

Ss Alban & Stephen Catholic Junior School

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Attendance Policy

Date of issue:	March 2015
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SS Alban & Stephen Junior: Attendance Policy

In order to get the most from school, children need to attend regularly and punctually. We very much want every child to be able to benefit from the education offered. To support this aim, this policy has been drawn up following the guidance from Hertfordshire County Council (July 2002)¹.

When should pupils attend?

Term dates for the whole school year are notified to parents as soon as they are known, and can be found on the website (www.ssasjm.herts.sch.uk). School day times are:

Doors open	8.45am
Registration	8.55am to 9.00am
Lunchtime	12.15-1.15pm
Afternoon registration	1.15pm
School day finishes	3.20pm

Register is taken promptly every morning and after lunch. Both schools use special computer programmes to record attendance and punctuality. This makes it easy to see any patterns of absence or lateness that occur.

What happens if pupils don't attend?

Schools are required to record pupil absence, and note whether it was “authorised” or “unauthorised”, for example, where no reason for an absence is known. The decision of whether or not to authorise absence is made by the school. This policy aims to set out when absence is likely to be authorised. However, each request will be considered in light of the individual circumstance of each case, and the pupil's overall attendance record.

The “attendance Improvement Officer” visits all schools regularly to check attendance registers and identify pupils who are having attendance difficulties. Where the AIO has ongoing concerns about a child's attendance, they will need to interview the parents/carers. Where appropriate, action plans to improve attendance will be agreed and monitored with parents/carers and the school.

What is Authorised Absence?

Absence can be authorised if a parent/carer or other relevant adult has given a valid explanation by telephoning the school secretary on the first days of the absence OR in writing by the end of the period of absence, in the following circumstances:

- The pupil is ill, or prevented from attending by an unavoidable cause
- There is a family bereavement
- The absence occurs on a day requiring specific religious observance by the religious body to which the pupil's parents belong
- The pupil is the child of Traveller parents who temporarily leave the area giving reasonable indication of their intention to return

Parents of Year 6 children: please avoid taking your child out of school for appointments etc during the months of April and May when end of Key Stage 2 SATS assessments usually take place.

What about holidays during term time?

In line with Local Authority and Government Policy leave should be restricted to the 13 weeks school holidays except in exceptional circumstances, this is not an exhaustive list but consideration will be given for; bereavement, attendance at the funeral of a family member or difficulty returning home from abroad at the end of a holiday.

Authorisation should be sought prior to booking, by completing the attached form.



SS Alban & Stephen Catholic Junior School

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Acting Headteacher · Mrs A Porter



Request for Leave during Term Time

To: Mrs A Porter - Acting Headteacher

Date.....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name)

.....

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are:

.....

.....

.....

(Signature of 1st Parent/Carer(s)).....

Print Name.....

(Signature of 2nd Parent/Carer(s)

Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time(this Academic Year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed Date

Notification of decision: Date letter sent to parent

i Policy on School Attendance, Children's, Schools and Families Local Services Division,
Hertfordshire County Council, July 2002.

<http://www.thegrid.org.uk/downloads/info/csf/attendancepolicy.pdf>

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