
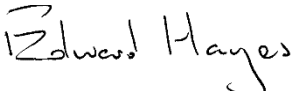


Sacred Heart Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



ATTENDANCE POLICY

Policy Date:	09/05/2020		Kate Hayles Head Teacher	
Policy Review Date:	09/05/2022		Edward Hayes Chair of Governors	

CORPUS CHRISTI CATHOLIC ACADEMY TRUST

Sacred Heart Catholic Voluntary Academy

ATTENDANCE POLICY

Attendance

The school has a major role in monitoring levels of attendance and punctuality and in creating the appropriate climate in the school to foster regular attendance and excellent timekeeping all of which the school believes promotes a basis for each child to achieve their potential.

We take our responsibilities seriously and carefully record all absences and lateness.

Parents are asked to notify the school on the first day of any absence, either by personal call, by email, by telephone message or by sending a note with another child. If the school has not been notified of an absence by 9.30 am the school secretary will telephone home to reassure us that a child is safe with a responsible adult.

Regulations state that if the school is not informed by parents of visits to the doctor, dentist, illness, holidays etc. then these absences automatically become unauthorised. It is therefore essential that any reasons for absence (even short absences) be given.

The school keeps records of all authorised and unauthorised absences.

The Headteacher and all members of staff monitor attendance closely and any irregular attendances or children who are away from school for more than a week through illness or hospital attendance are brought to the attention of the Headteacher.

Following these discussions, all children who are identified as a concern in terms of attendance are noted by the Headteacher. These are usually children with attendance levels less than 90%. The Headteacher, after further consultation with the relevant member of teaching staff or SMT will make contact with the parents/carers of the child/children concerned to request an informal meeting to see how the school can support the parents/carers in improving attendance.

The school is very aware that issues of attendance are sometimes due to factors beyond the control of parents or carers, such as long term illness or hospitalisation and the school is committed to working with parents to limiting the impact of these events on the development of individual children. However, where attendance is due to factors within the control of parents or carers the school will seek to establish an agreed plan of action to improve patterns of attendance.

Should this plan not have the desired impact or if, during discussions with parents or carers, the Headteacher identifies wider issues of concern, then the process will be formalised by the Headteacher wanting to outline the concerns and the required action needed. Where it is deemed appropriate to refer a problem to the Education Welfare Officer (EWO), a referral form is completed giving details of the nature of the problem, any difficulties and action already taken by the school.

At all times, the school and EWO will seek to work together with parents to respond to the issues identified. In certain circumstances, other agencies such as the school Doctor / Nurse may be called on to support the process.

The school is committed to ensuring that parents and carers are fully involved and informed about every stage of these processes. Organisations concerned with issues of

attendance will not contact parents/carers before the school has raised the issue of concern itself, unless there are extreme circumstances and it is judged that this would be in the child's best interest. This approach has been very successful in helping the school and parents to work together to ensure that the welfare and development of all children in our care is supported.

Punctuality and Collection

Parents are requested to ensure their child(ren) arrive on time for school as poor attendance and lateness disrupt the education of the individual and other members of the class.

Children arriving late enter the school via the front entrance. The school receptionist notes down in the signing in/out book the names of any latecomers, date and time of arrival and any reason given for lateness. This also ensures an accurate record in case of fire or other emergencies on the premises. The book is kept in the school office and parents are asked to make sure an entry is made should they bring or collect their child at other than the normal school times.

The class teacher records lateness in the class register.

On the occasions when the school has been informed in advance of late arrival due to a doctor, dentist or hospital appointment for example, the reason is recorded by the clerical staff on a form in the class register, to inform the class teacher why a child is absent.

Persistent late coming will result in parents being invited to discuss the reasons with the Headteacher and any further late coming may involve a meeting with the Headteacher and the Chair of Governors and may result in a referral to the EWO (Education Welfare Officer).

A record is also kept in the school office of any children who are collected late at the end of the school day at. After approximately 10 minutes a telephone call is made to parents/carers to determine if there is a problem or how quickly the child can be collected.

Family Holidays in School Time

The school does not permit the taking of holidays in school time.

Leave of Absence

Parents seeking permission to take a child out of school for other reasons should request this in writing.

The Headteacher and Chair of Governors will consider each case in light of the individual circumstances and decide whether the reason given is exceptional.

Changes to the Authorisation of Term Time Absence

The following changes came into force at the beginning of the Autumn Term 2013

From 1st September 2013, the reference **in law** to Headteachers being able (at their discretion) to agree up to 10 days of leave of absence **will be removed**.

Instead, the legal reference will be amended and will mean that schools should not authorise leave of absence unless:

- The Headteacher and Chair of Governors consider that there are exceptional circumstances relating to the applicant **AND**
- An application has been made in advance by the parent.

Any family holidays taken during term time could result in a penalty notice being issued from Leicester City Council.

Penalty Notice

- £60 per child, per parent if paid within 21 days of receipt of the notice and
- £120 if paid within 28 days.

Please be aware that the local authority can issue the penalty if the school obtains evidence that a holiday has been taken.

As a result of this change in law the Trust Board of Corpus Christi Catholic Academy will be amending the policy. From September 2013 **no** holiday will be authorised unless the Governing Body consider the request to be an exceptional circumstance.

School holiday request forms will no longer be available from the office; instead you will need to request a meeting with the Headteacher and Chair of Governors. At the meeting they will decide whether the reason given is exceptional.

No holiday will be authorised unless the meeting has been requested and taken place. Please be aware the school can only authorise holiday for exceptional circumstances even if your child's attendance otherwise is good.

It is a requirement in "The Educational School Attendance Targets (England) Regulations" that "the Governing Body shall set an (attendance) target and submit it to the local education authority."

- The school's current target for pupil attendance is 96%, which is very high and reflects the importance that the school and parents attach to regular attendance.