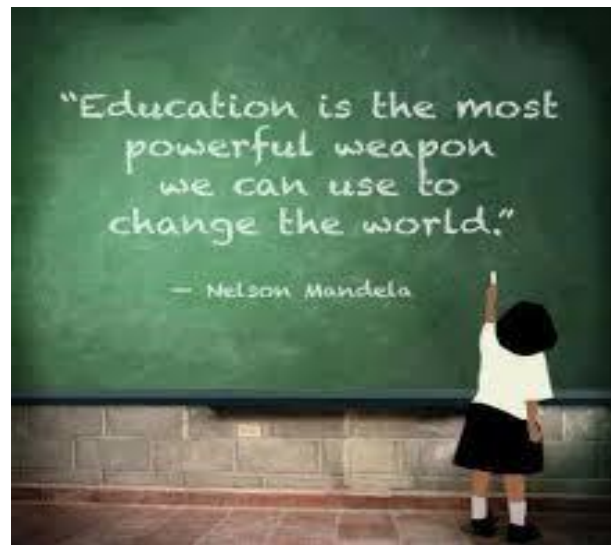


Blessed Sacrament Catholic Primary School

Attendance and Punctuality Information



2023-24



"Every child has the right to an education."

European Convention on Human Rights (ECHR)

**Make sure your child
accesses their right!**

'Aim high - live life to the full'



Government Legislation

All children have a right to education in this country. This is a basic human right under the United Nations Declaration of Human Rights. Equality and Human Rights Commission (2012) UNICEF states that 'Every child has the right to an education which develops their personality, talents and abilities to the full'.

Once your child is registered at our school, you are legally responsible for making sure they attend regularly. A child who is absent for 10% of the time is categorised by the D.F. E as a Persistent Absentee. A child that has been absent for more than 50% of the time is categorised as a Severe Persistent Absentee. This is classed as Educational Neglect.

We are required by Government Legislation to distinguish between authorised and unauthorised absence. **It is therefore up to the school (not parents/carers!) to authorise an absence**, which is why it is necessary that you provide us with a valid reason for your child's absence. When no reason is given, the absence will not be authorised, which may lead to legal proceedings.

Authorised absences are times away from school for reasons such as illness, medical appointments (which unavoidably fall in school time), emergencies or other unavoidable causes. Parents/carers should always try to make dental and non-emergency medical appointments outside of school time. If this isn't possible, proof of the appointment is required in order to authorise this absence.

Unauthorised absences are those which the school does not consider reasonable or for which no reason for absence has been given. It is this type of absence which can lead to the Authority using sanctions and/or legal proceedings such as fixed penalty fines, prosecution and parenting contracts.

What systems and procedures do we have in place?

- We highlight the importance of good attendance during assemblies.
- We give parents/carers regular updates on their child's attendance and punctuality.
- We celebrate good attendance through displays, rewards and during assemblies.
- We make urgent contact with parents/carers when no reason for absence has been given and carry out house calls when necessary.
- Follow Government and LA guidelines regarding attendance and issue fixed term penalties as in line with Government guidelines
- Do not authorise holidays during term time.
- We hold parents/carers to account for their child(ren)'s poor attendance and/or punctuality through letters and panel meetings.
- We hold weekly attendance team meetings.
- We analyse our data to identify patterns of absence or lateness and identify target groups.
- We use an electronic register system.
- We send late texts to parents each day.
- We monitor 'early pick ups' and ask for proof of appointment.

Helping to create a pattern of excellent attendance and punctuality is everyone's responsibility: parents/carers, pupils and all members of school staff

The importance of good attendance

Children with poor attendance at school are less likely to gain any qualifications. Working together we can prevent this!

Our school expected attendance figure is 97%.

Attending school regularly;

- ✓ establishes a routine.
- ✓ enables children to develop relationships/friendships and social skills.
- ✓ enables children to keep up with their work and maximise their potential.
- ✓ gives children a sense of responsibility and gain better future employment prospects.

Punctuality

Being late for school reduces learning time!

If your child is 5 minutes late every day they will miss 3 days of learning each year.

If your child is 15 minutes late every day they will miss 2 weeks of learning each year.

Make every minute count!

Persistent lateness can:







- disrupt the rest of the class.
- cause embarrassment to your child.
- make it harder for your child to keep up with their work if they are missing the start of lessons.
- **Persistent Lateness can be legally counted as unauthorised absence!**

Promoting Excellent Attendance and Punctuality

How can you help?

- Continue to encourage your child to attend school every day;
- Inform school on the first day of absence, by telephoning 525 9600, texting 07860023009 or emailing on admin@bsprimary.com before 8:50 a.m.
- If you know your child is going to be absent for a genuine and unavoidable reason, let school know in advance (e.g. medical or dental appointment, etc.); giving proof of the reason for absence.
- Please inform us if your child is reluctant to come to school at any time, as we will be able to offer support.
- If you are aware that your child is going to be late then please telephone school as soon as possible on 525 9600 or email on admin@bsprimary.com
- If your child is experiencing any difficulties in school, please inform their class teacher - we are always happy to discuss any concerns with you or your child.
- **We are always ready to listen and advise in complete confidence!**

Look at our fabulous rewards!

-  Treats for the winning classes of the week.
-  Extra playtime for classes with 100% attendance.
-  Raffle tickets for every child who has a full week in school.
-  Our termly raffle with vouchers for the winners.
-  Prize for the class with the best attendance in each of the Junior and Infant Building for the term.
-  Termly 'Attendance Drives' and 'Calendar Days'

Blessed Sacrament Catholic Primary School Attendance Team

Mrs Christine Woodhouse- Deputy Headteacher,
Designated Attendance Lead

Mrs Ann McKenna- Learning Mentor, Attendance Lead

Miss Kathi Gregory- Family Liaison Officer

Mrs Jane Griffin- Assistant Headteacher,
Designated Safeguarding Lead

Mr Davey- Headteacher, Deputy Designated Safeguarding Lead.

Mrs Gez O'Connell- Admin Assistant

Miss Carol Deering- Educational Welfare Officer

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