



# Attendance and Punctuality Policy

School Responsibility	Mr L Gilhooly
Headteacher	Mr L Gilhooly
Governor	Mr Tom Banks
Adopted	February 2023
Review	February 2026

## ETHOS STATEMENT

The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Leeds in particular:

1. Religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
2. Religious worship is to be in accordance with the teachings, doctrines, discipline and liturgical norms of the Catholic Church;

And at all times the school is to serve as witness to the Catholic faith in our Lord Jesus Christ.

## MISSION STATEMENT

***St Joseph is our patron saint and he inspires and guides us in our school mission:***

- *Each one of us is part of God's family and we are all special*
- *As God's children and family we love one another, pray together, play together and walk hand in hand with God*
- *God is our teacher and we are his gifts. He helps us learn together, work hard and do our best to make our world a better place*
- *With fun, laughter and friendship we celebrate God's love*
- *We respect and care for everyone and for God's wonderful world*

The Attendance and Punctuality Policy is based on the Catholic ethos of the school in which all members of the community are respected and valued.

At St Joseph's Primary School, we take the attendance of our children very seriously. Missing days at school can hinder the child's progress and achievement in school. For the benefit of the children, it is paramount that they attend school every day and arrive punctually.

St. Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. Any concerns regarding absence or lateness are passed through the members of staff who are trained as "Designated Child Protection Officers" in school.

Our computerised registration system enables us to identify and give recognition to the majority of our students with excellent attendance and punctuality records and to alert you at an early stage if we have any concerns regarding your child's attendance.

We should like to take this opportunity to clarify the legal requirements and to let you know what you can do to support St Joseph's and enable your child to derive the maximum benefit from his/her education. If your child is unfit to attend school, please contact the school in person or notify the office by telephone on 01943 463840 as soon as possible on the first day of absence as well as any subsequent days thereafter.

The following reasons for absence cannot be authorised by the school and would therefore be classed as unauthorised:

- A child staying out of school on his/her birthday
- A child taken on holiday during term time
- Any absence for which the school has not received a valid explanation from the parent/carer

Allowing a child to be absent without good reason is against the law and parents/guardians can be prosecuted and fined in such circumstances.

We are committed to working with you to ensure as high a level of attendance as possible and would urge you to contact your child's teacher at an early stage if your child is reluctant to attend school.

St Joseph's use a text messaging service to keep parents regularly informed of events, newsletters and reports. It is also used to contact parents/carers if a child is absent from school without a valid reason. It is therefore important that your mobile phone numbers are kept up to date and the school advised accordingly of any changes.

### **Reporting An Absence**

The school office is open from 8am every weekday morning. Parents can access the office in person or telephone on 01943 463840 to report the absence of a child. When reporting an absence, please clearly state your child's name, year group and reason for absence. It is essential that parents report their child's first and each subsequent days absence. If the reason for absence involves a medical appointment, the office will need to see a copy of proof of appointment. This could include a text message, email or written proof.

### **Requests For Leave Of Absence**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on 1<sup>st</sup> September 2013. These regulations state that the Head Teacher may not grant leave of absence during term time unless there are exceptional circumstances. Family holidays do not count as 'exceptional circumstances'. Absence during term time directly affects each student's achievement. The school works with the Local Authority in improving school attendance. For your information, parents/carers who take students on holiday during term time may be referred to the Local Authority Education Welfare Service for legal consideration.

In order to request absence for your child, you will find copies of the 'Absence in Term Time' form at the school office. This form must be completed and returned to school for authorisation at least 10 school days in advance of the proposed leave. If the absence is not authorised by the school and you still take your child out of school, you will risk being given a penalty of £120 which applies to each child for which permission for absence has been refused. Absence for religious observance may be agreed by the Head teacher but will not exceed 2 days in any school year.

### **Persistent Absence**

The Department for Education (DfE) monitors the attendance of children across the country in order to raise attendance nationally. This is done by collecting the names of pupils who have Persistent Absence from school. A 'Persistent Absentee' pupil has attendance of less than 85%.

### **Punctuality**

At St Joseph's, we find it extremely important that all our students arrive at school on time each day. The school day begins at 8:45am when the children are registered. Any child who arrives at school after 8:55am will be recorded as being late on our registration system. Children arriving late should report to the school office to sign in and provide time of arrival along with the reason for being late. These details will also be recorded on our system.

## **Monitoring**

The effectiveness of this policy will be monitored in line with the school's monitoring and reviewing of school policy procedures.

Any questions regarding this policy should be directed to Miss Wilkinson and Mr Gilhooly who are the school's lead teachers on this issue.