



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 9.30am 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 Pupil Attendance Support Team (PAST) to assist and support parents where needed.
- Where attendance is a concern, school will contact you to arrange a meeting to discuss this further.

Absences

These can be authorised by Business Manager, Pupil Support Manager or Headteacher with a valid reason provided via face to face conversation, telephone call or letter.

Unauthorised absences will be investigated by staff. If no valid reason given, the absence will remain unauthorised.

Authorised absences

- Illness
- Religious observance (see Attendance policy on website)
- Medical appointment
- Sudden family bereavement
- School takes the decision to close

Unauthorised absences

- No explanation from parent/carer
- School dissatisfied with explanation for absence
- Absent for unexceptional circumstances e.g. birthday
- Family holidays

96-100%

93-95.9%

90-92.9%

Below 90%

Remember the more time your child has off from school, the less progress they will make.

Holidays in term time

We do not allow holidays to be taken in term time. If longer than 10 sessions (5 days) then school may refer to School Attendance Consultant (SAC) and a penalty notice may be imposed.

At St Edmund's we reward good attendance!

100% each week—name goes into a prize draw to win a £25 ASDA voucher at the end of each term.

Class with the highest attendance each week gets extra playtime.

Every term, children with 99/100% attendance receive a certificate and a chocolate bar.

Children who maintain 100% for the whole year will receive a certificate and an ASDA voucher for their efforts.

Attendance is key to achieving the best we can for our children. Let's work together to help our children achieve the best they possibly can.

Ensure your child comes to school every day and make the most of every learning opportunity!

Let's work together to help your child shine!