

ST FRANCIS CATHOLIC PRIMARY SCHOOL

St Francis School strives to provide a broad, balanced and relevant Catholic education in which we recognise, through mutual respect, that Christ is in everyone.

Attendance Statement

In accordance with our Mission Statement –

St Francis School strives to provide a broad, balanced and relevant Catholic education in which we recognise, through mutual respect, that Christ is in everyone

- we aim to work in partnership with parents and demonstrate our care and concern for all pupils' safety and wellbeing.

Parents have the primary responsibility of ensuring that pupils of statutory school age attend school punctually and regularly.

As every half day absence from school has to be classified by the school as either authorised or unauthorised, information about the reason for each absence is always required.

Authorised absences are mornings / afternoons / days away from school for a good reason e.g. illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given e.g. keeping children off school unnecessarily or absences which have not been properly explained.

Parents are expected to contact school at an early stage and to work with staff in resolving problems together should there be any reluctance by a child to attend school.

Should parents wish to contact the Education Welfare Officer (EWO) – who is independent of the school - for advice, the telephone number is 01628 683527.

The school applies the following procedures in deciding how to deal with individual absences:

- **Illness and other legitimate reasons**

If a child is unfit for school, parents should contact the school on the first day of absence either by telephone or in writing to give the necessary explanation. A member of the administrative staff will contact the family on the first day of absence should this not occur.

Leave will normally be granted in an emergency e.g. bereavement and for medical appointments / music exams which unavoidably take place during school time.

It is not usually appropriate for the school to authorise absences for day trips etc.

A maximum of two visits by Year 6 pupils in the Autumn term to prospective secondary schools are counted as authorised.

Induction day visits in the Summer term by Year 6 pupils to the secondary schools they will be attending are authorised.

- **Leave of Absence**

Parents should not normally take pupils out of school during term time for any reason including holidays. Should this be unavoidable each request will be considered individually by the Head Teacher on receipt of the request for "Leave of Absence in Term Time" form. Requests for leave in an academic year will only be granted in exceptional circumstances on a case by case basis. The school adheres to the Borough's policy when issuing fixed term notices in accordance with The Education (Pupil Registration) (England) (Amendment) Regulations 2013 (Statutory instruments, 2013, No:756). See Appendix 1.

- **Lateness**

Parents are expected to ensure that children are present at registration from 8:50am. Registration closes at 9:30am. Late arrival after registration will be coded as LATE in the register.