

POLICY FOR ATTENDANCE AND PUNCTUALITY



ST FRANCIS RC PRIMARY

2023-2024

St Francis Catholic Primary School, SE15 1RQ

Vision and Mission Statement and Gospel Values

Our Vision

Providing every child with the tools to choose their path to success.

Our Mission

In St Francis children succeed because:

- ✓ We are an outward looking Catholic Primary school, which welcomes all children from the surrounding area. We work together to nurture our pupils, helping them to become resilient and inspired learners, who will become responsible global citizens of the future.
- ✓ We cultivate our pupils through our broad and diverse curriculum and loving Catholic Parish community
- ✓ We provide a welcoming, safe and supportive environment that helps children feel respected, confident and motivated to achieve their goals.
- ✓ We also foster a spiritual and moral view of life that provides children with a sense of self-worth and a strong Catholic ethos

Our Gospel Values

Love

Honesty

Courage

Tolerance

Justice

Jeremiah 29:11

“I alone know the plans I have for you, plans to bring you prosperity and not disaster, plans to bring about the future you hope for”



ATTENDANCE AND PUNCTUALITY POLICY

At St. Francis School we recognise the importance of children's regular and punctual attendance at school. We believe that regular attendance at school plays a vital part in helping each pupil to develop his/her potential.

- All parents, pupils and staff have a duty to ensure maximum attendance at school.
- Children need to be at school on a regular basis for the continuity of their education. Their education will suffer if they miss a considerable amount of school.
- All children need to be in class on time at the start of the day. This is to ensure they have full access to the curriculum. If they are late, they miss the start of lessons, which puts them at a disadvantage frequently, leading to the child feeling unsettled and unhappy. Their late entrance can also disrupt the learning of others.
- Pupils with excellent attendance and punctuality records are rewarded. 100% attendance certificates are given out at the end of each term and certificates awarded for whole year attendance are awarded at the end of the summer term.

PRACTICE

Absence

- 1 Parents are asked to contact the school as soon as possible when their child is absent and to give a reason for this absence. This may be by phone, email, letter or in person. We operate a first day absence follow up if no reason for absence has been given by lunchtime when a member of the Admin staff will then contact parents by telephone or text message to obtain the reason for absence.
- 2 The reason is noted by the class teacher, or the Admin Staff in the main office, and then written on the OMR dinner register and entered onto the computer system. Letters are stored at the back of the register.
- 3 The registers are monitored on a weekly basis by the attendance officer, providing an overview of patterns of absence and lateness throughout the school. The school uses the electronic system, SIMS Attendance Programme.
- 4 Parents will receive a letter and a print out from the computer informing them of either an unacceptable level of absence, unexplained absences or persistent lateness. The computer gives dates and times.
- 5 Failure to achieve an improved attendance through support provided may result in a referral to Family Early Help, whose Education Inclusion Team will work with the student and parents/carers to agree a formal plan of improvement. If, after a period of review, no significant improvement is made then statutory (legal) action will commence against the parents or carers in line with the Education Act 1996.

Persistent Absence

- Persistent absence is defined in legislation as having an absence rate of 10% or more either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment. As a school we always seek to put appropriate intervention in place to support students and their families when attendance becomes a cause for concern. This may include a signed agreement between the school and the parents or carers which sets out clear targets for improving attendance as well as reporting and evidencing genuine absence.

Marking of Registers

- All members of staff are aware that registers are legal documents and care must be taken to ensure their accuracy. As records are computerised, print outs of each class's attendance and punctuality are kept centrally in a file in the main office, also a copy is on each OMR register sheet.

Punctuality

- The bell is rung each morning at 8.55a.m. The register is taken in all classes by 9.00a.m. The Head Teacher or Senior Management Team will be available to meet parents on the playground and another member of staff records the time of latecomers arriving. The gate is closed at 9.00a.m. Children arriving after 9.00a.m. should use the intercom system to gain entry and must report to the office for a 'late slip' to ensure they are marked on the register.
- Registers are closed at 9.05a.m. Any child arriving after that time will receive an unauthorised absence mark.
- Lateness letters are sent to the parents of children who are late on a number of occasions. If a child's punctuality does not improve, letters and a record of attendance and punctuality are sent to the parents. Parents are offered the opportunity of meeting with the Head teacher and or Chair of Governors to discuss punctuality if they wish. The Head Teacher may feel it necessary to refer the matter to the Family Early Help Team whose Education Inclusion Team will work with the student and parents/carers to agree a formal plan of improvement.

Appointments with Doctor/Dentist etc.

- Parents are asked, where possible, to arrange appointments outside school hours or in the holidays.
- If appointments are unavoidable, a treatment card or an appointment notification should be brought to the school and shown to the office. Copies are made and kept in the office and class registers. If parents need to take their child out of school early for whatever reason, they must sign the book at the office. Pupils should be collected from and returned to the school office by an adult.

Holidays

- Southwark's Guidelines state that parents are not entitled to take their children on leave during term time. Leave for exceptional circumstances may be taken only with written approval from the Head Teachers. Exceptional circumstances will be interpreted as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time. A Penalty Notice may be issued for any term time leave which has not been authorised by the Head Teacher. Forms requesting leave are available at the office. All requests are recorded and filed in the office and a copy is given to the parent.
- Permission will not be given for Year 2 and Year 6 pupils during the SATS period.