



## St Edmund's Catholic Primary School

### Consideration, Care and Courtesy

### Attendance Policy

Welcome to St Edmund's! Together we will do our best to ensure your child has a positive and fulfilling experience at our school.

#### Attendance Policy

We want to ensure your child can take advantage of every learning opportunity available to them.

To do this we need your help! Our overall school attendance target is 96%.

St Edmund's is obligated by law to record all authorised and unauthorised absences. To do this correctly we need you to inform us of all your child's absences and the reason for these.

#### **Good attendance = Educational achievement**

#### What school expects from students:

- To attend regularly.
- To arrive on time (between 8.45-8.55am).
- To hand in any letters re: absences/appointments to staff.

#### What school expects from parents:

- To ensure your child attends regularly and on time.
- To contact school before 9.15am if your child will be absent.
- Contact the school and give notice of any upcoming appointments (where possible, try to arrange these outside of the school day).
- Avoid taking holidays during term time. This can have a massive impact of children's education.

#### What parents can expect from school:

- St Edmund's will monitor and record your child's attendance daily.
- We will contact you via telephone (first day response) if no reason is provided for your child's absence.
- In the event of 2 days of unauthorised absence, we will complete a home visit to ensure your child is safe.
- We work closely with the School Attendance Consultant (SAC) and School Attendance Support Workers (SASW) to assist and support parents where needed.
- Where attendance is a concern, school will contact you to arrange a meeting to discuss this further.

