



# Attendance Policy

## Mission Statement:

*'In St Margaret Mary's School*

*we welcome everyone into our community*

*in order to live, love and learn*

*together in the light and example of the life of Christ.'*

## Attendance Policy

The process of education is developmental, building on 'previous best.' Ideally this should be continuous and uninterrupted to ensure progression in learning. The school aims to encourage and support good punctuality and attendance.

### Guidelines:

- The school provides a happy and secure environment to facilitate effective learning.
- The school provides a well ordered, well maintained environment to encourage good attendance where the pupil's efforts are acknowledged and rewarded.
- Parents must contact school if their child is to be absent daily.
- Unexplained absences are followed up the Deputy and Head Teacher.
- In extreme cases of unexplained absence outside agencies may be involved.
- If there is a need for a child to leave before the official end of a school session, parents are required to sign the signing out book – located at Office and must where possible give one days notice.
- All staff are role models and must be punctual for lessons and prepared.
- Good attendance facilitates a better chance for each individual to progress.

### Registration

- School is open from 8.30 – 8.45 am every morning. Gates are closed punctually at 8.45 am. A record of pupils late after this time is kept daily. Pupils who arrive late on more than 2 occasions in one week receive a letter from the Deputy Head. This data is tracked and a half termly letter is sent to parents reporting how many times their child has been late to school.
- All staff must collect their register from the pigeon hole area. They will be collected by a Y6 monitor 15 minutes after registration.
- If a child arrives late the correct code will be placed by the admin staff and the time that they arrive recorded.

### Absence

- Daily contact must be made with school and home.
- All contacts are recorded and correspondences are filed.
- School is no longer allowed to authorise any holidays. Parents have been notified of this from September 1 2014.
- If children have a long period of absence a doctor's note is required.
- If persistent absences occur the DHT/HT will invite parents into school to discuss concerns.
- Good attendance is rewarded termly using gold, silver and bronze categories.

### **Good Attendance**

- Nursery pupils attend for half a day from 8.45 – 11.45 am.
- All other classes are on site from 8.45 – 3.05pm.
- Classes with best attendance figures each week have the opportunity to play on the school Wii, certificates are awarded to the class and centrally displayed . Awards are given termly (certificates, pencils, stickers) and a celebration at the end of the year for all 100% attendance winners takes place.
- Good attendance is celebrated weekly in the home school letter.