



One Page Attendance Policy for Parents and Carers

- Regular school attendance is essential if children are to achieve their full potential.
- Attendance concerns are a safeguarding issue and all staff are trained to raise concerns if a child's attendance drops/ has a pattern of days of absence/ poor punctuality.

Allowing for normal childhood illnesses, it is expected that all children will have an attendance of 95% and above.

Persistent absence is where a pupil misses 10% or more of school.

- The school day starts at 8.50am at the Infants and finishes at 3.20pm.
The school day starts at 9am at the Juniors and finishes at 3.30pm.
- Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. It would be expected that the parent contacts the school on a daily basis if their child is absent, unless the child is in hospital or has an illness such as chickenpox which naturally needs a period of convalescence. However, school would expect regular updates if this is the case.
- Where a child has concerning levels of attendance and an absence goes beyond 2 days, a welfare check visit may be made to the family home, even if the parent has contacted school.
- It is also important for parents to inform the school of any specific vulnerability in relation to their child or home circumstances which is impacting on attendance.
- Absence will not be authorised unless parents have provided a satisfactory explanation and it has been accepted as such by the head teacher.

Holidays during term-time will not be authorised.

Parents/Carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number (3 numbers if possible) for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- School is proactive in offering support in the form of Early Help and regular check ins with parents. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Mount Carmel RCPS will consider the use of legal sanctions.

