



St. Aloysius' Catholic Primary School

Attendance Policy

The governors and staff at St. Aloysius' Catholic Primary School, in collaboration with the Local Authority, firmly believe that there is a clear link between pupils' achievement and their level of attendance at school. They recognise that all pupils benefit significantly from regular attendance.

St. Aloysius' Catholic Primary School recognises the importance of school attendance in enabling pupils to achieve their maximum educational potential and the best opportunities in life. The school is committed to working in partnership with families and other agencies to achieve the best outcomes for children.

We want all pupils to achieve the very best they can and for this they need to be in school consistently. To this end we will do all we can to support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and that any problems that prevent full attendance are identified and acted on promptly.

The school will:

- Provide a welcoming and caring environment where all members of the school community feel secure and valued.
- Emphasise the importance of attendance and punctuality in a variety of ways including the school website, the newsletter and communications to parents.
- Establish an effective system of communication with pupils and parents to support good attendance and timekeeping and to provide appropriate information and advice.
- Work with pupils, parents and other agencies to resolve school related issues which are impacting on a pupil's attendance.
- Support the re-integration of pupils after an absence.
- Keep registers in accordance with government regulations.
- Work to support families in improving punctuality, which we recognise as an important life skill.
- Monitor lateness on a bi-weekly basis, and where patterns are identified, letters will be sent to parents with follow up meetings taking place if necessary.



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- Provide a senior leader responsible for the strategic approach to attendance in school: Mrs. Black – who can be contacted by telephone (01865) 311056 or e-mail admin.3842@st-alloysius.oxon.sch.uk. They can also be contacted for more detailed support on attendance.

The Headteacher will:

- Ensure this policy is implemented consistently across the school.
- Oversee monitoring of school-level absence and lateness data bi-weekly and report to governors.
- Support other staff in monitoring the attendance and punctuality of individual pupils.

The Headteacher is the only person who can authorise an absence.

The Governors will:

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the headteacher to account for the implementation of this policy.

We ask that parents:

- Perform their legal duty to ensure that children attend school regularly.
- Ensure that children arrive in plenty of time for morning registration, which takes place promptly at 8.50am. Gates are open from 8.35am and retrieval and practice tasks are set and completed in this time.
- Notify the school by telephone (01865) 311056 or e-mail admin.3842@st-alloysius.oxon.sch.uk by 9am to advise that their child is absent and the reason why. The school will decide as to whether the absence should be authorised or not.



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Monitoring of attendance to reduce persistent and severe absence

Persistent absence is defined as 'when a pupil's overall absence equates to 10 percent or more of their possible sessions'.

The school will regularly monitor individual pupils' attendance and lateness and discuss any concerns with parents.

Stage 1 letters will be sent when a pupil's attendance drops below 94%, with Stage 2 letters being sent if absence continues to be an issue and drops below 90%, meeting the threshold for persistent absence, inviting parents to meet with senior leaders to work together to support full attendance.

If absence continues and/or attendance falls below 80%, the school will contact the local authority attendance officer and work with parents/carers on an attendance contract. This will be communicated via a Stage 3 letter. Examples of letters can be obtained from the School Office.

If after school-based initiatives, the level of attendance continues to be unsatisfactory, the school will request the involvement of the local authority attendance service.

Monitoring of punctuality

Children who arrive after 8.50am are late and should be signed in at the office with a reason given for why they are late. Weekly monitoring of late registers will take place and parents contacted if trends appear. Parents will be invited to meet with senior leaders to work together to support punctual attendance to school.



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Attendance procedures

The school opens at 8.35 a.m. though there is a Breakfast Club available from 7.45am (please contact the School Office for further details).



Children are provided with morning work to complete before registration is opened at 8.50am. It is essential that children arrive at school on time for registration so that teachers can make a prompt start to the day.



Registers are kept open for 30 minutes after the beginning of each morning. Pupils arriving after 8.50am should be signed in by their parents at the school office. These pupils will be recorded as 'late'.



Pupils arriving after 9.20am should also be signed in at the school office and will be marked in as 'unauthorised absent' for the morning session unless a satisfactory reason is given.



The school operates a system by which, when pupils are absent and no notification has been received by 9.15am, their parents will be contacted (either via text message or email) and asked the reason for absence.



If no response has been received by 10.00am, parents will be telephoned and asked why their child is absent.



If we are unable to contact the family and no reason for absence has been given, we may contact the safeguarding or attendance team.



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Absence under exceptional circumstances

Every child should attend school regularly and punctually to avoid disruption and maximise their educational achievement. For this reason, the school strongly discourages any term time absence. In exceptional circumstances the school may agree to authorise leave during term time.

We define 'exceptional circumstances' as medical appointments that cannot be made outside school hours, attending a funeral, observing a religious festival, attending the wedding of a parent or sibling, entrance procedure for school transfer. Term-time holidays will not be authorised.

The school will also take the decision to authorise absences based on the following aspects:

- the number of previous requests for leave
- whether the parent gave advanced notice
- the pupil's attainment, attendance and ability to catch up on missing schooling

Parents are required to put any request for leave of absence under exceptional circumstances in writing **at least three weeks** before the planned start of the absence. The school will respond to any individual request in writing giving reasons for the decision. Failure to return on the date indicated may result in a loss of school place.

Failure to notify the school three weeks in advance will result in the absence being recorded as unauthorised.

Signed Head Teacher

Signed Chair of Governors

Date June 2024

Review June 2026



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Request for leave under exceptional circumstances form

This form should be completed a **minimum of three weeks** before the required date.

Failure to return on the date indicated may result in a loss of school place.

Please complete the following information and then return this form to the School Office, thank you.

I request for my child/ren:	Name(s):	
To have authorised absence from:	Date:	
Up to and including:	Date:	
Reason/extenuating circumstance:		

Other children in the family are:

Name	Age	School

I understand that if my request is denied and my child is absent during this period the absences will be unauthorised.

Signed:		Parent/carer:		Date:	
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Leave of absence agreed / refused for the following reason.

Current attendance rate to date: _____ %

Signed:		Headteacher:		Date:	
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