiries, in order to make contact with the family
- If this is unsuccessful then the EWO/School will refer the matter to the Local Authority and any other agencies as appropriate in order for more extensive enquiries to be made.
- Following guidance from Birmingham LA and in accordance with The Education (pupil registration) Regulations 2006, we will then remove the pupil/s from roll.

### 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 :***

- ***Visiting relatives even in circumstances where relatives are seriously ill***
- ***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***

Government and LA guidance September 2013. (DFE website)

PARENTS ARE URGED NOT TO TAKE FAMILY HOLIDAYS IN TERM TIME  
Fixed penalty fines may be issued or court action taken.

IF YOU HAVE ANY CONCERNS ABOUT YOUR CHILD'S ATTENDANCE OR  
PUNCTUALITY CONTACT THE SCHOOL

Agreed by Governors: June 2017

Reviewed: June 2018