

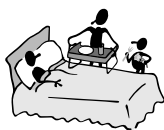
Archbishop Courtenay Primary School is committed to the continuous raising of achievement of all our pupils.

Parents have a legal duty to ensure that their child attends school and arrives on time. Regular attendance is essential to the all round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Irregular attendance undermines their education and sometimes puts pupils at risk, encouraging anti-social behaviour.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

AUTHORISING ABSENCE FROM SCHOOL

Only the Head Teacher can authorise absence. She is not obliged to accept your explanation.



Absence can be authorised for the following reasons: sickness, medical appointments which cannot be arranged outside school hours, days of religious observance.

Absences **WILL NOT** be authorised if for example:

- ❖ Another family member is ill
- ❖ The family have overslept or had a late night
- ❖ There are problems with clothing/uniform
- ❖ You have forgotten school dates
- ❖ Your child attends a medical appointment for more than half a day without written proof that this is necessary.
- ❖ There is an annual family event such as a birthday
- ❖ You take your child shopping
- ❖ There is bad weather



A Penalty Notice (Fine) may be issued if a child has 10 unauthorised sessions (5 days).

HOLIDAY IN SCHOOL TIME

You do not have the automatic right to take your child on holiday in school time.



If you take a holiday in school time you may receive a Penalty Notice (fine).

MONITORING ABSENCE AND LATENESS



The school has a 5 step approach to monitoring absence and lateness.

1. First day calling for all pupils and Pastoral and Well Being Manager visits as appropriate
2. Meetings with the Local Authority School Liaison officer to identify pupils with attendance below 90%, monitoring trends in pupil attendance and lateness, allocation of Pastoral and Well Being Managers support.
3. Referral to Local Authority School Liaison Officer.
4. Invitation to School Attendance Clinic.
5. Formal letter from the Local Authority leading to prosecution if there is no improvement.

LATENESS



Children must be in school and sitting at their desk by 9.00am

Every child who arrives after this time must go to the school office where their name and reason for lateness can be recorded.



Lateness can also be referred to the Local Authority School Liaison Officer and can provide grounds for prosecution or Penalty Notice.

Children must be encouraged to come directly to school as quickly as possible in order to keep themselves safe.