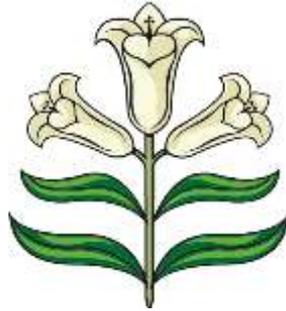


# St. Anne's P.S.

## Attendance Policy



Draft: November 2010

Adopted by Board of Governors: 14 June 2011

*“Be it known to all who enter here  
that Christ is the reason for this school;  
the unseen, but ever present, teacher in its classes,  
the model of its staff and the inspiration of its pupils.”*

# CONTENTS

1. Introduction	3
2. Aims	3
3. Why is Attendance important?	3
4. Parental Responsibilities	3
5. School Responsibilities	3
6. Authorised and Unauthorised Absences	3
7. Punctuality	4
8. Term Time Leave of Absence	4
9. Important Times for Pupils and Parents	4

### **As a school we aim to:**

- Maintain an average attendance rate of a *minimum* of 95%
- Maintain parents' and pupils' awareness of the importance of regular attendance.

### **Why is good attendance important ?**

- Regular attenders:
  - make better progress, both socially and academically
  - find school routines and school work easier to cope with
  - find learning more satisfying
  - have an easier transfer to secondary school
- Research shows a direct link between under-achievement and poor attendance

### **Parental Responsibilities:**

- Ring on the first morning of all absences with the reason and saying when the child will return;
- Speak to staff member before 9am if a school dinner needs to be cancelled;
- Arrange dental and doctor's appointments out of school hours;
- Send in a note explaining the reason for absence on your child's return to school (a form is available at the school office);
- Keep us updated by telephone or letter if your child has an extended period of absence due to illness;
- Make sure that children are at school before 9am and picked up promptly at home-time;
- Leave a message with a staff member or on the school answer machine if you are delayed in picking your child up.

### **School Responsibilities:**

- Record absences and late arrivals each day;
- Remind parents of the importance of regular attendance and punctuality in newsletters, and in Attendance Reports sent home at the end of each half-term;
- If attendance continually falls below 88%, to make a referral to the Education Welfare Officer;
- To provide names of all pupils whose attendance is below 88% to the Education Welfare Officer during the EWO's termly visit;
- Publish our attendance rate in the Governing Body's Annual Report to parents;
- Acknowledge and reward good attendance;
- Publish your child's attendance rate on her/his annual school report;
- Let you know if we have concerns regarding your child's attendance;
- Provide school work for a sick pupil when requested by a parent, but not for term-time holidays;

### **Authorised Absence**

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, a family bereavement, a religious observance, or an unavoidable medical appointment.

### **Unauthorised Absence**

There are times when children are absent for reasons, which are *not* permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- waiting on a delivery
- going for a family day out
- sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- going shopping or for a hair cut
- a child / or family member's birthday
- unapproved holidays

## **Punctuality**

- School starts at 9am. This is the time your child must be in school so you need to ensure your child is coming through the school gate by 8.55am.
- Late arrivals are disruptive to the whole class and often embarrassing for your child.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- Arrival after the close of registration (9.30am) will be marked as unauthorised absence in line with Department of Education's guidance (except in exceptional circumstances) .
- We will let you know if we have concerns about your child's punctuality.
- Children who remain uncollected at the end of school time will be referred to a place of safety if not collected or the school contacted by school closing time.

## **Term Time Leave of Absence**

We are always concerned about the amount of school time pupils miss as a result of family holidays. There is no entitlement to time off during a term. All holidays taken during term will be recorded as "unauthorised".

## **Pick-Up times (unless there is an after-school club, etc) :**

	Reception	P1 & P2	P3	P4 ~ P7
Mon	11.45am	1:45pm	3pm	3pm
Tue	11.45am	1:45pm	3pm	3pm
Wed	11.45am	1:45pm	3pm	3pm
Thurs	11.45am	1:45pm	3pm	3pm
Fri	11.45am	1:45pm	3pm	3pm

## **REVIEW AND MONITORING OF THE POLICY**

The policy will be reviewed every two years by the Principal, Staff and Governors.

April 2011