

St Charles Catholic Primary School Attendance and Punctuality Policy

This Policy was adopted by The Governing Body of St Charles Catholic Primary School on:

Date: November 2022

Signed by:

Elizabeth Z. Powell

It will be reviewed on: November 2025

Mission Statement

"Let all that you do be done in Love.

Love is made possible with respect." St Charles Borromeo

At St Charles' we pray, love and learn together as one school family, with Christ at our centre. We create and experience joy every day in our home, our school and our parish.

Vision

Children will leave St. Charles':

- With a love for learning.
- With Christ in their hearts.
- With outstanding manners.
- Showing care and respect for all.
- Having achieved their best.
- With a sense of pride and confidence.
- With a deep sense of responsibility.
- With life-long skills to enhance their future.

Values:

Everyone at St. Charles' will be:

- Compassionate
- Aspirational
- Determined
- Enthusiastic
- Humble
- Friendly
- Trustworthy

The school recognises that it has a major role in monitoring levels of attendance and punctuality and in creating the appropriate climate in the school to foster regular attendance and excellent timekeeping.

We expect all of our children to attend school regularly and arrive at school on time. The link between good progress and good attendance is clear. The policy has been reviewed as a direct response to recent changes in Government legislation regarding holiday during term time.

Attendance

Our school day runs from:

Gates Open: 8:40 am

Register 8:45 am

End of School Day: 3:15 pm

Total hours provided in a typical Week: 32.5 hours.

We publish our term dates in our newsletters and on our school website.

Children will enter the school through their designated entrance.

Children should not be taken out of school for leisure activities or for holidays. There are 14 weeks of school holidays and it is expected that parents arrange family holidays during this time. The Headteacher will only authorise holidays in exceptional circumstances. All requests will be unauthorised unless there are exceptional circumstances.

Requests for absence should be made in writing to the Headteacher, explaining the reasons for the request. If the decision is taken to un-authorise the absence, and an illness is reported on this occasion, this will be recorded as an unauthorised absence unless medical evidence is produced.

Unauthorised absences may lead to the school requesting that the local authority serves a Penalty Notice to parents in line with the Local Authority's Code of Conduct.

Where possible, visits to the doctor, dentist, optician etc, should be made for before or after school or during school holidays.

In the event of a child not attending school regularly, we will make contact with the parents to ascertain the reason for absence. In certain circumstances we may contact the Attendance Improvement Service to investigate further.

Punctuality

Children arriving late enter the school via the Main Reception. The office records lateness in the class register. A late mark is issued if a child is over 5 minutes late which is classed as before registration has closed and recorded as L in the register. If a child is more than 15 minutes late (9.00am) they are recorded as U (after register has closed).

In the event that a child is regularly late in being collected from school at the end of the school day, the Class teacher or Headteacher will contact parents to request a meeting to discuss the situation. It is a parent's/carer's responsibility to ensure that their children are collected promptly from school and is a responsibility which the school will actively promote.

Reporting Absences

If your child is absent from school due to illness, please contact the school office via phone or email on the first day of absence. If the office has not heard from you by 10.00am a text via 'Teachers2Parents' will be made to the first contact to reassure us that the child is safe. This is will be followed up by a phone call.

Parents should continue to report any subsequent absences to the school office daily.