



## ST WILFRID'S CATHOLIC SCHOOL

### ATTENDANCE POLICY

“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding.” Colossians 2:2

#### Aims

1. To encourage a positive attitude towards school attendance as crucial for achieving individual potential.
2. To work in partnership with parents and outside agencies to promote the importance of good attendance.
3. To minimise authorised and unauthorised absences in line with LEA/school targets.
4. To respond to absence quickly and effectively.

#### Principles

1. The school will work in partnership with parents to establish a mutual understanding of acceptable (authorised) absence e.g. an approved sporting activity and unacceptable (unauthorised) absence e.g. holidays taken during term time.
2. All instances of unauthorised absence will invite parental and outside agency involvement, as well as a school response.
3. Any instances of Emotionally Based School Refusal (EBSR) will initiate a support plan to meet individual need.

#### Procedures

1. Form tutors and subject teachers will be responsible for recording attendance electronically, and will report on-going concerns to the appropriate Year Leader/Subject Leader.
2. The Pastoral Support Manager will be responsible for managing the E-Registration system.
3. Parents will be responsible for informing the school in writing and in advance of planned absence. Requests for holidays in term time will be made directly to the Headteacher and will be unauthorised except in exceptional compelling circumstances.
4. Parents will telephone the school by 10.00 am on the first day of a student's unplanned absence; the Pastoral Support Manager will be responsible for contacting parents of absent students where a telephone message has not been received by 10.00 am.





5. YLs will meet/liaise weekly with the EWO to discuss specific students whose attendance is cause for concern and to agree action.
6. AHTs will meet once every half-term with the EWO, to monitor attendance at a strategic level across KS3 – 4.
7. The EWO will speak to individual year groups annually at the invitation of the YL.
8. Attendance reports will be issued to parents in conjunction with the academic calendar.

#### **Fixed Penalty Notices**

**The Headteacher reserves the right to follow EWS guidelines and as such may seek to refer a parent/carer to the EWS for consideration of a FPN if their child's attendance meets the criteria after previous consultation has been had regarding the school's concern over attendance issues.**

**Ratified at the Full Governors Meeting on:**

This policy is due for review in January 2015

Signed: \_\_\_\_\_

Mr P Gidman, Chair of Governors

