

Attendance and Punctuality Policy

SS John & Monica's Catholic Primary School

Mission Statement

'At Ss John & Monica we learn through the example of Jesus to Love, Respect, Understand and Value each other.'

Rationale of this Policy

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. SS John & Monica's Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school. For these reasons the staff have created a set of procedures and practice which we hope will create an ethos whereby children want to be in school and know the reasons why non attendance is not acceptable.

We aim to work in partnership with pupils, parents, staff, governors, the Educational Welfare Service and the Local Authority to ensure that all children reach an optimal level of attendance and secure their long term educational and life skill prospects. We take issues on non attendance and poor punctuality very seriously and will work within the parameters of the law as provided for us by the Local Authority legal team to ensure that a child's right to an education is maintained.

School Attendance is a Safeguarding and Child Protection issue. The school will investigate all absence and will make referrals to Children's Advice Support Service (CASS) and the Missing Child Team if we have concerns about the welfare and location of any pupil at this school.

This policy seeks to ensure that all parties involved in the practicalities of school attendance and punctuality are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Legal Requirements

The Education (Pupil Registration) (England) Regulations 2006 apply to all maintained schools, academies, studio schools, free schools and independent schools.

It is a legal requirement that schools will:-

- Be open to all pupils for 380 sessions each school year (This is the same as 190 school days – morning is one session and afternoon is one session)
- Maintain attendance registers (either manual or computerised) in accordance with the relevant regulations. At SS John & Monica's we maintain computerised registers.
- Accurately record and monitor all absenteeism and lateness.

- Clearly distinguish between absence which is authorised and absence which is unauthorised according to criteria laid down by the DfE (schools should remind parents that it is the decision of the Head teacher as to whether or not an absence will be authorised).
- Submit termly absence returns through School Census and publish information relating to levels of attendance and absence and include details of these in the school's prospectus and annual report.
- Set annual targets to reduce absence and submit these targets in accordance with the relevant regulations.

The school is committed to increasing attendance each year and maximising opportunities for pupils to excel. AS part of this commitment we set challenging but achievable targets for children and families for their school attendance.

SS John & Monica Catholic Primary School has had attendance targets of

95% for the year 2011 – 2012

96% for the Year 2012 – 2013

96.5% for the year 2013 – 2014

97% for the year 2014 – 2015 and

97.5% for the school year 2015/2016

97% for the school year – 2016-17

Current Legislation about Attendance

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Head Teachers to grant a leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Head Teachers could also grant extended leave for more than ten school days in "exceptional circumstances". Neither "special" nor "exceptional" circumstances were defined in the regulations.

From 1st September 2013, amendments to the Regulations have removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may **NOT** grant any leave of absence during term time unless there are exceptional circumstances. This places the Regulations in line with Birmingham's previous guidance. In addition, the Head Teacher is the person who determines the number of school days a child can be away from school if the leave is granted. At SS John & Monica's we remain determined to support pupil education by following this guidance to the letter. Further updated guidance received from Birmingham City Council in respect of Leave in Term Time requests that legal action be taken in conjunction with the Spotlight Campaign as part of a holistic approach to achieving excellent attendance.

The Regulations regarding deletion from roll, however, remain unchanged.

What is the Impact of Time Off and Poor Punctuality?

Days off school add up to lost learning!

The year is split into days when you should be at school and days when you should not...

Days in School	Days off School
190	175

As you can see, this leaves 175 days to spend with family, on holidays and attending medical appointments. Non urgent appointments should ALWAYS be booked for outside of school

hours. Pupils are registered two times each day and each mark counts towards their % of attendance. It is important the parents understand that pupils who are late after the register closes are also regarded as absent from that session – this has massive implications for pupils who are not on time for school each day.

Once a child has had 10 days off school, their attendance drops to 95% and they will have missed 50 – 60 hours of lessons depending on whether they are infants or juniors.

Over time the impact of these lost days is significant. Attendance of less than 95% (i.e. absences of 9.5 school days or more out of the 190 pupil days in the school year) is shown to compromise pupil attainment. At 90% attendance pupils miss the equivalent of almost 4 weeks education (19 school days) and only 10% of pupils who are persistently absent from school achieve 5 A-C grades at GCSE.

