



**ST PATRICK'S**  
— Roman Catholic High School —



**THE ST PATRICK'S CENTRE**  
— of Educational Excellence —

*Amazing things happen here*

Dear families,

Thank you for all your support with ensuring your child attends school as much as possible. We have had a really positive start to the year and the children are making us so proud with their positive engagement and attitude to learning.

As you know, the more time children have off school, the more they miss and the harder it is to catch up. We work hard to catch them up as best we can, but it is much better for them to be in school, learning and being with their friends. Where they are absent, it is important that they catch up on missed work, so that they feel confident in returning to their lessons and they don't have gaps in their learning.

We wanted to share the expectations for most pupils catching up on missed work when they are absent:

The teacher will

- Identify that a lesson has been missed in the pupil's book
- Identify the core knowledge that has been missed that lesson
- Plan catch-up work for the pupil to complete as soon as possible on their return to school

What this might look like:

- The title being written in a pupil's book by the teacher and sheets stuck in to be completed at the start of the next lesson by the pupil
- A piece of work being shared on GoogleClassroom that needs to be completed outside of lesson
- A pupil working with the teacher at lunchtime or afterschool to catch up on a specific piece of work (this is an intervention, not a sanction)

The pupil will

- Complete any catch-up work provided
- Ask for support from their teacher if needed

*Helping every child to be the very best version of themselves*



Headteacher: Mrs A Byrne

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We want our school to be a place where everyone can be safe, healthy and learning. We will do our best to listen and work with you so that our children have a successful year. If you have any questions, please contact your child's Form Tutor, Head of Year or any of the Leadership Team.

Yours sincerely,

Ms G. O'Hagan

Deputy Headteacher

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### Attendance and Punctuality Policy: Abbreviated Version

The full policy can be found here - <https://www.stpatricksrchigh.co.uk/documents/st-patricks/policies-and-documents/attendance-and-punctuality-policy.pdf?650acc56>

### **Aims and Rationale**

St Patrick's is committed to a positive policy of encouraging pupils to attend school regularly. The school will work in partnership with parents/carers, the Local Authority Education Welfare Officer and other relevant services to secure this aim.

Every child has a right to access the education to which he/she is entitled. Parents\carers and school staff share the responsibility for ensuring that educational opportunities are maximised by encouraging good attendance and punctuality to enable pupils to reach their full potential.

The school will encourage and value high attendance and punctuality rates. The school will recognise the external factors which influence pupil attendance and punctuality and will work in partnership with parents/carers, the Education Welfare Officer and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance and punctuality by defining expectations with students and their parents and will provide an effective and efficient system for monitoring attendance and punctuality in accordance with legal requirements.

### **Roles and responsibilities**

#### *Pupils*

Every child of compulsory school age is entitled to receive full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Pupils should:

- attend regularly unless they are too ill or have an absence approved in advance
- attend for registration on or before 8.25am each morning and at 1.00pm each afternoon
- inform form tutors of any known authorised absence in advance
- provide an appointment card or explanatory note for medical appointments
- sign in and out at the main office when leaving or returning to school during the school day

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### *Parents/Carers*

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children. Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems which may affect a child's attendance.

Parents should:

- ensure that their child arrives to school on or before 8.25am each day
- notify school by telephone on each day of absence. (Alternatively use the MYED system to report the absence)
- keep the school informed of the progress of their child's recovery
- inform the school of medical/circumstantial changes which may affect their child's attendance
- make medical appointments outside school hours where possible
- make holiday arrangements outside term time
- apply for performance licences and/or sports absence for their child only after permission has been sought from the Headteacher

*School (this is an abbreviated list of the roles and responsibilities of various staff in school)*

The Lead Governor responsible for monitoring school attendance is the Chair of Governors.

The Headteacher is responsible for monitoring school-level absence data and reporting it to governors

The school attendance officer monitors attendance data across the school and at an individual pupil level and reports concerns about attendance to the Headteacher/Deputy Headteacher

Heads of Year monitor year attendance on a daily basis and liaise with parents about causes for concern.

The Form Tutors are responsible for the accurate recording of attendance on a daily basis, talking to their Form pupils about their attendance and liaising with parents about absences.

Classroom Teachers record the attendance and punctuality of pupils to lessons and ensure pupils are caught up with work that they miss.

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## **Procedures**

Form Tutors undertake morning registration at 8.30am and by Class Teachers at 1.00pm each day.

The Attendance Officer will make first day of Absence telephone calls to the parents/carers of all pupils who are absent.

All absences will be monitored. The Attendance Officer will send an advisory letter and make a telephone call to parents/carers of any pupil whose absences become a cause for concern, and liaise with Heads of Year, Senior Leaders and the Education Welfare Officer about any actions that need to be taken.

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