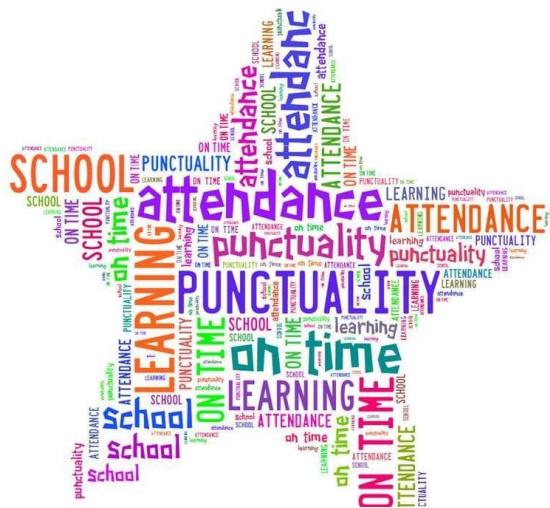




St Anthony's Catholic Primary School

Attendance and Punctuality

2019 – 2020



Good attendance and punctuality are vital for success at school and to establish positive habits that are necessary for future success.

Through regular attendance pupils can:

- *Build friendships*
- *Develop life skills*
- *Engage in essential learning and achieve their full potential*

All parents/carers should promote good attendance and punctuality and work in partnership with the school.

What are children saying about 'good attendance' and being in school?

"If you're not here, you miss out on so many things especially learning new things!"

Attendance

At St Anthony's Catholic Primary School we consider satisfactory attendance to be **over 96%**.

**Our target
attendance
is over 96%**

Illness

Occasionally pupils are too unwell to attend school. When deciding whether or not your child is too ill to attend school ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate.

- Does your child have a contagious condition that could be passed on to other children or school staff? If so, keep your child at home.

If you are unsure, send your child to school and let a member of staff know your concerns. We will contact you if we think they are not well

enough to stay in school.

Please remember to contact school if your child is unable to attend so that we can authorise the absence.

School phone number: 0121 770 3168

School email: 84office@st-Anthonys.solihull.sch.uk

Absence due to Medical and Dental Appointments

Medical and Dental appointments should be made during the school holidays or out of school hours. If this is not possible, please inform school and bring in the appointment card or letter, to be copied.

Unauthorised Absences

School does not consider the following absences to be reasonable:

- Forgetting school term dates
- Oversleeping
- Unexplained absences
- Day trips/ family outings
- Problems with uniform/clothing
- Birthdays and holidays
- Headlice
- Minor ailments
- Arriving at school after the register has closed



Absences due to Family Holidays and Events - All requests for leave of absence from school, must be made to the Head Teacher, Mr Flaherty, using the request form available from the school office – please note this must be received 14 days before the requested absence.

Absence will be authorised only in exceptional circumstances. You will be informed if the absence has been authorised or not.



Punctuality at the Beginning of the Day

Pupils should be in school every day between 8:45am & 9am. If pupils arrive after 9am, they need to be signed in electronically at the school office.

Arrival after 9:30am will be recorded as an unauthorised absence.

Punctuality at the End of the Day

Pupils should be collected at 3:15pm. If you are going to be late or if someone else is collecting your child, please inform school.

Fixed Penalty Notices

A Fixed Penalty Notice can be issued by the Local Authority for the following reasons:

- At least 10 sessions of absence (am or pm) within a period of no more than one term or two half terms following a warning letter from the Local Authority;
- At least 10 sessions (am or pm) of unauthorised leave of absence following a request for leave that was not an exceptional circumstance;
- Leave of absence taken during term time without parents requesting authorisation from the school;
- A pupil arrives after the registers have closed (marked with code 'U') on 10 or more separate occasions in any one term.

Fixed Penalty Notices will be issued by post. Payment of a Fixed Penalty Notice is £60 if paid within 21 days and £120 if paid after this time but within 28 days. Fixed Penalty Notices are restricted to 2 per pupil per parent in any academic year.

The Local Authority retains any revenue from the Fixed Penalty Notices to cover enforcement costs. Non-payment of a Fixed Penalty Notice will result in the withdrawal of the notice and may trigger a prosecution of parents/carers under Section 444 Education Act 1996. There is no right of appeal by parents/carers against a penalty notice.

Attendance Policy - The school's Attendance Policy can be viewed by request at the school office or is in the 'Policies' section of the school's website: www.st-anthonys.Solihull.sch.uk