This is our aim at SS John & Monica's...

GREEN	97.5 – 100% attendance	Excellent! Fantastic attendance ☺
YELLOW	95 – 97.4% attendance	Super Effort! You are trying hard to be in school ☺
RED	Less than 95%	Danger Zone! You are missing a lot of learning time ☹
	Less than 90%	Persistent Absence requiring formal intervention ☹

Please note that the Government changes the regulation about Persistent absence in 2015. Pupils who are away from school for whatever reason, for 10% of their timetable, they are regarded as Persistent Absences and the school has to involve other agencies.

Being late adds up to lost learning too!

If you are 5 minutes late everyday you will miss 3 school days in one year.

If you are 15 minutes late everyday you will miss 10 school days in one year.

If you are 30 minutes late everyday you will miss 19 school days in one year – the equivalent of nearly 100 hours of learning.

You need to be on time for school with all of the correct equipment to ensure you get the most from your learning opportunities at SS John & Monica Catholic Primary School.

The policy will aim to raise and maintain levels of attendance and punctuality by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising the awareness of the importance of a differentiated and relevant curriculum so that parents and pupils understand how exciting school can be and what advantages there are to being in school every day.
- Ensure that children's concerns about racism and bullying are taken seriously so that children feel their needs are being met and some of the serious causes of non attendance can be caught early.
- Promoting opportunities to celebrate and reward pupil's successes and achievements.
- Raising awareness of the importance of good attendance in PSHE and Citizenship lessons.
- Ensuring that attendance is monitored effectively at all levels and reasons for absences are recorded...promptly and consistently.

- Ensuring that staff know, understand and follow the set procedures about registration. The registers are legal documents and must be completed correctly.
- Maintaining an attendance board in a visible area of the school so that children and visitors can see how well they are doing at hitting attendance targets.
- Promoting the need for good attendance with parents and carers so that they understand the need for consistent attendance and support their children in attending school everyday.
- Raise the profile of punctuality among pupils and parents so that they understand how punctuality can affect attendance figures.
- Ensure that clear attendance information is regularly communicated to parents through the school prospectus, through newsletters, through parents' evenings or through other media; (parents will be specifically reminded of their legal responsibilities for ensuring their children's regular and punctual attendance).
- Make provision for first-day of absence contact, particularly in relation to pupils who are known to be poor attenders or who might otherwise be considered to be at risk.
- Stress to parents the importance of continuity of learning, particularly in relation to family holidays during term-time (The Head Teacher will NOT authorise any holidays taken during term time and children who take unauthorised holidays in term time and fail to return in good time risk losing the school place for their child).
- Involve and identify a role for governors.
- Identify a key senior member of staff with overall responsibility for attendance.

Responsibilities of Parents

Parents are responsible in law for ensuring that their children attend the school at which they are registered regularly, on time, properly dressed and in a fit condition to learn.

The Government says:

"You must make sure your child gets a full-time education that meets their needs (eg if they have special educational needs). You can send your child to school or educate them yourself. Children must get an education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. If your child is unexpectedly missing from school and the local council thinks you're not giving them home education, you'll be contacted by the school or the council's educational welfare officer. They'll contact you even if your child is only missing for a day."

Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:-

- Take an active interest in their child's school life and work. To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS or the times of literacy and numeracy lessons.
- Attend parents' evenings, SEND Reviews and other school events.
- Ensure that their child completes his/her homework and goes to bed at an appropriate time so that they are alert and ready to learn.
- Be aware of letters from school which their child brings home. Normal school letters will be on white paper and newsletters will be on coloured paper.
- Ensure that their child arrives at school on time each day.
- Ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance. These will be discussed later in this policy.
- Always notify the school as soon as possible - preferably on the first morning - of any absence. We would appreciate a phone call between 8 – 10am to enable the registers to be kept up to date and accurate. Parents will be texted if we do not receive a message.

- To work closely with the school and its legal representatives (and agencies such as CASS, Think Family/Children's Services, Health professionals etc) to resolve any problems that may impede a child's attendance
- Book non-emergency medical appointments outside school hours when possible. Most doctors and dental surgeries, as well as opticians have Saturday and Sunday appointments or late night opening once a week.
- Do NOT book family holidays during term-time. Only a Head Teacher can give permission for absence from school during the 190 days that pupils are expected to attend.
- Family emergencies need careful consideration. It is not always in the best interests of the pupil nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. School and school friendships and relationships can provide pupils with stability and care during difficult times. The routine of school can provide a safe and familiar background to life during times of upheaval.

