



**St Bonaventure's Catholic Primary School  
Egerton Road,  
Bishopston  
Bristol,  
BS7 8HP**

## **Attendance Policy 2023-2024**

<b>Policy Owner</b>	Headteacher
<b>Governing Body Committee</b>	Standards
<b>Version no.</b>	
<b>Issue Date</b>	
<b>Last Review Date</b>	Term 3 2024
<b>Next Review Date</b>	Term 3 2025

This policy is available at  
<http://www.st-bonaventures.bristol.sch.uk/>



**Version History**

<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Description of Change</b>	<b>Origin of Change</b>



### **Mission Statement**

- St Bonaventure's Primary School is committed to providing all its pupils with a full-time education, which maximises opportunities for each pupil to achieve his/her potential.
- The school will do its best to provide a welcoming, caring environment, whereby each member of the school community feels secure and welcome.
- The school will work with pupils and their families to ensure each pupil attends school every day and is punctual.
- The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will seek to work with parents/carers who need support to improve their child's attendance and punctuality.

### **Aims of the whole school policy on attendance**

- To improve the overall percentage of attendance of pupils at school.
- To make attendance and punctuality a priority for all those involved in the school community.
- To have defined roles and responsibilities within the school admin department which safeguards and promotes good attendance.
- To provide support, advice and guidance to parents and pupils about good attendance.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school about attendance.
- To implement a system which recognises improvements made to both punctuality and attendance.
- To promote effective partnerships with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

### **Rights and Responsibilities**

#### **Parents:**

- Are responsible for making sure that their child attends school every day and is punctual, are properly dressed, equipped and fit to learn.
- Must inform school of the first day of absence.
- Must make written request to the school in advance of any intended absence they wish their child to have. e.g., medical appointments, consulate appointments. Parents to note that any absence can only be authorised in exceptional circumstances.
- Expect the school to keep them fully informed of their child's attendance.
- Expect the school to support and encourage them in continually seeking ways to improve attendance at school.

#### **Children will:**

- Be listened to and respected and therefore want to attend.
- Have an individual record of attendance and punctuality.

#### **The School will:**

- Ensure accurate and daily registers are maintained on pupils in the school. Registers close at 9.00am. Children arriving between 9.00-9.10 will be marked as late.
- Authorise absences where appropriate in line with guidance from DfE.



- Ensure parents are fully informed of their responsibilities by sharing updates on attendance each term in the weekly newsletter and by signposting parents to the attendance section on the school website.
- Publish expected school times and holidays (including inset days) to parents.
- Keep parents regularly informed of attendance levels at parent's evenings and in reports. In addition, if attendance has dropped below recommendations, parents will be contacted to offer support.
- Ensure the school is a welcoming place where children want to attend and learn.
- Work with any pupils and their parents that have been absent for a significant period of time to ensure positive reintegration.
- Monitor data to identify patterns of attendance and action accordingly.

### **Authorised and Unauthorised Absence**

- As a school it is our responsibility to determine whether an absence is authorised/unauthorised. A letter or telephone call from parents/carers does not in itself authorise an absence. Absence is authorised at the discretion of the Headteacher or the Deputy in her absence. Any planned absence is required to be requested in writing at least 2 weeks before the event so that the Headteacher can consider the circumstances of each individual request in line with the guidelines set by the DfE.
- Acceptable reasons for an authorised absence may include:
  - Unavoidable medical/dental appointments (parents may be asked to provide documentation to support this).
  - Sickness.
  - Days of religious observance which should be agreed with the Headteacher in advance.
  - Exceptional family circumstances such as bereavement.
  - Travellers whose base school is St Bonaventure's (dual registration).
- If the School does not receive information regarding the absence of a child the absence will be treated as unauthorised.
- Evidence may be required to enable authorisation of the requested absence.

### **Penalty Notices**

Where a pupil has had between 8 and 20 unauthorised absences within a 10 school week period, the Headteacher will consider the individual circumstances around the absences and reserves the right to refer this information to the Education Welfare Service who may issue the parents with a Penalty Notice.

Please see The Education (Penalty Notices) (England) Regulations 2007 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013 on the Education Welfare Service's



### **The School Roll**

A pupil will remain on the school roll unless one of the criteria below applies:

- The pupil moves from one mainstream school to another and is enrolled at that new school.
- A permanent exclusion has been upheld.
- A parent makes a formal request to the LA to "Educate Otherwise" their child at home.
- A child fails to return to school following a period of 20 School days – where 10 days from school has been granted as leave of absence and the child then fails to return within a further 10 days which is not due to sickness or other unavoidable reason.
- A child has been certified by a medical officer as unlikely to be in a fit state of health to return to school.
- The LA names another school in a Statement of Special Educational Need.
- Children who do not appear and cannot be traced by the EWS through the City Councils missing pupil's protocol.

### **Children Missing in Education**

Definition of a child missing in Education

- The pupil or young person fails to attend school without offering a reasonable explanation
- School has been unable to locate the pupil at the last known address or any of the contact numbers

The parents/carers have failed to offer an explanation in relation to the pupil's absence, change of school or any other educational provision. Between days 1-5 we will make all investigations to determine the whereabouts or reasons for absence from school. Between days 6-19 we will refer to the Education Welfare Officer, who depending on the outcome of the necessary enquires/home visit may instigate further action by relevant LA services and the police. A copy of this will be kept on file in school. Movement of children in the UK between local authorities and schools is tracked nationally, by each local authority. Movement of Children whose families move/take them abroad is tracked by the UK Border Agency.

***Agreed by the Governing Body 16 February 2024***