

ST JOSEPHS CATHOLIC PRIMARY SCHOOL

SCHOOL ATTENDANCE POLICY

Extract from mission statement:

“It is the Mission of St Joseph’s School to ... look to the development of the ‘whole’ person paying attention to all aspects of development”

School Aim:

To “provide an education which offers a broad and balanced curriculum to all pupils, paying attention to the individual child”

Rationale:

Registered pupils of compulsory school age are required by law to attend school. Regular school attendance should enable pupils “to take full advantage of educational opportunities available to them in law”

School Attendance DFEE

Aims:

1. To expect regular attendance and so maximise attendance rates
2. To discourage lateness
3. To inform parents of their responsibilities for pupil attendance at school
4. To work with Education Social Workers to promote regular attendance

Objectives:

1. Registration
 - The school will maintain and keep admission and attendance registers in accordance with DfEE and Bradford LEA guidelines
 - Registers will be marked at the beginning of both morning and afternoon sessions
 - Distinction will be made between authorised and unauthorised absence
 - Regulations regarding the marking of registers apply to nursery
2. Pupil Absence
 - School expects notification from parents about pupil absence, either by telephone or text on the first day of absence (tel 01274 727970) Text (288903)

- If parents give explanations for absence which the school considers unacceptable, these absences will not be authorised
 - The governing body delegate the power of granting leave for absence to the Head teacher
 - Leave for exceptional circumstances must be applied for using the request form after which a meeting with the Headteacher will be arranged.
 - Letters will be sent to parents of children who are absent for regular or prolonged periods. After 20 days unauthorised holiday, if your child does not return to school they will lose their place on roll.
 - Children who have unbroken attendance for a half term will receive a certificate.
3. Late Arrival
- Registers will be open from 08.55am to 9.10am. Arrivals after this time will receive a late mark
 - Arrivals after 9.30am will be marked absent for the morning session
 - Monitoring of later arrivals will be made by the class teachers and office staff.
 - Letters will be sent to parents of children who arrive late on a regular basis.
4. Notification of LEA
- When pupils fail to attend regularly or if a pattern of absence is showing, the school will send standard letters home to parents and make home visits.
 - If attendance continues to be unsatisfactory referral to the ESW will be made
5. Information to parents about their statutory responsibility regarding pupil attendance will be communicated through the school website and school newsletter
6. The school will publish specified attendance data in the school prospectus
7. The governors will publish attendance data in their annual report
8. The governor's annual report and the website will show dates of the beginning and end of each term and half term holidays for the next school year
9. Pupils who are excluded from school will have their absence authorised. The school will set work for the pupil for the period of exclusion.