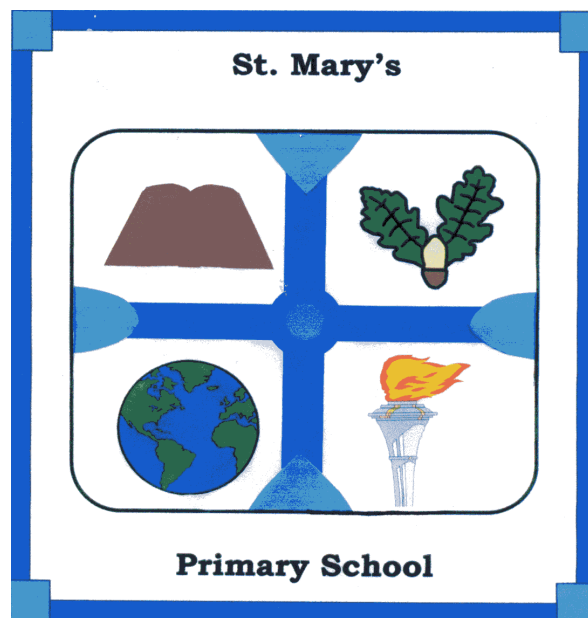


# St Mary's Primary School Dechomet

## Attendance Policy



*Ratified by Board of Governors on 24<sup>th</sup> October  
2017*

Signed \_\_\_\_\_

Chairperson of the Board of Governors

Date \_\_\_\_\_

## **Introduction**

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential.

St Mary's Primary School, Dechomet will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

*We the governors and staff of St Mary's Primary School, Dechomet are committed to providing the best possible education for all children and to developing each child's full potential.*

## **Aims**

1. To encourage high overall attendance of pupils at St Mary's Primary school, Dechomet by providing a welcoming and stimulating learning environment.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with Education Welfare Service.

## **Role of the School**

The Principal at St Mary's Primary School, Dechomet has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to his attention.

**The principal will:**

- Talk to pupils and/or parents of pupils with irregular attendance.
- Write to parents when necessary asking for a written explanation of absence.
- Collate and report attendance information.
- Make a referral to Education Welfare Service if improvement in attendance is not made.
- Take responsibility for overall monitoring of attendance.

**Class teachers will:**

- Develop trusting relationships with pupils and parents.
- Monitor attendance e.g. collect absence notes, identify pupils with irregular attendance.
- Promote class attendance through the curriculum.
- Refer pupils to principal.
- Liaise with Education Welfare Officer.
- Provide support for pupils after a long absence from school.

**The secretary will:**

- Maintain records on SIMS system.
- Take phone messages from parents when pupils are absent.
- Compile lists of absences.
- Collate registration data.
- Record children leaving with parents during school day.

**Responsibilities of Parents:**

Parents are asked to phone the school on the first day of absence and inform the school of the reason for absence and expected length of absence. Please confirm this with a written note when your child returns

to school. **(All absences must be accounted for and the school is duly obliged to seek explanations)**

### **Leaving School during School Day**

Children may not leave during school unless they are signed out by an adult. This needs to be pre arranged with the school.

### **Authorised Absences**

In normal circumstances the following types of absences will be classified as authorised:

- Illness (when note is provided by parent).
- Hospital/dental appointments (when prior notice is given).
- Appointments at other schools such as assessments for Year Seven pupils progressing to year Eight
- Family bereavement.
- Representing the school/county/country at an approved event.
- Taking music/dance/drama examinations.
- Religious holidays (when prior notification of absence is given).

In special circumstances parents may apply for a leave of absence for their child. The authorisation of the absence is at the principal's discretion and must be requested in writing, prior to the absence. In exceptional circumstances, when a written request is impractical, parents should contact the principal, in person, to discuss the matter in confidence.

### **Unauthorised Absences**

In normal circumstances the following types of absence will be classified as unauthorised:

- Birthday.
- On a shopping trip with parents.
- Staying at home with ill parent or sibling.

- Term time holiday.

When a pupil is absent on a regular basis, a letter will be sent to the parents to highlight the school's concerns. This letter will detail the attendance percentage and the number of days of absence.

### **Punctuality**

In St Mary's Primary School, Dechomet lateness is strongly discouraged. Pupils are expected to be in their class by 9.05am as classes begin at 9.10am.

- When a child is late on a regular basis, the principal will contact the parents to discuss the matter.

### **Roles and Responsibilities of the Board of Governors**

The Board of Governors has the ultimate responsibility for school attendance but this is delegated on a day-to-day basis to the principal. The Board of Governors has a responsibility to monitor school attendance and the effectiveness of the school's attendance policy and practice.

- The Board of Governors is fully aware of the school's Attendance Policy.
- The principal reports to the Board of Governors about attendance issues on a regular basis.

*This policy was sanctioned at a Board of Governors Meeting on Tuesday 24<sup>th</sup> October 2017*