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## School Mission Statement

Our Mission at St. Anne's is to Live love and learn together with Christ, whilst, providing a loving, caring atmosphere enabling each child to develop intellectually, socially and spiritually. As a Catholic school the foundation of all we do is based upon Christ and His Gospel values of Love Peace and Justice.

We will strive to ensure that the members of our community are happy and fulfilled in their lives at school.

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## St Anne's Catholic Primary School Policy on Attendance

### Introduction

This policy has been developed in order to promote the best attendance at St Anne's School.

The school, alongside the Local Authority, firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

All children may sometimes be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence from school has to be classified by the school, (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

**Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.**

**Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:**

- Parents keeping children off school unnecessarily (i.e. birthday treat, shopping trip etc.)
- Truancy before or during the school day
- Siblings being off school when another sibling is ill
- Absences which have never been properly explained

- Children who arrive at school very late without good cause (very late 45 minutes after the session begins). Repeated lates will now attract fines (as per holidays).
- Holidays in term time (please see guidance below)

## Expectations

### ***We expect that all children will:***

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;
- according to their age and maturity be able to discuss with their class teacher, or another responsible adult, any problems that deter them from attending school.

### ***We expect that the child's family will:***

- make sure their child arrives at school and is collected at the appropriate times (from 8.45 a.m. and at 3.25 p.m.);
- make sure their child arrives healthy, dressed in school uniform and properly equipped for school; not take holidays during term time;
- contact the school on their child's first day of absence and notify the cause of absence;
- encourage regular school attendance and be aware of their legal responsibilities;
- contact the school promptly whenever any problem occurs that may keep the child away from school.

### ***The school staff will:***

- keep regular and accurate records of attendance for all pupils, at least twice daily;
- monitor every pupil's attendance;
- contact parents as soon as possible (before 9:15am on first day of absence) when a pupil fails to attend where no message has been received to explain the absence;
- follow up all unexplained absences to obtain notes authorising the absence,
- encourage good attendance
- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the Local Authority's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to the Education welfare.

## Leave of Absence Form

This form is used to apply for authorised absence from the school which is known about in advance. This may include important family occasions such as a wedding (1 Day) or funeral occurring during school time. The length of absence should be reasonable and suitable to the occasion. Leave of absence is only granted in exceptional circumstances. Saving money on a holiday is not an exceptional circumstance.

## Holidays

The school holiday dates are published in advance of the school year and we strongly advise parents/carers to book their family holidays during the school holidays. Holidays during term time will not be authorised. If you feel you have a case for exceptional circumstances, then please contact the school office to obtain a form. Cheaper holidays are not an exceptional circumstance. It is the school policy to submit all unauthorised absences to the LA and they will attract a fine.

## Encouraging Attendance

St Anne's School encourages regular attendance in the following ways:

- by committing to its Mission Statement;
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- • by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded. An unauthorised absence will be given to children arriving 45 minutes after the beginning of a session. The late pupil's name recorded in the register by admin staff as late in case of a fire drill;
- by publishing attendance information in children's reports, school brochure and school profile;
- • by celebrating good and improved attendance; Rewarding pupils for regular attendance.
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education welfare if the irregular attendance continues.

## Responding to - attendance

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 9:15am the school will endeavour to contact the parent or carer,
- If there is no response, the school will continue to try to contact the parent/carer by telephone and if concerns persistent and the child remains unaccounted for, then school staff will make a home visit. If by the end of the second day, there has still been no contact made, the school may contact outside agencies, especially if this behaviour is unusual.

If non-attendance is persistent then the school will inform parents that if the absence persists that a referral will be made to the Education welfare.

- Failure to comply with the expectations set by the EWO may result in further action, an application for an Education Supervision Order, or court prosecution.

## Changing Schools

It is important that if families decide to send the child/children in their care to a different school that they inform St Anne's school staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school; • the new home address, if it is known.
- The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education welfare.