



ABSENCE PROCEDURES

- You must contact school on the first day of absence before 9.00am to notify us of your child's absence.
- If we do not receive a message from you, a member of our school office staff will contact you for safeguarding purposes. A phone call/text will be made until contact is reached.
- Please inform school immediately if you change your contact telephone number.
- On your child's return you **MUST** provide a letter to explain the absence.

HOLIDAYS

Since 1st September 2013, the law gives no entitlement to parents to take their child on holiday during term time. Our School Attendance Policy is detailed and follows the government guidelines. Please refer to our policy on the school website for further details.

Head teachers would not be expected to class any term time holiday as exceptional. A National high level of absence has led the Government to make this important change to legislation.



NOTE FROM LOCAL AUTHORITY ATTENDANCE TEAM

"As a Local Authority we fully appreciate the challenges that some parents face when booking holidays, particularly during school holidays. St Oswald's Catholic Primary School supports parents/carers by granting two weeks for the May/June half term. The Local Authority will be monitoring all school absences during term time and speaking with Attendance Leads. I would like to take this opportunity on behalf of the Local Authority and your child's school to thank you for your full support in this matter by not taking your child out of school during term time. This legislation will bring about increased attendance and improving standards in Liverpool."

Senior Educational Welfare Officer

HOLIDAY PROCEDURES

School does not provide holiday request forms. Parents must submit their application in writing to the Attendance Officers – Miss Sime and Mrs Murphy.

- Our school Education Welfare Officer will look at the request. If necessary a meeting will be arranged with Parents/Carers/Attendance Officer to discuss the application.
- A Letter will be sent to parents/carers to confirm if the absence is authorised/unauthorised following advice from our Education Welfare Officer.
- If unauthorised a penalty notice will be sent to the parent/ carer for taking their child on holiday during term time without consent from the Local Authority. These penalty notices now cost £60 per child per parent, if paid within 21 days and £120 per child per parent, if paid between 22 and 28 days.



PUNCTUALITY

It is very important that good habits of attendance and punctuality are established at the earliest opportunity. It is also important that your child arrives to school prompt and on time, as persistent lateness is not only harmful to your child's ability to succeed, it is disruptive to the class as a whole, and can affect children's concentration and routine.

It is parental responsibility to ensure that children come to school regularly and on time. The school monitors and records all lateness and absence and this information is then passed onto the Education Welfare Officer, who will contact all parents/carers of those children who have a record of persistent lateness and absence.

Any pupil who arrives after the registers close at 9.30am will receive an unauthorised mark for the morning session. If a pupil arrives after 8.55am due to attending a medical appointment, they will receive a medical mark in the register upon written proof of the appointment.

All pupils who arrive at school after 8.55am should enter via the office. They should all be signed in by their parent/carer detailing the reason for lateness.

If your child is persistently late you will be invited into school to discuss this matter with the Education Welfare Officer.

Thank you for your co-operation in this matter



2015-PERSISTENT ABSENCE ATTENDANCE

St Oswald's school and the Education Welfare Service are working closely together to improve school attendance rates as regular attendance is essential if your child is to achieve the best results possible.

From September 2015 the Government will expect pupils to have a minimum level of attendance of at least 97% and the school will be working towards achieving this target.

You should also be aware the Government requires schools to measure attendance by 'Persistent Absenteeism' or PA.

From September 2015 the PA threshold will be any pupils whose attendance is below 90%. This means if a pupil is absent for 15.5 school days regardless of the reason for absence over the course of the academic year they will be classified as a persistent absence.

We will continue to review attendance closely and if your child is below 90% you will be contacted each half term for an interview with the Education Welfare Officer. There may be genuine reasons for the absence. If you are experiencing particular problems at the moment or, if you have any concerns that you wish to discuss further, please do not hesitate to contact Miss Sime.

Children will be rewarded for excellent attendance and punctuality.