



St Robert Southwell Catholic Primary School

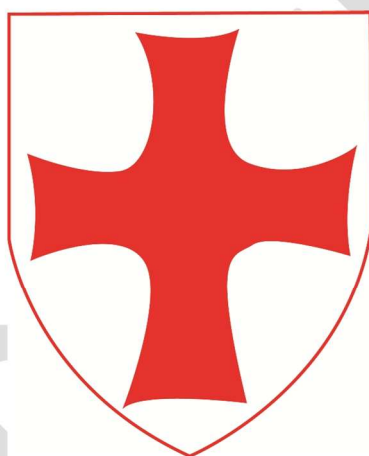
Aiming for Excellence - Being the Best We Can Be

St. Robert Southwell Catholic Primary School

A school in the trusteeship of



Diocese of Westminster



Attendance Policy

**Approved by staff: October 2024 Ad-
opted by Governors: November 2024**

Reviewed for: 2025-26

*Following Jesus' footsteps and inspired by St. Robert Southwell we work hard,
aim high and treat everyone with honesty and gentleness.*



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MISSION STATEMENT

Our mission is to create an educating Christian community which reflects the values of the Gospel within the traditions of the Roman Catholic Church;

- a community which will develop the whole person
- a community which works closely with parents and parish
- a community which values each child as a unique individual with particular gifts and needs
- a forward-looking community which serves its members and the wider society
- a community in which we will lead those in our care to grow in their faith whilst benefiting from an enriching education.

Summary:

Following Jesus' footsteps and inspired by St Robert Southwell we work hard, aim high and treat everyone with honesty and gentleness

Vision Statement

Aiming for Excellence – Being The Best We Can Be

- At School, At Home and in the Community
- Developing children who achieve well, are confident and are happy
- Young people who live their faith positively and contribute to the common good

Wellbeing & Mental Health Vision

To support everyone's wellbeing and mental health, so that they can be the best they can be, are happy together, resilient, ready to learn and succeed.

- Empowering everyone in the community to be emotionally literate
- Enabling stakeholders to develop strategies to manage their emotional wellbeing and mental health.

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1. Introduction

Our school is committed to providing a high-quality education for all pupils. Regular attendance is essential to ensure that children can achieve their full potential, and it is the shared responsibility of the school, parents/carers, and the local authority to work together to promote good attendance. This policy is based on the 2024 guidance, "Working Together to Improve School Attendance."

2. Aims

- To ensure every child has access to a broad, balanced, and enriching curriculum.
- To promote good attendance and punctuality to maximize learning time.
- To identify and support any barriers to regular attendance.
- To work closely with parents/carers and relevant agencies to address poor attendance.

3. Legal Framework

This policy is in accordance with the Education Act 1996, the Children Act 1989, and the Department for Education's statutory guidance, "Working Together to Improve School Attendance 2024." Regular school attendance is a legal duty for parents/carers, and the school is required to monitor and report attendance data.

4. Expectations for Parents/Carers

Parents and carers are expected to:

- Ensure their child attends school every day and arrives on time.
- Notify the school of any absence by 9:00 a.m. on the first day providing a reason for the absence. Absence should be reported by telephone call to the school office 0208 204 6148 or via the absence reporting system on the school app.
- Provide medical evidence for absences longer than 3 days as this may be requested by the school.
- Schedule medical appointments outside of school hours whenever possible.
- Children should not be taken out of school during term time unless exceptional circumstances apply, and parents have sought approval from the school in advance.

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5. School Responsibilities

The school will:

- Promote a culture of high attendance through positive messaging, rewards, and incentives.
- Accurately record attendance at the start of every session (morning and afternoon).
- Monitor pupil attendance daily and investigate any unexplained absences.
- Provide early intervention and work with parents/carers to identify and remove barriers to good attendance.
- Work with external agencies, such as the local authority, where necessary to address persistent absenteeism.
- Provide termly attendance data to parents/carers and offer feedback on their child's attendance record.

6. Definitions

Regular Attendance: Attending school 96% of the time or more.

Persistent Absence (PA): Attendance below 90%.

Severe Absence (SA): Attendance below 50%.

Unauthorised Absence: Absence without valid reason or prior approval from the school.

7. Authorised and Unauthorised Absence

Authorised Absence: The school may grant authorised leave for legitimate reasons such as illness, medical appointments, religious observance, or exceptional family circumstances (e.g., bereavement).

Unauthorised Absence: This includes holidays, staying at home without a valid reason, or truancy.

8. Procedures for Reporting Absences

Parents/carers must inform the school office of their child's absence by 9:00 a.m. on the first day of absence.

If the school has not been informed of the reason for a child's absence, parents will be contacted by phone to ascertain the reason.

If no contact is made, the absence will be recorded as unauthorised.



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For children who have school permission to walk to school, parents must notify the school of an absence by 9:00a.m. If the absence is not reported and school cannot contact parents/carers by telephone, school leaders will carry out a home visit. If school are unable to contact parents/carers during the home visit, school will report the child as a 'missing person' to the police.

If children are absent for consecutive days immediately before or after a school holiday, school will require medical or pastoral evidence to authorise an absence.

9. Punctuality

Children can arrive at school from 8:40 a.m. The school day starts at 8:50 a.m. Pupils arriving after this time will be marked as late.

Pupils arriving after 9:45 a.m. will be recorded as having an unauthorised absence for the morning session unless a valid reason is provided.

10. Promoting and Rewarding Good Attendance

The school will regularly promote the importance of attendance in assemblies, newsletters, and meetings with parents/carers.

Certificates, awards, and class-based rewards will be used to recognise and celebrate good and improved attendance.

The school will meet with parents/carers to discuss and address attendance issues early, providing support where necessary.

11. Procedures for Managing Poor Attendance

Stage 1: If a child's attendance drops below 96%, the school will monitor closely and inform parents/carers in writing of concerns.

Stage 2: If attendance falls below 90% (Persistent Absence), the school will arrange a meeting with parents/carers to create an action plan and offer support.

Stage 3: If there is no improvement, the school may refer the family to the local authority Education Welfare Officer (EWO) and work together to address the issue.

Stage 4: In cases of continued poor attendance despite interventions, legal action may be taken by the local authority, including issuing fixed penalty notices or prosecuting parents/carers.

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12. Exceptional Leave

Requests for leave during term time will only be authorised in exceptional circumstances. Parents must submit a request in writing, and the school will respond within 10 working days. The Headteacher will make the final decision.

13. Working with the Local Authority

The school will work collaboratively with the local authority to:

- Share attendance data and identify pupils at risk of persistent absenteeism.
- Seek advice and support from the local authority to help remove barriers to good attendance.
- Refer cases of unauthorised absence or poor attendance for enforcement where necessary.

14. Monitoring and Review

The Headteacher and Attendance Officer will monitor attendance data weekly to identify patterns and trends. This policy will be reviewed annually by the senior leadership team and governing body to ensure it reflects current guidance and best practice.

Regular attendance is vital for pupils' academic, social, and emotional development. This policy sets out the expectations, procedures, and support available to ensure every child has the opportunity to achieve their full potential. The school will work closely with families to promote good attendance and intervene early when issues arise.