

St. Raphael's Catholic Primary School - Pupil Attendance Policy

"May God's light shine in our lives as we care, share and learn together."



Purpose of this policy

This document is a statement of the aims, principles and strategies for monitoring pupil with the aim:

- To improve attendance
- To reduce unauthorised absence
- To improve punctuality
- To regularly monitor attendance levels within individual classes and across the whole school.
- To inform parents where attendance gives cause for concern.

Agreed Procedures

- The teacher will complete the register every morning before 9.10am and every afternoon before 1.10pm in EYFS and 1.25pm in Years 1-6.
- A member of staff will greet parents and children each morning at the school gate and be a first point of contact for messages.
- It is expected that school will be contacted on first day absence. A book for recording telephone messages of children's absence is kept in the office. The messages are relayed to the appropriate teachers and, if deemed so by the headteacher, will be recorded as an authorised absence although the parents are also expected to put the reasons in writing on return.
- If school is not contacted the school office team will ring parents to enquire for reason of absence.
- The administration team and inclusion officer calculate the % attendance of each class and a list of any pupil whose attendance is under 94% at least termly which will be reported to the HT.
- Following this, the headteacher will instruct the class teacher, the attendance officer or Inclusion Manager to contact parents regarding this.
- This will then be followed up with a letter to parents raising concerns about attendance and inviting them for a meeting.
- As a consequence of this, the child's attendance will be reviewed at least once a month to see if there needs to be a referral.
- Where there is serious cause for concern, the involvement of the Education Welfare Officer should be considered.
- At the end of each academic year a certificate is awarded for 100% attendance.
- If a teacher is concerned about individual children's attendance, it is brought to the notice of the headteacher who will determine if action is necessary.
- Governors will monitor the attendance of pupils through the information in the Headteacher's Report.
- The Governing Body will not authorise absence during term time except in exceptional circumstances.
- Each application is judged on its own merit by the Governing Body and therefore any discussions with parents will centre on that application.
- The definition of exceptional is, "Being an exception; uncommon, deviating from the norm." Therefore, most parents would not apply for this during their children's time in school and, if they did, it should happen no more than once, or twice.
- The governors have confirmed that they will follow statutory guidance and any unauthorised absence may result in a fine as outlined to parents in newsletters and the term dates.

Monitoring this policy

By asking the following questions the school is able to regularly monitor the effectiveness of this policy:

- Is the attendance figure at 97%?
- Are registers up to date and in at the office on time?
- How often do children stay on the watched attendance list?
- Are the attendance of all groups of children at a good standard?
- What is the percentage of unauthorised absences and is this being followed up?