

St Thomas More Catholic Voluntary Academy



Love One Another as I have Loved you

John 13:34

Attendance policy

Policy Date:	September 2022	Mrs Crosse
Policy Review Date:	September 2023	Headteacher
Ratified by Governing Body:		
Bernard Attard- Chair of Governors		



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 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.

96+%	<p>Good – Well done! You are on target.</p> <p>This will help all aspects of the child’s progress and life in school.</p> <p>This will provide a child with a good start in life and support them to develop a positive work ethic.</p>
91-95%	<p>Average- Below target and require improvement</p> <p>The child’s absence could now be affecting their attainment and progress at school. Please work with the school to improve the situation.</p>
90% or below 90%	<p>Poor – Unacceptable and of serious concern</p> <p>This poor attendance will be affecting your child’s attainment and progress and is disrupting their learning and social relationships at school.</p> <p>The school will work with parents / carers to improve the attendance, this will involve meetings with school, and it could involve the Education Welfare Officer. Attendance will be monitored closely.</p>

Attendance

Our school day runs from:

Year 6: 8.30am – 3.05pm

Years 1-5: 8.40am – 3.15pm

EYFS: 8.40 – 3.05pm

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

Children in Years 1-6 will enter the school through the school playground. EYFS will enter school via the green gate on Newstead Road.

If you have multiple children at school, it is advised to ensure siblings in Yr1-6 are at the gate before going to the reception gate.

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.

Requests for absence should be made in writing to the Headteacher (Leave of absence form-appendix 1), explaining the reasons for the request. If the decision is taken not to authorise the absence, and an illness is reported on this occasion, the illness 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, the school will contact the parents/carers to ascertain the reason for absence. In certain circumstances the school may contact the Education Welfare service to investigate further.

Punctuality

Children arriving late enter the school via the Main Reception. The office records lateness in the class register. If a child is significantly late this will be recorded as an unauthorised late mark.

Time to go through the office:

Reception- arriving after 8.55

Yr1-5- arriving after 8.50

Yr6- arriving after 8.40

A child who is regularly late being collected from school at the end of the school day will be contacted by the Class teacher or Headteacher to request a meeting to discuss the situation.

It is a parent's/carers responsibility to ensure that children are collected promptly from school. It is a responsibility which the school will actively promote.

Reporting Absences

If your child is not in school because of illness, you must ring the school office by 9.30am on the first day of the absence and on all subsequent days. If the school is not notified by 9.30am, parents will be sent a text message or a phone call before 10.00am. If we are unable to make contact regarding the absence, the school may try other contacts held on a child's record and/or reserve the right to make an unannounced home visit.

The school telephone has a voicemail option between 4pm and 8.30am. If you are ringing between these hours, please leave a message.

Please do not just send a message on class dojo because this may not be seen in time. You may, however, also send a message on dojo, but only in addition to calling the school office.

Parents should continue to report any subsequent absences to the school office daily, unless prior agreement has been made with the headteacher.



Appendix 1

Application form for pupil’s leave of absence

Please read the information overleaf before completing this form.

For your request to be considered, the form must be completed and returned to the St Thomas More at least two weeks before you plan to leave. Please complete all sections of the form. A letter or email will be sent to you when the Head teacher has considered the application to let you know if the absence has been authorised.

Please do not book any flight tickets etc until you have received confirmation from school that leave has been authorised.

Name of student:	Form:
First day of absence:	Date of return to school:
Date of Request/Form Submitted to School:	

I request authorised absence for my above son/daughter for the following reason/s:

Full Destination Address:

Date you plan to travel:Date you plan to return:

(Please note the application will not be considered without all the above information).

We request details of a friend or relative to be a point of contact. If you do travel, the person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact: Address:

Telephone number: Mobile:

Please provide names of any other children in your family and the school they attend:

I confirm I understand the information above and the guidelines (see over).

Signed: parent/carers

Print name:

Parent/carers address:

Date:



School to complete:

Date form received: _____ Decision: _____

How has parent been informed? _____ Date informed: _____

Name of staff member who informed parent: _____

Applications for leave of absence Guidelines

St Thomas More is very reluctant for a pupil to miss any part of his/her education.

1. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are **exceptional circumstances**.
2. If permission is granted, photocopies of airline or travel tickets **showing date of booking** will be required by the school office **before** you travel. If your request has been agreed, failure to provide this information will mean that the request is no longer agreed and your child's absence will be classed as unauthorised.
3. We may also request copies of other travel related documents from you. We will advise you if this is the case. Where we do not receive copies of documents requested, this is likely to mean that we will not authorise some or all of any absence your child has in relation to this request.
4. If permission is granted, pupils must ensure that they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their child makes up any missed work in his/her **own time** upon return.
5. **The decision made by the St Thomas More is final.**

Please note

If your child has unauthorised leave of absence you will either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case will be referred by the Local Authority directly to the Magistrates' Court.