

Attendance Procedures for St. Marie's RC Primary School

1. First day of absence – First day phone call/text is sent. Office staff are aware of the key children to look for, i.e. patterns of absences, regular absences etc and they inform me if the children are absent.
2. On the second day office staff will ring the parent for an explanation of absence. (If holiday is suspected straight after a school break a phone call will be made on the afternoon of the first day) – often to detect an international dialling tone.
3. If no contact has been made by day 3, a home visit will take place by the HT/FSW/SLT to check on the family and /or a Police welfare check may be requested.
4. Any child absent from 3 days or more medical evidence is required in order to authorise days – this will be in the form of a medical appt card from doctors, hospital etc.
5. If no response is received the absence is marked as N but will be changed to an O at the end of the week.
6. Teachers are asked of any concerns – feedback to HT
7. Attendance is officially monitored every fortnight. The HT sits with the SBM and goes through the last two weeks of absences for any child that is 92% or below. Also look at new children that have come on the list, look at the attendance summary for patterns of absences e.g. every Friday or patterns of days and check Integris for reasons for absences.
8. Letters are sent to parents who are hitting 92% or below from the SBM along with a copy of the child's absence pattern. If this doesn't improve, parents are invited to attend a meeting in school to discuss the absences with the class teacher and the Headteacher/DHT. Any parent that doesn't attend the meeting is placed on the CPOMs database. Further meetings with the HT will be requested if attendance does not improve. Medical evidence letters will be sent following these meetings.
9. Fines are sent for holidays/absences taken for 5 days or over – no exceptions. For parents attending weddings abroad the original invitation is requested, and 3 days will be given (a day to travel, a day for the funeral and a day to return) as authorised any extra days will be unauthorised. For funerals copies of the death certificate/autopsy reports are required in order to authorise a day's absence. Again if abroad only 3 days will be authorised.
10. For parents evening teachers are given the attendance list which is highlighted by the HT. Teachers speak to parents regarding their attendance. Pupil meetings are arranged in November where their attendance is colour coded and spoken about. Attendance is also placed on the school reports highlighting overall attendance along with authorised and unauthorised days.
11. Coding is strictly adhered to. The registers close at 9.05 am and anyone entering the school between 8.45 and 9.05 am are marked as L (late). Anyone coming into school after 9.05 am are marked as a U (unauthorised late). 5 of these lates the parent will receive a "late" letter from the EWO/SBM and HT will speak to the parents directly.

 I is marked for illness
 N is marked for no reason for absence
 O is marked as unauthorised absence
 G is unauthorised holiday
 P is approved sporting activity (proof of this required)
12. We celebrate the class with the best attendance each week and they are awarded a certificate and an extra playtime as a reward.

13. We have a celebratory assembly on last day of school and children who have received 100% attendance for the year will receive a badge. Stickers are also given to children who have 99 – 97% attendance also.
14. We have an attendance policy
15. An action plan for attendance is in operation. We monitor vulnerable groups.