

Where there is persistent non-attendance without reasonable explanation, the parent or carer will be invited to discuss the schools concerns.

Where there is persistent absence that is authorised through sickness and that absence is affecting the child's progress, the parent or carer will be invited to discuss what support can be offered.

In all cases, the school will investigate the pupil's circumstances within school to identify any school based issues which may be affecting the child's attendance.

Authorised Absences

Only the school can authorise an absence. It is up to the school to decide if the explanation offered is a valid reason for absence or not.

Obtaining clear and precise reasons for absence is an important part of identifying Child Protection concerns.

Acceptable reasons for absences include:

1. Genuine illness
2. Medical/dental appointments **if they really cannot be made outside of school hours**
3. Days of religious observance
4. Exceptional circumstances such as a death in the family
5. Other occasions authorised by the Head Teacher once an "absence in term time" form has been completed.

Unacceptable reasons for absences include:

1. Truancy
2. Holidays without authorisation from the Head Teacher
3. Shopping trips
4. Birthdays
5. When no reason has been given within 1 month of the absence

Medical and Dental Appointments

Doctors and Dentists are well aware of the importance of good attendance. Therefore every effort should be made to make routine medical appointments during the school holidays. Time off school to treat a long term condition/disability will need to be arranged with the school in advance and appointment letters provided.

Family Holidays Taken During Term Time

Parents and carers are **strongly** urged to avoid booking a holiday during term time. Requests for such must be submitted via the "Absence in term time" form. Parents and Carers may be invited to a meeting with the Head teacher to discuss the reason for a holiday. In line with procedure, you may be referred to Northamptonshire County Council and could incur a Fixed Penalty Notice.

A pupil's absence during term time can seriously disrupt his/her learning. Not only do children miss the teaching provided on the days they are away, but they are also less prepared for the lessons building on that after their return. This may lead to the pupil's underachievement.

Rewards

Daily: Punctuality stickers

Weekly: Class attendance award

Termly: 100% attendance certificates

Raffles

Parties

In the past children have enjoyed a visit from Gallones Ice Cream Parlour, a Bouncy Castle Party, Domino's Pizza, Gardners Bakery Cakes and much much more!

**ATTENDANCE
MATTERS.
ALL DAY, EVERY DAY**

Information for Parents and Carers



The Good Shepherd Catholic Primary School

Raising pupil's achievement by:

- ✚ Improving pupil attendance
- ✚ Reducing unauthorized absence
- ✚ Improving punctuality
- ✚ Outlining procedures and expectations for staff, pupils, parents and carers.

Responsibilities

Pupils

- To attend school regularly for the full 190 days of the school year.
- To arrive in school on time.

Parents/carers

- To ensure their children attend school regularly for the full 190 days of the school year.
- To ensure their children arrive on time and are picked up on time at the end of the school day.
- To contact the school on the first day of absence if their child is unable to attend and provide medical evidence etc. if applicable.
- To make medical and dental appointments outside of school hours
- To support the school aim of raising achievement through full attendance
- To contact the school if they are worried about their child's attendance.

Setting good attendance patterns from an early age, from Nursery through Primary School, will also help your child later on. Employers want to recruit reliable people. So children who have poor school attendance may have less chance of getting a good job.

The School Day (Staggered entry due to Covid-19)

YR,1,5,6 - 8.35/ Y2,3,4 – 8.55: **AM Registers Open**

YR,1,5,6 - 8.45/ Y2,3,4 – 9.00: **AM Registers Close**

10.00 – 10.30: **Staggered Break Times**

11.45 – **Y3&4 Lunch**

12.00: **EYFS & KS1 Lunch**

12.30: **Y5&6 Lunch**

13.00: **EYFS & KS1 PM Registration**

12.45/13.30: **KS2 Registration**

YR,1,5,6 - 15.00 / Y2,3,4 - 15.15: **End of the school day**

Lates AM

Children arriving late to school after registers close will be recorded in the register as late.

Arriving late to school on a regular basis can significantly impact on a pupil's learning; being the focus of attention entering a settled classroom or assembly hall, missing the instructions for the day or lesson, having to struggle to catch up with the class routine are all factors in reducing a child's potential for learning or harming self-esteem.

Lates PM

Children are tired after a long day at school and by the end of the school day are ready to go home. Staff are extremely busy at the end of the school day and it is unfair to expect them to look after children when they have many things to do.

Schools have been given procedures to follow for children who are consistently picked up late. These include contacting parents/carers and if unsuccessful, other emergency numbers and thereafter the Police and Social Services. The school will be following these guidelines for children who are consistently picked up late.



Monitoring

Registers are monitored every term to:

- Pick up patterns of absence
- Pick up patterns of lateness
- Monitor the major causes of unauthorised absence
- Monitor the % of authorised and unauthorised attendance

Absence Procedures

First day contact is central to the school's attendance policy in order to emphasise the importance of school attendance and to deal with attendance problems at an early stage.

1. Parents/Carers should ring school of the first morning of absence to report it – there is an answer phone or you can log via ParentMail. The reason for absence must be as specific as possible.
2. If there is no contact on the first day, school will attempt to make contact via text then phone call.
3. An absence will be considered authorised if an acceptable explanation is given.
4. Unsuccessful attempts to contact home will be recorded and may prompt a home visit from the Family Support Worker.
5. If there is no response the absence will be recorded as unauthorised after one month.

Lateness, authorised and unauthorised absences are recorded on the pupil's end of year report.