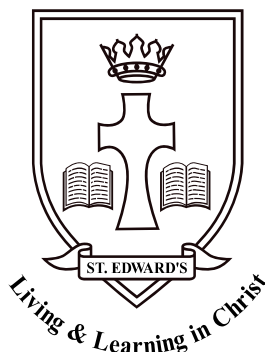


St Edward's Catholic Junior School

"I can do all things through Christ who strengthens me".
Philippians 4: 13



St Edward's Catholic Junior School

Attendance Policy

The aim of the school is to provide a high quality education where children achieve their very best. Regular attendance and punctuality are crucial to a child's academic and social progress.

Frequent absences, as well as long blocks of absence, disadvantage children because continuity and progression are interrupted. It is worth noting that a child's absence can have disruptive implications for the education of the rest of the class, too. We expect children to arrive at school in good time for the morning session, to allow them to communicate with their peers and develop and practise their social skills before formal work begins.

St Edward's Catholic Junior School will encourage good attendance and will investigate all absenteeism. We will work closely with parents should attendance give cause for concern.

School Times

The playground gate is opened at 8.30. Children remain parents' responsibility until the doors are opened at 8.40am. Children are expected to arrive at school before the bell is rung at 8.50am when they are registered. The register remains 'open' until 9am when lessons commence. Any child arriving after 9am but before 9.15am is considered 'Late' and is marked as such in the register. Any child arriving after 9.15am is marked in as an 'unauthorised' absence.

Responsibilities

Parents

- Ensure the child is brought in and collected from school at the appropriate time.
- Provide the reason for any absence by telephone in the first instance and in writing on return to school.
- Parents are expected to keep in daily contact with the school for the duration of any absence except by prior arrangement, for example when medical evidence has been provided.
- Provide evidence of medical appointments other than emergencies prior to absence.
- Seek the permission of governors for planned absences through the application process.
- Notify the school if exceptional circumstances prevent a return on the planned date.
- Complete the 'Application for Leave of Absence' form for the attention of the Chair of Governors, as soon as possible before the proposed period of absence.

- Understand that long term leave of absence can only be taken in extenuating circumstances. The school cannot hold a place for a child beyond that time without regular contact with parents.

School

- Work with parents to ensure the child is brought to and collected from school at the appropriate time.
- Keep an accurate register of attendance as required by law and to provide an overview of attendance for each child.
- Support children with frequent short term absences and significant long term medical absences through a medical plan.
- Provide support to the child in managing an exceptional leave of absence.
- May request a meeting with parents requesting absence.
- Seek advice from other agencies in the case of persistent absence.

Governors

On notification the Governors will decide whether the absence is authorised or unauthorised.

Absence from school may be authorised without the need to complete a leave of absence form, if it is for one of the following reasons:

- Pupil's sickness
- Pupil's unavoidable medical/dental appointments
- days of religious observance
- exceptional family circumstances such as bereavement.

Governors will consider leave of absence in exceptional circumstances only. Requests for exceptional leave of absence must be addressed to the Governors of St Edward's Catholic Junior School via the school office. Any request will be unauthorised unless one or more of the above exceptional circumstances exist.

Absence from school will not be authorised for: shopping; birthdays; holiday; the needs or convenience of other family members

- Maintain a clear positive Attendance Policy which profiles holiday and extended leave issues.
- Communicate the policy regularly to parents; pupils and the community.
- Operate within legislation and LA guidance.
- Refer to other agencies in cases of unauthorised absence which fall within the criteria for referral.

Procedures for requesting exceptional leave of absence

- Complete the 'Exceptional Leave of Absence' form and return it to the school office. This can be requested from the school office or downloaded from ...
- Please return the form as soon as possible before the absence.
- You may be contacted to discuss the absence request further with the head teacher.
- You will be notified of the governors' decision.

This Attendance Policy has been agreed by the Governors of St Edward's Catholic Junior School.

Name of Head Teacher: Mrs Suzette Harris



Signature:

Date: March 2019

Name of Chair of Governors: Mrs Maria Harty



Signature:

Date: March 2019

Review date: March 2020

REVIEW OF POLICY

This policy will be reviewed annually.