

Be Here!

Be ready to learn!

Achieve!



St Paschal Baylon
Catholic Primary School
Following In The Footsteps Of Christ



St Paschal Baylon Catholic Primary School provides a lively, stimulating environment where children learn and develop. We have worked hard to create a curriculum and environment that enables children to become active, responsible, confident, articulate citizens of the future.

In order for your child to gain the greatest benefit from their education it is vital that they attend regularly. Your child should be at school, on time, every day that the school is open unless the reason for the absence is unavoidable.

Regular Attendance is really important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. If a child misses even just one day in a sequence of lessons, their learning and their confidence is affected.

Any pupil's absence also disrupts teaching routines so may affect the learning



of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence and may result in prosecution.

Our school target for attendance is **97%**

St Paschal Baylon Catholic Primary School aims to:

- create a culture in which good attendance is accepted as the norm.
- demonstrate that good attendance and punctuality is valued by the school.
- maintain and develop effective communication regarding attendance between home and school

**EVERY
SCHOOL DAY
COUNTS**

Parents

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- ensuring their child attends school for **at least** 97% of the time and is only absent for the reason of genuine illness;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time

Pupils

Pupils are responsible for:

- Helping to get themselves ready for school each morning and arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of not attending school.
- Understanding that good attendance is part of staying safe



Role of the Headteacher/Senior Leadership Team

The Headteacher/SLT will:

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| <ul style="list-style-type: none"> • ensure all school personnel, pupils and parents are aware of and comply with this policy; • undertake the daily monitoring of school attendance via the First Response procedure • monitor trends by using data effectively to help strategic planning; | <ul style="list-style-type: none"> • target intervention and support to those children that have been highlighted as poor attenders; • attend regular meetings with the Education Welfare Officer; • have in place a system for parents to report a child's absence; |
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- report to the Governing Body the attendance figures and progress to achieving the set targets;
- remind parents of their commitment to this policy;
- promote the importance of attendance at all times;
- publicise good attendance during assemblies and in the termly report to the Governing Body;

- award good attendance rewards to pupils when they have achieved 100% attendance;
- organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- monitor the effectiveness of this policy and report to Governors

Absence Procedures:

If your child is absent you must:



- Contact us as soon as possible on the first day of absence by ringing the school office to confirm the reason for absence;
- Keep the school informed if absence is going to continue

If your child is absent School will:

- Telephone you or any named persons on your contact list on the first day of absence if we have not heard from you by 9:10am
- We will continue to try and contact you until a reason for your child's absence has been established.
- If we are unable to make contact to confirm the reason for the absence then a home visit may be made by the Headteacher, Deputy Headteacher or the Attendance Officer to confirm the well-being of the child and reason for absence.
- If persistent absence continues, you will be invited into school to discuss the situation with the Headteacher, Attendance Officer and EWO.
- Medical evidence will be requested in cases where there are regular absences due to a diagnosed health condition. Failure to provide medical evidence will result in court action being considered or the possibility of a fixed penalty notice.

Please make sure that we have up to date contact details and mobile phone numbers at all times.

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend a meeting with the Headteacher, Attendance Officer and Education Welfare Officer to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then the Education Welfare Officer will take the appropriate action including fixed penalty notices and court action as appropriate.



Holidays during term time or requests for Leave of absence

Request for leave should be presented to the Headteacher and will only be granted in exceptional circumstances.

If parents choose to take their child on holiday without permission, they will be subject to a fine.

NOT APPROVED

APPROVED