**Attendance and Registration**

* **Children at St Theresa’s Catholic Primary School arrive on the playground from 8.30am and enter school at 8.50am. Bagels are from 8.30-8.45am. The registers are taken and closed by 9am.**
* **Any pupil arriving after the close of registration, but before 9.30am receives a late mark. After the registration period, all pupil’s attendance is marked as authorised or unauthorised as per the appropriate attendance code.**
* **Parents/carers/guardians should contact school by email or phone on the first day of absence. If we do not hear from families, we will contact you to identify the cause of pupil absence and check on the pupil’s wellbeing.**
* **Absences due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness the absence will be recorded as unauthorised and parents will be notified of this in advance.**

**Procedure for persistent absences**

* **Parents will be informed of their child’s attendance record via a termly written report. Any child with attendance of 95% or below will receive a further letter and will be offered support.**
* **If their attendance still does not improve, then they will be asked to meet with Mrs. Ellis our learning mentor to try and find a way of improving attendance and address any issues which are proving to be a barrier.**
* **If we still see no improvement, then parents/carers will be invited into the school to attend an attendance panel meeting with our Head teacher, Mrs Holland, and a member of the Governing Body. At this point, a parent contract will be drawn up, and an action plan will be put in place.**

**Authorised and Non-authorised absences**

* **Following new government guidelines, holidays in term time will not be authorised unless there are exceptional circumstances.** **It is at the discretion of the Head teacher and Governing Body to determine what is an exceptional circumstance and will be reviewed on an individual basis. For these purposes, a Request for Absence form must be filled in in advance. These are available from the school office.**
* **Absences which are not authorised will be considered by the school Education Welfare Officer and may be subject to a Fixed Penalty Notice Fine. This involves a fine of £60 per parent per child. If not paid within 21 days, the fine increases to £120.00 and may involve a court appearance.**
* **Pupils with 100% attendance are rewarded with praise certificates termly.**
* **Persistent lateness and non-attendance is strictly monitored and our procedures adhere to Blacon Education Village Protocol. The Education Welfare Officer supports the school with these arrangements and provides guidance regarding Fixed Penalty Fines which can be issued to families where attendance and punctuality are persistently poor.**

**Thank you for your co-operation with this.**