**Attendance and Registration Statement of Practice.**

* **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 L and number of minutes late recorded (effective from March 2022). After the 40 minutes’ registration period all pupil’s attendance is marked as authorised or unauthorised as per the appropriate attendance code.**
* **We expect parents/carers/guardians to contact school by letter or phone on the first day of absence. We have a first day contact system to speak to families to identify the cause of pupil absence and the pupil’s wellbeing if we do not know the reason for the child’s absence. If after 14 days we have not heard, then they will be marked as O and this will affect their attendance.**
* **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.**
* **Any child with attendance of 95% or below will receive a letter for suggestions to improve attendance and the offer of support from the attendance lead.**
* **If a child’s attendance falls again in the following term, then they will receive a letter from our attendance lead with the child’s attendance attached letting them know that the child’s attendance is being closely monitored, and if their attendance 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 within the family, by offering support and guidance.**
* **Following falling attendance and after meeting with Mrs Ellis, if we still see no improvement, then parents/careers will be invited into the school to attend an attendance panel meeting with our Head Mrs Holland, and a governor. A parent contract will be drawn up, and an action plan will be put in place.**
* **If there is still no improvement, the Education Welfare Officer may be contacted.**
* **Following new government guidelines holidays in term time will not be authorised unless where there are exceptional circumstances.** **Examples of exceptional circumstances are: Forces Families where a parent is about to be stationed abroad on a tour of duty. The wedding of a parent, Religious Observation. Family Funerals.**
* **Requests for Absence forms are available from the school office. All families have been made aware of new holiday arrangements.**
* **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 court appearance and a fine of £60 per parent per child. If not paid within 21 days, the fine increases to £120.00.**
* **Registers are monitored daily and registration certificates sent to parents termly (effective from March 2022). Pupils with 100% attendance are rewarded with praise certificates:**
* **Persistent lateness and non-attendance is strictly monitored and 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.**