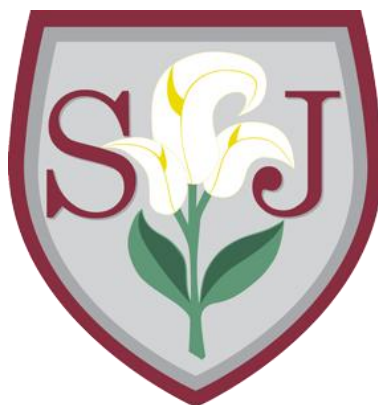


St. Joseph's Catholic Primary School
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St. Joseph's Catholic Primary School

Attendance Policy



**St. Joseph was a worker.
The community of St. Joseph's works hard together.
We respect and care for each other.
We are open to and for each other.
We make wise choices and always do our best.
We learn to live life to the full.**

As expressed in John 10:10:
"I have come that they may have life, and have it to the full."

Policy Approved by:	Local Governing Board
Date of Approval:	29 th September 2026
Review Interval	Annually
Date of next Review:	29 th September 2027

Attendance and Punctuality Procedures

Statement of Intent

At St. Joseph's Primary School, we recognise the importance of excellent attendance and punctuality and the positive impact this has on school life. Pupils cannot achieve their full potential if they do not regularly attend school.

Our aim is for every child to have the best possible start to each school day, enabling them to maximise their opportunities and fulfil their potential. We believe in establishing good routines and founding strong life skills.

Pupils are expected to attend school every day and will sign an agreement at the beginning of each school year, to agree to keep their attendance at, or above, 96 percent throughout the year.

Registration

The school gates are open from 8:40 am, with pupils expected to be in class and ready for the day at 8:50 am. Children arriving after this time are greatly disadvantaged, having missed out on time to settle in to class and valuable lesson input. Late arrivals are also highly disruptive to others.

Pupils arriving after the gates have closed at 9 am must enter via the office and be signed in as late, their arrival time will be marked on the register.

Pupils arriving after 9:30 am will be marked as absent for that session. This will affect your child's attendance percentage.

Absences

Parents must inform the school of absences via the absence line or PMX by 9.30 am each day. If the school has not been notified of an absence a text message will be sent to parents, followed up by a phone call if no response.

Absences due to medical appointments will only be authorised with supporting evidence. Please arrange non urgent appointments outside of school time where possible.

Absences due to illness are authorised at the Head teacher's discretion. If your child is absent for 5 consecutive days/10 consecutive sessions supporting evidence may be requested.

All other school time absence must be requested using the blue Absence Request form.

The Headteacher is only at liberty to authorise absence in exceptional circumstances.

End of day

Parents/carers are expected to be in the playground, ready to collect their child, at 3:20 pm. If your child attends an after school activity club, they must be collected promptly after each session or they risk losing their place. Late collection has an immense impact on staff and can be confusing and distressing for children.

Monitoring

Class teachers will speak to parents regarding any concerns in the first instance.

Letters will be issued termly to those with attendance below the national expectation of 96%, those who are persistently late and those who are consistently collected after 3:20 pm.

If there is no improvement, parents will be asked to attend a meeting with the Assistant Head (or a member of the Senior Leadership Team) to discuss how we may support you in addressing our concerns.

Persistent absenteeism may be referred to the Educational Welfare Officer.

Fixed penalty notices may be issued where attendance fails to improve or for holidays taken during term time. If sufficient contributions are not received, the activity may be cancelled.

Parents will be advised of this when the voluntary contribution is requested.

