



Attendance Policy

September 2022

MISSION STATEMENT

Our Parish School of Our Lady of Lourdes welcomes everyone in the community, to share with us the joys of our Catholic Faith.

We worship, learn and play together in the love of Jesus, helping one another to become the people God has created us to be.

1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 1995 the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the headteacher.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 Reporting Absences

- 3.1 If your child is unable to attend school parents are expected to contact the School Office by no later than 9.30am to explain the child's absence. This should be followed up with a letter to the Headteacher either on the following day, or on their return to school.
- 3.2 If a child has been sent home from school as a result of vomiting and / or diarrhea, there should be a symptom-free period of twenty-four hours before their return. This should also be the case if a child presents with these symptoms before the start of the school day.
- 3.3 Any child with a fever (high temperature) should not attend school until their temperature returns to normal without the aid of medication. In children under five, a fever is a temperature over 37.5C (99.5F). In children five and over, a fever is a temperature of 38C (100.4F) or over.

4. Unreported absences

- 4.1 If a child's absence is unreported the class teacher will record the absence in the register, and the school office will monitor this.
Parents will be contacted in the event of periods of prolonged absence.
- 4.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence.
- 4.3 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

5 Requests for leave of absence

5.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are very exceptional circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a family funeral. We expect parents to contact the school in advance, but normally this request will be granted.

5.2 Parents must take their family holiday in the normal school holiday periods.

6 Long-term absence

6.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

6.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

7 Unauthorised absences

7.1 If a child has unauthorized absences, the parents or guardians will be asked to visit the school and discuss the problem. The school may contact the LA support services who will then meet with the parent or guardian to ensure that the parents or guardians understand the seriousness of the situation.

7.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

8 Rewards for good attendance

8.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special gold certificates for any child who has 100 per cent attendance for a whole year.

9 Attendance targets

9.1 The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The attendance targets are then agreed with the LA link inspector as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

10 Monitoring and review

10.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.

10.2 The school will keep accurate attendance records on file for a minimum period of three years.

10.3 The rates of attendance will be reported in the school prospectus, and in the annual governors' report.

10.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardian.

10.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.