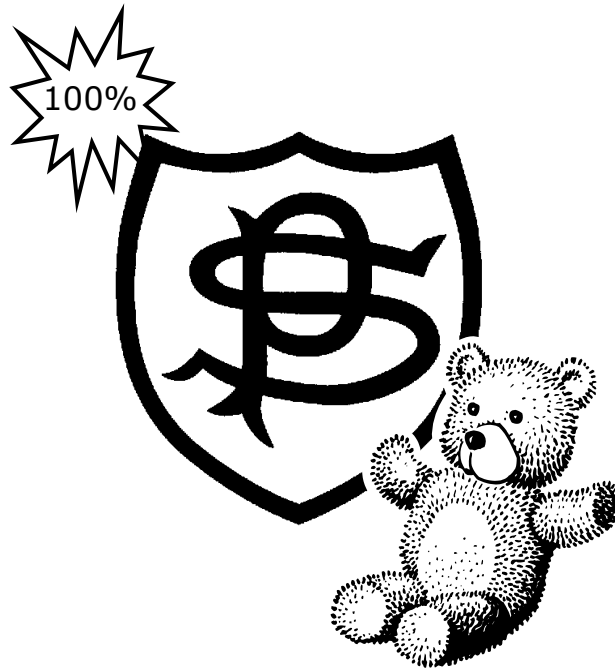


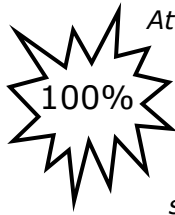
St. Peter's Catholic Primary School



Attendance

Information for Parents

Attendance



At St. Peter's we believe that full attendance is essential to help your child reach their potential. Quite simply, if your child is not at school, they are missing vital elements of teaching and learning. The government defines good attendance as 95% as it has been proven that children with this level of attendance are higher achievers. Regular and punctual attendance ensures that your child settles well, is happy at school and able to take advantage of all that St. Peter's has to offer.

Most parents ensure that their child attends regularly and punctually and this is very much appreciated by the staff at St. Peter's. Where attendance is not consistent we try to provide support to ensure improved and sustained attendance. If you are experiencing any problems please let us know.

1. Illness

Although we encourage full attendance we do not want children to come into school if they are unwell. It is not good for the child or their classmates, not to mention staff, particularly if your child has something contagious. Our prospectus has some information showing how long a child should be kept away from schools if they are suffering with a particular illness. If your child is absent due to sickness please let the school know by 9.30am. Further details are given in section 5.

2. Lateness

Our classrooms are open from 8.45am and children can come into school from that time. This gives them time to hang up coats, hand in homework and speak to friends before school starts at 9.00am. Anyone arriving after 9.00am is late and the register will be noted accordingly. The registers are closed at 9.05am. Any child arriving late, after 9.05am, has an unauthorised absence

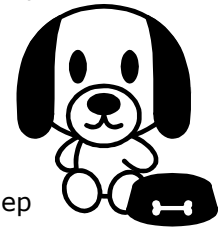
mark for the morning session. It is important to point out that children who are persistently late miss vital instructions for their morning sessions and cause disruption to their class.

3. Incentives



To actively promote attendance we are introducing two new characters into school. Attendance Ted will be awarded to the class for the best attendance of the week. A certificate will be given to the class during the weekly celebration assembly and they will have Attendance Ted in their classroom for the following week. At the end of each term any child with 95% attendance (and no lates) will receive a special certificate.

Punctuality Pup will be awarded to children that have most improved punctuality! It is hoped that this will encourage children to arrive earlier if they have been routinely or frequently late. A certificate will be awarded and they will keep Punctuality Pup in their classroom for a week. We hope these positive encouragements will help your child remember the importance of regular and punctual attendance.



4. Authorised & Unauthorised Leave

The Executive Headteacher has the discretion to decide if absence is authorised or unauthorised.

These are examples of authorised absence:

- Sickness & diarrhoea
- Headlice
- Chicken pox or other contagious diseases
- Medical appointments (doctors, hospital or dentist)

The following are examples of unauthorised absence:

- Birthdays

- Remaining at home because a sibling is not attending school
- A parent or sibling illness, except in exceptional circumstances
- Getting up late and not coming in for the remainder of the day/session
- Visiting relatives
- Long weekends

5. Procedures to follow when a child is absent from school



You can notify the school of your child's absence in several ways. The school office has a dedicated absence line and you can call and leave a message. Please say your child's name and reason for their absence. When your child returns to school they should bring with them a note confirming the reason for their absence. Alternatively you can email school at absence@st-peters-sittingbourne.kent.sch.uk. Your email will be acknowledged and the information passed to the relevant teacher. Notification of a child's absence should be done by 9.30am. Parents should contact the school on the first day of absence.



6. Holidays

We prefer that holidays are not taken in school time due to the inevitable disruption caused to learning. However, in exceptional circumstances and at the discretion of the Executive Headteacher, leave may be granted. Requests should be made in writing at least 2 weeks, preferably a month, prior to the date of departure. It should be noted that a child who has 10 days holiday during an academic year will not achieve 95% attendance. Authorised absences will not be granted at the beginning of an academic year, during assessment testing time (usually May) or if attendance has fallen below 92%. Holidays cannot be granted retrospectively.

Only in exceptional circumstances may the amount of leave granted exceed two weeks. The decision will be at the discretion of the Executive Headteacher. Parents will receive written confirmation of their request within 10 days of the request being received by the school.

If the Executive Headteacher decides it is not appropriate for the child to be absent, and the parent still decides to take the holiday, then the absence will be marked as unauthorised.

Other requests for leave of absence can be requested by parents by sending a letter to the Executive Headteacher.

7. Educational Welfare Officer

The role of the Education Welfare Officer (EWO) is to work closely with both the school and families to resolve attendance issues. The EWO works in a multi-agency environment, with Social Services, the School Health Service, Children, Adolescence & Mental Health Services (CAMHS) and other appropriate agencies to help improve attendance.

8. Fixed Penalty Notices

Although we will help any family to improve attendance and punctuality, it is the responsibility of parents to ensure their child attends school regularly and on time. If unauthorised absence gives cause for concern the school can apply to the Local Authority for the issuing of a Penalty Notice. The penalties can be substantial, starting at £50 per child.

If you require any further information please do not hesitate to ask a member of staff.

Revised January 2011

Useful Contact Details

St. Peter's Catholic Primary School

West Ridge
Sittingbourne
Kent
ME10 1UJ

☎ 01795 423479

☎ 01795 439968

✉ absence@st-peters-sittingbourne.kent.sch.uk

Educational Welfare Officer

Swale Local Office
Ave. of Remembrance
Sittingbourne
ME10 4DD

☎ 01795 418722

School Health

Sittingbourne Memorial Hospital
Bell Road
Sittingbourne
Kent
ME10 4DT

☎ 01795 418300