Implications of Unauthorised Absence

Where a Head teacher has not granted the pupil any leave, and the school suspects that the parents may have taken their child on unauthorised term time holiday, the school will immediately contact by telephone and letter to ascertain the reason for absence.

Parents must be advised that the pupil may lose his/her place at SS John & Monica's School if we are unable to locate them and the statutory period of absence is reached, the family may be reported to the Child Missing in Education Team (CME), that the absence will be unauthorised (using code G) and that the Local Authority may issue a penalty notice. School, as part of our holistic approach to achieving excellent attendance, run the Spotlight Campaign, fast track court action for pupils with 20 or more unauthorised absences over the calendar year. This process will involve legal proceedings and could result in a penalty notice being issued and possibly a criminal record.

The school and then the Children Missing Education Team (CME Team) will make reasonable enquiries within 10 school days to ascertain the whereabouts of the pupil before de-registration is considered. If the pupil hasn't returned after 20 school days of continuous unauthorised absence, after all reasonable steps have been taken to locate the child, then de-registration can take place on the 21st day of unauthorised absence. Since we are responsible for safeguarding all pupils we cannot assume that pupils are necessarily in the places we are told about. Pupils should be in school on the days that the law requires. This could mean that your child will have no place at SS John & Monica's and you will have to apply for school places on your return. If we have filled the school place left vacant by your child, there is no guarantee that your child will get back into SS John & Monica's.

(Pupils cannot lawfully be removed from the school register until 20 school days continuous unauthorised absence and only once reasonable enquiries have been made by the school and LA to ascertain the whereabouts of the child). Parents are advised on the School Notification Form that losing their school place is a possible consequence of taking unauthorised leave.

What is 'Reasonable Enquiry' about Absence (for schools):

The school has a right to make all reasonable investigations to locate a child's whereabouts if they are absent from school. This includes where parents have informed us of their intent to remove their child for a set number of days

- Check with all members of staff who the pupil may have had contact with.

- Check with the pupil's friends, siblings and known relatives at this school or other schools.
- Make telephone calls to any numbers held or identified.
- Send a letter to the last known address and record the outcome.
- Undertake a home visit and record the outcome.
- The school will share this information with the CME Team before deletion from roll so that the LA has the opportunity to make its own reasonable enquiries under the regulations before deletion takes place.

Attendance Casework

When a pupil with attendance difficulties is referred to the Deputy Head and/or the Head Teacher and they will engage in appropriate individual casework of the pupil in question to improve the attendance.

Casework is undertaken with pupils and their parents in order to bring about a pupil's return to regular attendance, taking account of individual circumstances and responding accordingly. The speedy return of the pupil to regular attendance will, however, always be the prime concern. The Head and the Deputy will employ a range of practices and strategies in his or her casework and will, when necessary, combine assistance with insistence. In the worst cases we will seek a legal route to demand a return to full attendance and will take parents to court.

Concerns about attendance can be raised in a variety of ways but usually it follows analysis of the registers and discussion with class teachers. These initial concerns need to be investigated. There are occasions when other agencies/services or parents may make express a concern. Parents who are concerned about their child's attendance (because they are school refusers or have been experiencing difficulties) can also come and seek advice so that we can work together to reduce continued absence.

School will have first undertaken a number of steps to address the pupil's non-attendance. These would include:-

- action by the class teacher
- action by the Head or Deputy Head
- contact with parents
- outside agency involvement such as CASS/Children's Services, Police, Think Family
- legal action through the courts

Referrals may be made when:-

- a pattern of irregular attendance has developed
- a period of entrenched non-attendance has begun
- communication by the school to the parents has met with little or no response
- there is evidence of a lack of parental co-operation in ensuring a child's regular attendance
- a parent withdraws a pupil from school having expressed an intention to educate him or her otherwise than at school (Elective Home Education)
- a pupil is withdrawn from school by the parents who are moving to another area and the school does not have a confirmed destination school/provider where the child will resume his or her education (such pupils will be treated as "children missing education")
- a pattern of persistent lateness has developed
- there are child protection concerns
- there are specific and identifiable welfare issues which are preventing a pupil from accessing education

Local Authority Policy on Prosecution

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60. If this is not paid within 21 days the amount rises to £120. If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence." The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

Penalties and prosecutions are in respect of each parent for each child.

