



## **St. Aloysius' Catholic Primary School**

### **Attendance Policy**

St. Aloysius' Catholic Primary School ("the school") recognises the importance of school attendance in enabling pupils to achieve their maximum educational potential and the best opportunities in life. The school is committed to working in partnership with families and other agencies in order to achieve the best outcomes for children.

The school is legally required to ensure that pupils attend school regularly and punctually. Parents are also legally required to ensure this.

In meeting this requirement the school will:

- Provide a welcoming and caring environment where all members of the school community feel secure and valued.
- Emphasise the importance of attendance in a variety of ways including personal, social and health education ("PSHE"), assemblies, posters and leaflets.
- Establish an effective system of communication with pupils and parents to support good attendance and timekeeping and to provide appropriate information and advice.
- Keep registers in accordance with government regulations (the school uses electronic registers).

For their part, parents should ensure that children arrive in plenty of time for morning registration, which takes place promptly at 8.50 a.m. Afternoon registration is at 1.00pm. Registers are kept open for 15 minutes after the beginning of each morning and afternoon session. Pupils arriving after 8.50 am should be signed in by their parents at reception. These pupils will be recorded as 'late'. Pupils arriving after 9.05am should also be signed in at reception and will be marked in as 'unauthorised absent' for the morning session unless a satisfactory reason is given.

Parents must notify the school by telephone (01865) 311056 or e-mail [office.3842@st-aloysius.oxon.sch.uk](mailto:office.3842@st-aloysius.oxon.sch.uk) to advise that their child is absent and the reason why. The school will make a decision as to whether the absence should be authorised or not.



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The school will operate a system by which, when pupils are absent and no notification has been received by 9.15am, their parents will be contacted and asked the reason for absence.

The school will regularly monitor individual pupils' attendance and lateness and discuss any concerns with parents. Stage 1 letters may be sent when a pupil's attendance drops below 90%, with Stage 2 letters being sent if absence continues to be an issue and drops below 85%. If attendance falls below 80% the school will contact the local authority attendance officer with a Stage 3 letter. Examples of letters can be obtained from the School Office.

If, after school-based initiatives, the level of attendance continues to be unsatisfactory, the school will request the involvement of the local authority attendance service.

School staff will work with pupils, parents and other agencies to resolve school related issues which are impacting on a pupil's attendance.

The school will support the re-integration of pupils after an absence and will do so sensitively and involving all staff, giving access to counselling or mentoring services as appropriate.

The school opens at 8.35 a.m. though there is a Breakfast Club available from 7.45am (please contact the School Office). Children are provided with morning work to complete before registration is opened at 8.50am. It is essential that children arrive at school on time for registration and that parents have left class before 8.50am so that teachers can make a prompt start to the day.

Lateness is monitored on a termly basis and where patterns are identified letters will be sent to parents with follow up meetings taking place if necessary. The school will work to support families in improving punctuality, which we recognise as an important life skill.



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Every child should attend school regularly and punctually in order to avoid disruption and maximise their educational achievement. For this reason the school discourages any term time absence. In exceptional circumstances the school may agree to authorise leave during term time. The school may authorise such a decision after considering the following aspects:

- the nature of the event for which leave is sought (consideration given to any extenuating circumstances)
- the number of previous requests for leave
- whether the parent gave advanced notice
- the pupil's attainment, attendance and ability to catch up on missing schooling

Parents are required to put any request for leave of absence in writing at least two weeks before the planned start of the absence.

Failure to notify the school in advance will result in the absence being recorded as unauthorised.

The school will respond to any individual request in writing giving reasons for the decision. This will specify the expected date of return, explain that parents are expected to advise of any delay in return, and explain what action will be taken if the pupil fails to return when expected.

Signed ..... Head Teacher

Signed ..... Chair of Governors

Date March 2016

Review March 2018



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### Leave of Absence Request Form

Full school attendance is vital for your child's educational progress.

Oxfordshire schools strongly discourage term time holidays but Head Teachers have authority to agree to a leave of absence during term time after giving consideration to the following:-

- The effect on your child's education
- The attendance and academic record of your child - including any previous leave

Parents do not have any right to have leave of absence during the term and if their request is refused the absence may be unauthorised. Please note Year 6 SATs week should be avoided. Failure to return on the date indicated may result in a loss of school place.

This form should be completed a minimum of two weeks before the required date and should include details of any other siblings and where they attend school.

**Please complete the following information and then return this form to the School Office, thank you.**

I request for my child:	<b>Name:</b>	
To have authorised absence from:	<b>Date:</b>	
Up to and including:	<b>Date:</b>	
<b>Reason/extenuating circumstance:</b>		

Other children in the family are:-

Name	Age	School

I understand that if my request is denied and my child is absent during this period the absences will be unauthorised.

<b>Signed:</b>		<b>Parent/carer:</b>		<b>Date:</b>	
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Leave of absence agreed / refused for the following reason;

<b>Signed:</b>		<b>Headteacher:</b>		<b>Date:</b>	
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