



**St Bonaventure's Catholic Primary School**  
**Egerton Road,**  
**Bishopston**  
**Bristol,**  
**BS7 8HP**

## **Attendance Policy 2017**

<b>Policy Owner</b>	Headteacher
<b>Governing Body Committee</b>	Standards
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This policy is available at  
<http://www.st-bonaventures.bristol.sch.uk/>



### **Mission Statement**

- St Bonaventure's Primary School is committed to providing all its pupils with a full-time education, which maximises opportunities for each pupil to realise his/her potential.
- The school will do its best to provide a welcoming, caring environment, whereby each member of the school community feels secure and wanted.
- The school will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents/carers who give low priority to attendance and punctuality.

### **Aims of the whole school policy on attendance**

- To improve the overall percentage of attendance of pupils at school.
- To make attendance and punctuality a priority for all those involved in the school community.
- To have defined roles and responsibilities within the Admin department which safeguards and promotes good attendance
- To provide support, advice and guidance to parents and pupils about good attendance.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school about attendance.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the Education Welfare Service and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

### **Rights and Responsibilities**

#### **Parents:**

- Are responsible for making sure that their child attends punctually and regularly, are properly dressed, equipped and fit to learn.
- Must inform school of the first day of absence.
- Must make written request to the school in advance of any intended absence they wish their child to have. e.g., medical appointments, consulate appointments. Parents to note that any absence can only be authorised in exceptional circumstances.
- Expect the school to keep them fully informed of their child's attendance.
- Expect the school to support and encourage them in continually seeking ways to improve attendance at school.

#### **The Children Will**

- Be listened to and respected and therefore want to attend
- Have individual record of attendance and punctuality.

#### **The School**

- Ensure accurate and daily registers are maintained on pupils in the school.
- Authorise absences where appropriate in line with guidance from DfE.



- Ensure parents are fully informed of their responsibilities, via the information booklet which is distributed to new parents and is also found on the school website.
- Publish expected school times and holidays (including inset days) to parents.
- Keep parents regularly informed of attendance levels at parent's evenings and in reports. In addition, if attendance has dropped below recommendations, parents will be contacted to offer support.
- Ensure the school is a welcoming place where children want to attend and learn.
- Work with any pupils and their parents that have been absent for a significant period of time to ensure positive reintegration.
- Monitor data to identify patterns of attendance and action accordingly.
- Work closely with the EWS through the EWS/School Service Level agreement.

### **The Education Welfare Service**

- Meet regularly with the Headteacher to monitor levels of attendance and discuss individual pupils. To provide notes of this meeting to the Headteacher.
- Assist the schools in setting attendance targets.
- Develop and review the Service Level Agreement.
- Provide termly comparative attendance data.
- Take appropriate legal action against parents who do not complete their statutory obligations.
- Undertake casework of those pupils referred by the school.
- Issue penalty notices for unauthorised absences (see penalty notice section below).

### **Authorised and Unauthorised Absence**

- As a school it is our responsibility to determine whether an absence is authorised/unauthorised. A letter or telephone call from parents/carers does not in itself authorise an absence. Absence is authorised at the discretion of the Headteacher or the Deputy in her absence. Any planned absence is required to be requested in writing at least 2 weeks before the event so that the Headteacher can consider the circumstances of each individual request in line with the guidelines set by the DfE.
- Acceptable reasons for an authorised absence may include:
  - Unavoidable medical/dental appointments (parents may be asked to provide documentation to support this).
  - Sickness.
  - Days of religious observance which should be agreed with the Headteacher in advance.
  - Exceptional family circumstances such as bereavement.
  - Travellers whose base school is St Bonaventure's (dual registration).
- If the School does not receive information regarding the absence of a child the absence will be treated as unauthorised.
- Evidence may be required to enable authorisation of the requested absence.

### **Penalty Notices**

Where a pupil has had between 8 and 20 unauthorised absences within a 10 school week period, the Headteacher will consider the individual circumstances around the absences and reserves the right to refer this information to the Education Welfare Service who may issue the parents with a Penalty Notice.

Please see The Education (Penalty Notices) (England) Regulations 2007 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013 on the Education Welfare Service's



Website: <http://www.bristol.gov.uk/page/children-and-young-people/education-welfare-service>.

### **The School Roll**

A pupil will remain on the school roll unless one of the criteria below applies:

- The pupil moves from one mainstream school to another and is enrolled at that newschool.
- A permanent exclusion has been upheld.
- A parent makes a formal request to the LA to “Educate Otherwise” their child at home.
- A child fails to return to school following a period of 20 School days – where 10 days from school has been granted as leave of absence and the child then fails to return within a further 10 days which is not due to sickness or other unavoidable reason.
- A child has been certified by a medical officer as unlikely to be in a fit state of health to return to school.
- The LA names another school in a Statement of Special Educational Need.
- Children who do not appear and cannot be traced by the EWS through the City Councils missing pupil's protocol.

***Agreed by the Governing Body***