

ATTENDANCE

St Dunstan's attendance policy aims to:

- support children and their parents or carers in sustaining the highest possible levels of attendance and punctuality
- ensure that all children have full and equal access to the best possible educational opportunities
- enable children to progress smoothly, confidently and with continuity through the school
- raise parents' and carers' awareness of their legal responsibilities.

THE START OF THE DAY

Pupils are allowed into the school building and supervised from **8.40am**.

Children in the Early Years Foundation and Key Stage 1 (Lower School) enter through the gate in the Lower School playground adjacent to the EYFS.

Children in the Middle and Upper School enter via the gate adjacent to the school kitchen. Both gates are supervised by school staff between 8.40am and 8.55am.

Early Bird's Breakfast Club commences at **7.45am** and is available for pupils needing to be left before **8.40am in years 3 - 6**. Application forms are available via the school office.

Registration for all pupils takes place at **9am**.

Children arriving in school after **9am** and before **9.15am** will be marked late.

9.15am is the official time that registers are closed. If your child arrives after this time, an unauthorised absence will be recorded until a written reason for lateness has been submitted and approved.

It is the responsibility of parents/carers to ensure that their child/children attend school regularly and that they arrive punctually at school.

THE END OF THE DAY

Reception & Year 1 - **3.10pm**

Year 2 & Year 3 — **3.15pm**

Years 4, 5 & 6 — **3.20pm**

WHEN EVERYONE ARRIVES ON TIME

- registration takes place quickly and smoothly
- the day gets off to a good start for everyone
- everyone hears information given and is included in important instructions and information to aid learning.
- This ensures that everyone knows what to do and understands what is expected.

WHEN A CHILD ARRIVES LATE:

- time is wasted
- class concentration is disturbed
- the teacher has to repeat information and instructions whilst the others have to wait
- the child is at an immediate disadvantage because discussion may have been missed where ideas were shared and they often feel unsettled or embarrassed
- the child is marked late or absent. This information is made available to the Educational Welfare Officer when they visit.

THE REQUIREMENTS OF THE LAW

By law the school must record absences and the reason for these absences. If your child is not in school for any reason, you must let the school know by phone call, email or in person, before **9.30am** on each day of the absence as we need to know that your child is safe. If a call is not received, the school office will telephone you by 10am.

On your child's return to school you will be asked to provide the school with a written reason for their absence. Email is acceptable.

If the school has concerns about continued absence or frequent lateness the Education Welfare Officer will be contacted.

ABSENCE IN TERM TIME

At St. Dunstan's School we fully recognise the importance of family holidays and of world travel, but these opportunities must be provided as well as school, not instead of. These trips must be arranged during the 13 weeks holiday that your child has from school—that is 25% of the year to go on trips.

In order for your child to utilise fully their years in education, it is vital that every message they receive reinforces the importance of school. Holidays in term time interrupt continuity of teaching and learning, disrupt the educational progress of individual children and create disruption in schools. As it is the law that all pupil absences during the school day have to be authorised by the Headteacher, all holidays, routine dental and medical check-ups should be attended outside school hours or within the 13 weeks your child is not in school.

If there is an exceptional reason to take a child out of school, e.g. to attend a family funeral, parents must complete an 'Application for leave of absence/exceptional circumstances' form prior to the absence so that the Headteacher can discuss the absence with the parent/carer.

In the event of any absence taken in term time without the express agreement of the school, the Headteacher will immediately request the Local Authority to issue a Penalty Notice.

The amount payable on issue of a penalty notice is £60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 per parent per child if paid after 21 days but before 28 days. Failure to pay the Penalty Notice will result in the recipient being prosecuted for failing to ensure their child's school attendance.

The Local Authority will be responsible for deciding whether a Penalty Notice is issued and the Code of Conduct governing the procedures to be followed are set out in the 'Penalty Notices for Truancy' document.

MEDICAL & DENTAL APPOINTMENTS

All routine medical and dental appointments should be booked out of school hours or during school holidays. When it is necessary to take your child for a consultant or an emergency appointment during the school day, a medical/dental absence form should be completed, in advance if feasible, so that the Headteacher can decide whether the absence is authorised. These forms are available from the school office or are on the school website. Parents are asked to make these appointments at the very end of the school day wherever possible to minimise disruption to the class.

MUSIC AND DANCE EXAMINATIONS

Music and dance exams are not authorised in school hours and therefore, all such examinations must be booked outside school hours, at weekends or during holiday times.

INFORMATION IN SCHOOL

Please ensure that the school office has up-to-date home and emergency numbers at all times. A minimum of two emergency contacts are required per child.

Should you change your contact details, please remember to inform us of all new details immediately so that we can contact you in an emergency.



ST. DUNSTAN'S

**St. Dunstan's Catholic Primary School
Onslow Crescent
Woking GU22 7AX**

Parents' Guide to Attendance and Punctuality

(December 2018)

Please support us in providing the very best education for your children by ensuring that, other than due to sickness, your child attends school every day.