

# Be Here!

## Be ready to learn!

### No excuses!

**S<sup>+</sup> Finbar's**  
Catholic Primary School



St Finbars provides a lively, stimulating learning environment.

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 attendance child's schooling and responsibility and will seriously absence from school without Any good reason is an offence and may result in prosecution.

of others in the same class. Our



of a Ensuring your child's regular regular absence at school is your legal affect their learning. permitting pupil's absence disrupts teaching a routines so may affect the learning

school target for attendance is **97%**

#### St Finbars 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

## Parents

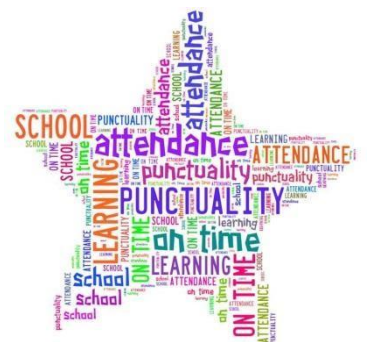
### Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- ensuring their child attends school for 97% of the time or more 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:

- ❑ 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 Head teacher/SLT will:

- 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;

- report to the Governing Body the attendance figures and progress achieving the set targets; 100%
- remind parents of their □ commitment to this policy; to
- promote the importance of □ all times; personnel on the use and
- publicise good attendance during and the attendance codes and Governing and unauthorised Body; □ monitor the effectiveness

- 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;

- award good attendance rewards to pupils when they have achieved to attendance;
- introduce rewards and incentives encourage punctuality;
- organise training for school attendance at understanding of assemblies, newsletters authorised termly report to the attendance; 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;
- Send a note in on the first day they return with an explanation of the absence;
- Or, you can speak with your child's class teacher, our Attendance Officer or our Admin team.



### If your child is absent School will:

- Telephone you or any named persons on your contact card 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 will be made by the Headteacher, Deputy Headteacher and the Attendance Officer.
- If persistent absence continues, you will be invited into school to discuss the situation with the Deputy Headteacher, Attendance Officer and EWO.
- Medical evidence will be requested in cases where there are regular absences. 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, Deputy 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**