

Why is attendance important?

St Oswald's Catholic Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

Attendance & Punctuality Expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

If good attendance and punctuality habits are created for the children now, it sets the standard for them to take forward to high school and beyond.

Registration

All children should arrive at school by **8.45am** when the class entrances are opened and children are greeted by staff.

8.45am is when the school day starts and registration begins from this time.

If a child arrives after the entrances close at 8.50am, they will need to enter via the school's main entrance and **must** be signed in the late book by a parent.

Morning class registration starts from 8.45am and ends at 9.00am.

If a child arrives after the entrances close at 8.50am and before the office close the registers at 9.20am, they will be marked present with attendance code L (Late) on the register.

If a child arrives after the office have closed the registers at 9.20am, they will be marked absent with absence code U (late after the close of registration) and will not receive their attendance mark for that session.

(See Department for Education [Working Together to Improve School Attendance](#) guidance, section 8)

Afternoon registers are taken immediately after lunch time.

Absence Procedures

If your child is absent and the absence was not planned in advance, eg sickness, parents are required to contact the school office via telephone as early as possible and before 9.30am on the first day of their child's absence to notify the school of the reason for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by 9.30am to report the absence, office staff will contact the parent by text or telephone call as soon as is practicable on the first day that they do not attend school.

This is a safeguarding procedure to ensure that the child is safe and has not for example, left home for school and failed to arrive.

Illness and healthcare appointments

Parents are expected to make medical or dental appointments outside of school hours wherever possible. Parents are responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Term Time Absence Requests

Any requests for term time absence will be considered on an individual basis and the pupil's previous attendance record may be taken into account.

The Head Teacher will only authorise a term time absence in exceptional circumstances and is not likely to authorise an absence for the purposes of family holidays.

Term time absences must be requested in advance of the proposed absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

An absence request form can be found on the school website and may be submitted electronically or at the school office. A paper copy can be requested from the school office if preferred.

Parents will be notified if the absence has been authorised or not.

Please be aware that even if the term time absence has been authorised, your child's attendance record will still be affected.

Celebration of Attendance

The school will acknowledge excellent attendance and punctuality in the following ways:

Letters to parents/carers

Annual reports

Assemblies & Certificates

Working with Parents

The school will regularly communicate children's attendance with parents and will contact parents if a child's attendance becomes cause for concern (below 90%).

The school recognises that there may be instances where the reasons for a child's poor attendance is sensitive and will always support parents and work with them to help the child's attendance to improve.

Key to attendance and punctuality grades are below - attendance and punctuality will be published on your child's end of year report.

Key to School Attendance Grades:

98%+ Excellent

96-97% Good

95% Satisfactory

91-94% Unsatisfactory

90% Poor/Cause for Concern

Key to School Punctuality Grades:

0-1 Late Excellent

2 Lates Good

3 Lates Satisfactory

4-10 Lates Unsatisfactory

11+ Lates Poor

Attendance Team

Sharon Orwin, Headteacher (Attendance Officer)

Gail Furness Deputy Headteacher

Mrs D Bonsall, Office Manager

The Attendance Officer can be contacted via stoswalds_primary@sch.warrington.gov.uk. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.



Together we love, learn, respect and appreciate

Attendance and Absence Policy

Summary for Parents

The full Attendance and Absence Policy can be found on the school website

www.stoswaldscatholicprimary.co.uk