



St William of York Catholic Primary School 2025 - 2026 Attendance Policy

Together, as God's family we are learning through love, forgiveness, respect and courage to use our unique gifts, challenging and transforming our world.

At St William of York Catholic Primary School, we believe: -

- That children can only learn effectively and reach their full potential if they attend school regularly.
- That children must arrive on time.
- That children should not be at school if they are unwell (this does not include colds, but vomiting, diarrhoea, contagious diseases and flu)

Good attendance means that children usually make good, consistent progress in their school work. We expect good attendance from our pupils, in order for them to make the most of the opportunities that the school has to offer. We rely on our partnership with parents and carers to ensure that this is achieved.

We would ask parents and carers to help the school by notifying us of all absences on the first day by telephone or calling in to the school office. If no message is received during the morning of the first day of absence we will contact the child's parents by telephone or text, sometimes a home visit. If no contact is made absence and amended to 'O' – Unauthorised. If a response is made via phone or text the appropriate code is entered e.g. 'I' – Illness, 'C' – Other authorised circumstances or may remain as 'O' with a comment recorded on SIMS. We use our knowledge of families to make an informed decision and we visit home where deemed necessary. If appropriate we will contact the Early Intervention Team and request a home visit.

The School Day.

The school day starts at 8.45am. Pupils who are not present for registration will be marked as 'N' – No reason yet provided for absence. When a reason is provided the appropriate code will be entered. Pupils arriving after 8.55 am should enter school via the main entrance and be signed in at the office. Children who arrive before the registers close at 9.25 am will be marked as 'L' – Late before registers close. Children who arrive after the registers have closed will be marked as 'U' – Late after registers close, which is an unauthorised absence.

Holidays during school time.

Taking a child out of school during term time to go on holiday disrupts their education. In September 2013 the government instructed Headteachers that they can no longer authorise absences in term time for family holidays. Absences should only be authorised in exceptional circumstances. The Headteacher has the final decision on whether to authorise absence from school.

Points to note:

- There is no entitlement for parents to remove their child from school for the purposes of a holiday in term time.
- All such requests must be made on the school's 'Request for Leave of Absence in Exceptional Circumstances' Form'.
- The form must be returned to the school office at least one month before the start date of the holiday.

- Parents should not assume that returning the form guarantees that the absence request will be approved.
- The Headteacher will inform parents whether or not the absence has been approved.
- In signing the form, parents are confirming that they understand the following:
 - If a child is removed for a family holiday without approval, the absence will be marked as "unauthorised". Unauthorised absence of 10 sessions (5 days) will lead to a Fixed Penalty Notice being issued.
 - Children who go on extended holidays will be taken off roll after four weeks and their place will be offered to children on the school waiting list.

Medical Appointments

Doctor or Dental appointments should be made outside the times of the school day. It is appreciated that Hospital/Orthodontic appointments may occur during the school day. Evidence should be provided of all appointments and if registration is missed children will be marked as 'M' – Medical, which is classed as an authorised absence. Pupils should be out of school for the minimum amount of time necessary.

Concerns and support

Letters celebrating 100% attendance for the academic year will be sent home after each half term.

Letters will also be sent to parents whose child/ren's attendance is below 90% for the academic year after each half term.

If there is concern over a child's attendance or persistent lateness the school may:

- Inform the Early Intervention Team who may carry out a home visit.
- Invite Parents to an Attendance Panel Meeting to discuss how we can work together to improve attendance
- Refer to Halliwell Children's Centre for a Medical Check

The Senior Support Worker from the Early Intervention Team is available for advice and support when children are causing serious concerns.

Children at risk of missing education

To ensure that there is always an additional responsible adult to contact when a pupil is missing school or if there is a welfare/safeguarding concern every pupil's record should have emergency contact details for more than one person.

Strategies for promoting attendance

- St William's will offer an environment where pupils feel valued and welcomed. The school's ethos is that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- A varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupils' needs.
- Attendance data will be regularly analysed.
- Pupils who are absent through sickness for any extended period of time will, when appropriate, have work sent home to them and will be re-integrated back into school upon their return.
- The Headteacher will report to the Governing Body about attendance.

Rewards and Incentives

Certificates are awarded for 100% attendance for the Autumn and Spring Terms.

Badges are awarded for 100% attendance for the whole academic year

School Target

The school strives to attain 100% each day. We recognise, however, that this may not always be possible for many genuine reasons. We, therefore, aim to reach the target of 96%. This is a minimum expectation and one that the school, with partnership from parents and carers, expects to achieve annually.

Miss R Adams (Headteacher) September 2025

Reviewed by Governors on: Autumn 2025

Signed by Chair of Curriculum, Pupil Safety and Inclusion Committee *T. McGovern*

Review Date: Autumn Term 2026