'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

These prosecutions are criminal proceedings and could result in you having a criminal record.

Day to Day Procedures for Managing Absence and Punctuality

The official start to the school day is 8.55am and all children should be in their classroom at this time to ensure they get a present mark in the register. Classrooms are open from 8.45 am with activities for pupils to complete.

We believe that children need to be well nourished in order to learn and achieve. So, we open our classroom doors at 8.00 am to provide children with an opportunity to have a breakfast of toast, cereal, yoghurts and juices to start their day, should you wish them to have it. This breakfast costs £1 and includes exercise.

All pupils now enter the building via the front entrance from 8.45 am. Parents are asked to notify school if they know they are going to be late. Children are registered for the morning session at 9.15am and this information is fed electronically to the Office. Teachers are required to do a head count to ensure that the number of children recorded as present on the register matches the physical number of children in the room and this head count is recorded. The registers are a legal "document" and staff must ensure that they are completed correctly.

Children who arrive after 8.55am but before 9.15am will be marked with an "L" in the register and their names will be recorded by the office staff. This helps us to spot a pattern of late coming and take steps to address this.

Children who arrive after 9.15am will be given an unauthorised absence and marked with a "U" in the register. U means Late after the Register has closed and this is counted as an absence from school. It is therefore very important that you get your child here on time to avoid being penalised by this absence mark.

If we receive no notification from parents we will record their absence as "N" indicating that we do not know where your child is and why they are not in school.

Children are registered again at 1.00pm (Infants) and 1.30pm (Juniors) so it is extremely important not to take your children home early except in absolute emergencies (and these emergencies have to be authorised by the Head Teacher).

The Office has an absence file which contains the names of all pupils who are absent on any given day. Once the registers close at 9.15am the Office will follow the procedure for absence depending on how many days the pupil has been off school:

FIRST DAY OF ABSENCE: If it is the first day of absence and a parent or carer has given an explanation by telephone we will inform the teacher, record the explanation in the absence book and enter it in the register using the code which tells us why the child is away. If we have received no information from a parent or carer we record the absence as **N**. This means no reason is given and is unauthorised. The Office will text parents whose children are not in school on the first day to ensure children are safe and to get an explanation.

SECOND DAY OF ABSENCE: On the second day of absence the school will still try to get in contact with parents if we have not heard from them. We are required to have an explanation for every absence. If parents do not contact us on day 2 we will text and telephone you to get a reason over the phone. Non attendance without a reason is still recorded as **N** during this period.

THIRD DAY OF ABSENCE: On the third day of absence if we have not received an explanation we will send a letter home to remind parents about the need for a reason and to request that the reply slip is returned to school. Non attendance is still recorded as **N** during this period.

FOURTH DAY OF ABSENCE: In the case of ILLNESS only

The office will request evidence of illness from **ALL** pupils on the fourth day of their absence (where illness is given as the reason). Parents will be phoned and asked to provide written evidence from their doctor's surgery to prove that the child has seen a doctor. This evidence only needs to be a copy of an appointment card stamped by the surgery reception desk or the patient slip attached to a prescription, issued by a GP practice. A parent note is **NO LONGER** enough evidence after the 3rd day of illness. Parents have the right to not provide us with any evidence however the school then has the right to record any suspicious absences as **N** or **O/G**. It is unfortunate that some families tell the school that their child is ill to allow them to take unauthorised leave during term time.

FIFTH DAY OF ABSENCE: On the fifth day of absence if we have not received an explanation we will send a second and final reminder letter home warning about further action should we receive no information. This letter will come directly from the named adult responsible for attendance and will instruct parents about the next steps that the school will take if the pupil does not return to school or if we receive no acceptable explanation. The next steps will be a home visit by a member of the senior management team, an investigation and can lead to eventual prosecution.

