

ST VINCENT'S CATHOLIC PRIMARY SCHOOL

A guide to Attendance and Punctuality



*To love, serve and learn as
Jesus shows us*

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ATTENDANCE MATTERS

St Vincent's Catholic Primary School has high expectations for children's attendance and punctuality. In order for children to achieve their very best, it is important that children attend school punctually every day and for the full day. Children are expected to attend school for 190 days each year, leaving 175 non-school days for appointments, holidays and extended family time.

Gates open for children at 8.20am
Children can come into school from 8.25am
The school day starts at 8.30am
The school day ends at 3.00pm

Children will be marked "late" (L) if they arrive after the register has been taken in class, and "late after the close of registration" (U) if they arrive after 9.15am. We understand that occasional absence is unavoidable. This should be requested in advance wherever possible, or before 8.45am in cases of illness. Absences will be recorded as follows:

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which **unavoidably** fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

PARENT/CARER RESPONSIBILITIES

Parents/Carers are responsible for the attendance and punctuality of their children at school.

Please:

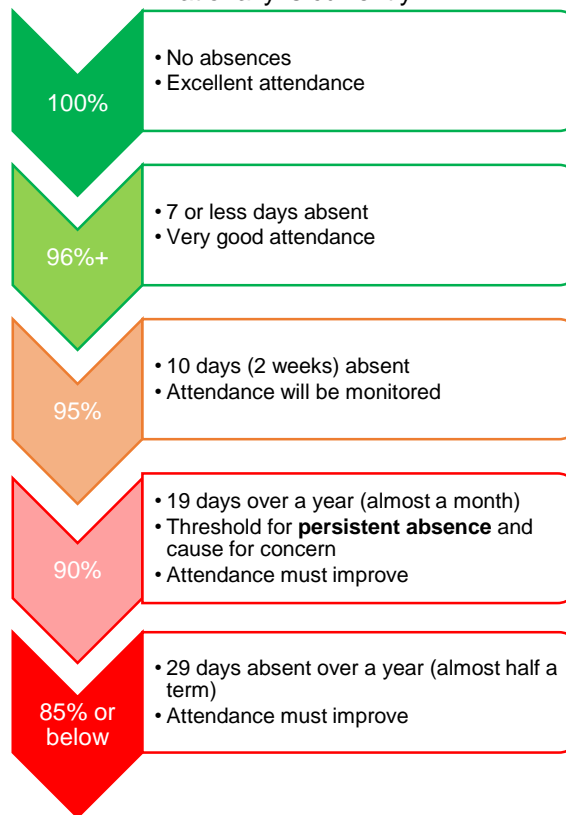
- Promote good attendance with your children.
- Make sure that you provide accurate and up-to-date contact details and let school know if these details change.
- Make sure that school has at least two emergency contact number.
- Notify school as soon as possible when your child is unexpectedly absent (before 8.45am), explaining why they are absent and an estimation of how long the absence will last (for more information, visit: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>)
- Make exceptional and unavoidable requests for leave of absence during term-time in advance (at least 2 weeks where possible).
- Book medical / dental appointments outside of school hours where possible.
- Do not book holidays during term time.

Where support is offered by school or the Local Authority, please engage proactively to help improve your child's attendance.

SCHOOL EXPECTATIONS

ATTENDANCE

Over a full year, we expect children's attendance to be above 96% (attendance nationally is currently :



PUNCTUALITY

Children are expected to be in school by 8.30am



SCHOOL ACTIONS

CELEBRATING GOOD ATTENDANCE

- Each half term, messages will be sent to congratulate any child with attendance above 96%.
- If attendance is being monitored, and improvement is evident, a message will be sent to congratulate children and their parents on improving attendance. Monitoring / communication will continue until attendance stabilises to 96%.

WHERE ATTENDANCE FALLS BELOW EXPECTATION:

- If a pupil's attendance falls below 90%, a letter is sent home explaining that the pupil's attendance is now being monitored.
- From January, if a child's attendance falls below 93%, a message will be sent home alerting parents/carers that their child's attendance is close to persistent absence and needs to improve.
- If attendance remains a concern, support will be offered and where appropriate a referral to the Local Authority Attendance Team may be made.
- Penalty notices may be considered if:
 - Code U: 10 or more sessions missed over a 10-week period and a notice to improve has not brought about a change.
 - Code G: 2 or more holidays in term time over a 12-month rolling period.
 - Code G / O: an extended period of absence which is greater than 10 sessions.

Please refer to the school Attendance and Absence Policy for further details.