



# **SAINT NORBERT'S CATHOLIC PRIMARY VOLUNTARY ACADEMY**

## **ATTENDANCE POLICY**

*(2018)*

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“To Live, Love and Learn in the Footprints of Jesus.”

### **UN Convention on the Rights of the Child**

As a Rights Respecting School, we aim to ensure that:

- Children enjoy the right to an education (Article 28);
- A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community (Article 23);

### **The law says:**

Parents or carers have a duty to make sure that children of compulsory school age receive an appropriate education. A child reaches compulsory school age the term following their fifth birthday.

Remember - if your child is not in school:

- they may be absent without your knowledge
- they may be at risk
- they are missing out on their education
- you may be issued with a Penalty Notice (the penalty is £60 or £120)
- or you may be prosecuted by the local authority in the Magistrates' Court.

Please note that a Penalty Notice will be issued to each parent or carer individually and for each child. If it is proved that you knew of your child's non-attendance and failed without reasonable justification to ensure regular attendance a fine of up to £2,500 and/or a term of imprisonment may be imposed by the court.

The court also has the power to direct a Parenting Order requiring you to attend at counselling and guidance sessions. It can also specify other appropriate action by you as directed by the Inclusion Officer on behalf of the council.

### **You can help your child by:**

- working together with St Norbert's Academy staff
- letting us know on the first day of any absence
- not taking your child out of school for holidays in term time/visits/shopping trips
- taking a positive interest in your child's work
- listening to your child
- ensuring your child is ready for the school day to arrive on time

### **Attending school regularly**

Students with good attendance:

- achieve better
- feel happier and gain confidence
- find it easier to make and keep friends
- have better prospects of employment and training

- are less likely to be at risk of harm or be involved in criminal offending.

## Our Attendance Target

We are committed to providing high quality education and improving outcomes for all our pupils. In order for a child to reach their full potential, we expect a high level of school attendance, so they are able to maximise their learning and achievement.

Governors always aim to increase our attendance levels. Our attendance target for 2018-2019 is set at 97%. If your child's attendance drops below 97%, a letter will be sent to you. It is appreciated that children sometimes become unwell and cannot attend, but as parents, it is important to be aware of the level of your child's school attendance as missing days will have a detrimental effect on your child's educational attainment.

A Support Plan may be organised if a child's attendance drops below 95%. This will enable parents/carers and school staff to work together to try to improve outcomes, with the support of the Inclusion Officer, Nursing Team or other Agencies as required.

Each Friday, attendance is celebrated during whole-school assembly; the class with the highest attendance are rewarded with ten minutes' extra playtime.

A detailed list of all children who have been absent during that week will be compiled by the Business Manager. This will be discussed with the Headteacher and any action needed will be taken. Letters will be sent to parents as appropriate.

At the end of each month and the end of each half term, an overall percentage attendance from the beginning of term will be calculated to monitor attendance figures.

Information is retained in a file and made available to Governors as and when requested.

If your child is ill, we request that parents/carers telephone the school office as soon as possible (before 9am) to report the absence.

If a child arrives after 8.30am, they will be asked to work at playtime for the extra minutes to catch up.

Parents will not be granted leave of absence for any reason other than an exceptional circumstance. This does not include annual family holidays.

## **We can help**

If you are concerned about your child's school attendance, please make an appointment at the office.

November 2018