By Day 5 of a single absence the Deputy Head and the Head Teacher will become involved and should no explanation be received then steps **WILL** be taken. Records are kept of all interactions with parents should they be needed in the event of legal action by the school.

Office staff must be vigilant to follow and record all steps as detailed above in case we need evidence of how we have intervened to prevent the absence, in legal proceedings against a parent at a later stage.

Copies of all holiday notifications must be given to the school office for filing.

The N Code will only stay on the registers for 2 school weeks and will then be changed to O after all attempts have been made by the school to get an explanation for the absence.

School finishes at 3.15 pm in all classes. We expect all children to be picked up promptly at this time. If parents are unavoidably delayed for any reason, they must let the school office know on 0121 464 5868. We cannot accept responsibility for pupils after school hours (3.15pm), unless this has been arranged and agreed with the Head Teacher beforehand.

Children who are staying for After School Clubs must also be collected promptly when the club is finished (usually at 4.30pm). If children are not collected promptly from clubs, they will not be allowed to attend as we do not have staff to supervise children after 4.30pm.

If parents do not arrive on time the children are taken to the school office where the office staff will contact parents to notify them that their child is waiting collection. It is very important that school has at least two up to date emergency contact numbers for children.

There is a register kept of children who arrive late, the reason and the time that they arrived. There is also a register kept of children who are collected late, the reason why and the time collected.

Holidays in Term Time:

Holidays during term time are **NOT** authorised at SS John & Monica Catholic Primary School. Whilst we appreciate the advantages of travel to broaden children's understanding of the world, we believe that in 175 days off per year, children have plenty of time to enjoy travel opportunities.

If parents insist on taking a holiday/absence during term time, it will be recorded in the registration record as **G** the code for unauthorised absence. Parents will be asked to sign a Holiday Notification Form stating the date on which the child will return to school and parents will understand that the child's place at SS John & Monica Catholic Primary School may be lost if the contract is broken. This form does not give permission for the leave to take place but merely alerts the school to the pupil's location. As part of the Spotlight Campaign and in light of guidance issued by BCC in May 2017 parents may be liable to prosecution.

We will need to see holiday confirmation documentation such as an invoice and/or flight tickets as part of the Holiday Notification process.

Emergency Absence for Family Reasons:

This should be avoided if at all possible to maintain children's emotional stability. We understand that sick relatives (especially abroad) are a worry and you may wish to take a child to visit them but this is regarded as a holiday in the eyes of the policy and will be treated in the same way.

Medical Appointments:

Children's medical appointments should be taken in the evenings and at weekends except in an emergency. While it may be more convenient for parents to have daytime appointments it is very inconvenient for the staff who are teaching the children. Lessons lost in this way cannot be repeated by teachers. Appointments are coded as **M** in the registers. This is an absence as your child is not in school but is an authorised absence (this means we have authorised you to take your child out of school). We will need to see evidence of every medical appointment (card, letter etc). Appointments are still absences whether we authorise them or not. If your child is not physically in school they are marked as such.

Parent appointments are not an authorised reason for pupil absence and parents are expected to make alternative arrangements to ensure that their children are in school and on time.

Complex Medical Issues

In keeping with the requirements of the Equality Duty, pupils who have complex medical needs requiring repeated hospitalisation or appointments will be viewed differently as it is not their fault that they cannot attend on those given dates. This rule does not apply to general illness or general medical appointments. These absences will still be recorded using the legally required codes but when calculating absence we can do two figures for these pupils.

Religious Observance:

Children are permitted to have an authorised absence in the instance of a religious festival or observance that is a **compulsory part of their faith**. This includes 1 day for Eid ul Fitr and Eid ul Adha (Islam), 1 day for Diwali (Sikh and Hindu), Rosh Hashanah, Passover and Shavuot (Judaism). Please bear in mind that not all religious festivals and ceremonies are compulsory and those that the Local Authority does not regard as such will not be authorised.

A funeral is not technically a religious observance since it relates to an individual or a family rather than the entire faithful but at SS John & Monica Catholic Primary School we allow 1 day authorised absence to attend a funeral of an **immediate** family member.

Cultural events are not religious observances and will be recorded as unauthorised absence if the child is off school (Code G).

