



Abbey Catholic Primary School



Attendance Policy

Updated: 15 February 2018

Next Review Date: **October 2019**



BASIC PRINCIPLES

'There is a clear link between poor attendance at school and lower academic achievement.'
(Dfe 2012 Report by Charlie Taylor)

The onus of ensuring that children attend school regularly and remain in school during normal opening hours lies with the parents. (This includes anyone who may not be the actual parent but who has parental responsibility for the child or anyone who has care of the child).

Parents are responsible for ensuring that their children arrive on time at school, properly attired and in a condition to learn. Parents are also expected to instil in their children a respect for education and those who deliver it and to impress upon them the need to observe the school's rules and codes of conduct and to reinforce this through discipline in the home.

The school will strive to support the parents in their legal obligations and to investigate problems which may lead to non-attendance. Unjustified absences will not be tolerated. The school will remind parents in the school newsletter about their legal duties and the risk of prosecution if they should fail in these. It will be made clear to them that if their children do not attend school on a regular basis their learning becomes fragmented and they become educationally disadvantaged.

Displays outside school and weekly newsletter information to parents stress the importance of regular good attendance. Excellent attendance is celebrated by school through awarding termly certificates.

NOTIFICATION OF AN ABSENCE

If a child needs to be absent from school it is the parents' responsibility to inform the school of their child's absence on the first morning they are away. The school should be notified of the exact reason for the absence by leaving a message on the school answering machine 0121 373 1793 Option 1. This **also** should be done for **each** day your child is absent.

If a child is absent, with no reason reported, then a text message or phone call will be made to the parents to establish the child's whereabouts. Parents should contact the school with an update as soon as possible that day.

In line with Birmingham Safeguarding Children Board's guidance Spring 2018 – If a child is having recurrent absences which may be reflective of either an undiagnosed medical condition or possible safeguarding issue, school may call for close working with the GP Practice.

If your child is absent from school due to illness for 5 or more consecutive days school may require medical evidence for this absence to be authorised.

Medical evidence can be: copy of prescription, prescribed medication, hospital letter, surgery slip with child's name, date and surgery stamp signed by receptionist, doctor's medical certificate or letter.

If your child's attendance is below 90% then medical evidence (as detailed above) may be required to authorise absences, for 3 or more (non-consecutive) days within a 4 week period.

If it is not possible to provide medical evidence, absence will remain unauthorised and parents will be required to attend a meeting with our Attendance lead.

In the case of a child with a known medical diagnosis consideration will be given in the application of the above policy.



Parents do not have any rights to take children on holiday in term time.

Leave of absence must be requested in advance to the head teacher. This can only be granted by the headteacher for **exceptional circumstances**. Requests must be submitted in writing and

parents will receive a written response from the school. A Leave in Exceptional Circumstances Form is available from the school website or school office.

REGISTRATION PROCEDURES IN THE ABBEY CATHOLIC PRIMARY SCHOOL

A class attendance register is marked at the beginning of the morning and afternoon sessions. The school is then required to indicate whether the absences recorded in the class registers are authorised or unauthorised.

School gates are opened at 8.40am and closed promptly at 8.55am. Any children arriving after this time will be given a slip which records them as present in school and marked on the register and also notifies the parent that they have arrived late to school. Learning in class starts at 8:45am - do not disadvantage your child by sending them in at the last minute.

If your child arrives after 8.55am they must be signed in via the middle gate entrance. Arrivals after 9.10am must be signed in via the school office.

SAFE and WELL CHECKS

Sometimes visits to homes to investigate a pupil's absence will be carried out. Two members of staff will visit the home and they will inform the school office of the address of the house that they are attending.

If school are unable to contact parents safeguarding actions may be carried out.



Procedures for monitoring attendance *including persistent non-attendeess*(those with attendance figures below 90%).