When is it OK to be off School?

We understand that children will get sick and on these occasions we do not expect them to be in school. We would appreciate if parents took time to consider which illnesses actually benefit from time off school and which are not serious enough to warrant the time off.

School are happy to look after children who are medicated and OK to be here to continue their learning. If your child needs medication we have forms to fill in at the school office and we will make all reasonable arrangements to support the administration of vital medications.

We would say that the following list of illnesses and ailments should be a good rule of thumb but none of this advice overrules medical opinion.

- High Temperature – NO SCHOOL as it is usually a sign of infection.
- Infection/Contagion – NO SCHOOL as children pass the infections rapidly between each other but a visit to the doctor is required to determine the infection.
- Flu – NO SCHOOL while the child has a temperature.
- Head Lice – Attendance required once treatment has been applied (which can be overnight after discovery).
- Asthma Attack – NO SCHOOL until breathing is regulated and child feels well. All asthmatic children should have necessary inhalers (of whichever colour) in school. Asthma is quite easily managed at school with the support of the family and the school nurse. It is the responsibility of the parent to ensure that there is an inhaler in school at all times.
- Broken limbs – NO SCHOOL until the permanent cast is put on and then children can attend. We will take all necessary precautions.
- Cuts and scrapes – Attendance required but wounds need to be clean and covered.

- Headache – Attendance required as long as the child has no other symptoms. We will ensure that children are well hydrated during the day and will notify parents of any changes to the child's condition.
- Migraine – Children with Migraine will be receiving treatment from their doctor so follow their advice.
- Coughs and Colds – Attendance required unless the cough goes into a chest infection and a doctor is needed. A cold is a normal childhood illness and will not improve any quicker at home. Coughs can last for many days and vary in severity, so this is not enough reason in itself to stay at home.
- Diarrhoea and vomiting – NO SCHOOL until 24 hours after the symptoms have stopped.
- Stomach Ache – Attendance required depending on the causes of the ache. AS long as there is no raised temperature and no other symptoms.
- Sore Throat – Attendance required.
- Earache – see a doctor and then decide but very often attendance is OK once the child is medicated.
- Conjunctivitis – NO SCHOOL until the bacteria causing the infection is clear.
- Bruises – Attendance required.
- Rashes – see a doctor for diagnosis in case it is infectious. If it is heat rash or allergic reaction the child can still attend school with the necessary treatment. Any rash that may be contagious should be managed at home (eg Slapped Cheek).
- Sickness but no vomiting – Attendance required and we will monitor if you let us know that your child is feeling unwell. If there is any change in their condition we will telephone.
- Allergies – Attendance required so long as we are aware of the allergy and your child has taken whatever medication deemed necessary by your doctor. Please ensure that if your child requires an epipen or Piriton it is in school, in date and that the school has completed a red anaphylaxis card.

School will ask for evidence of illness lasting a certain length so, at our discretion and depending on the length of absence we will ask to see proof that parents have taken their child to see a doctor. This evidence can be a doctor's appointment card, letter or prescription copy sheet etc. We are aware that not all doctors surgeries are co-operative in this regard so will try to be as flexible as we can. Parents can refuse to provide this information if they choose but as we are working in partnership to support families we would hope that families will be open about their child's needs.

Attendance Initiatives

At SS John & Monica Catholic Primary School we have introduced a number of initiatives to encourage children and parents to be more aware of the implications of poor attendance and punctuality. Children will take part in annual curriculum activities designed to raise understanding of these issues.

Parents will be kept informed of their child's attendance informally with class teachers, and through newsletters and communication from the school office.

We hold a monthly Attendance Focus Week that rewards pupils with 100% attendance and punctuality during that week. Children who maintain 97% - 100% attendance will receive half termly rewards from the Deputy Head, as will children who show a good improvement in their attendance after it is identified as a weakness.

Each week the attendance and punctuality figures for each class are analysed and will be displayed on the attendance board and in the newsletter. At the end of the year pupils in Year 2 – 6 who have achieved the school target of 97% – 100% attendance will be taken on a visit. If Year R and Year 1 (as a whole class) reach their target then the whole class will be rewarded.

Melanie Elliott – JUNE 2017

Approved by the Governors:

To be reviewed: