



## St Paul's Catholic School Attendance Policy

At St Paul's we take the attendance of your child at school very seriously. However, in the case of genuine illness, please telephone the school office on 0116 2414057, Option 1 'Absences', before 9am. If your child is ill for more than one day, it is important that you ring school each morning that they will not be in.

### **Medical appointments**

Whenever possible, medical and dental appointments should be made out of school hours or in school holidays. However, if this is not possible and your child has a medical appointment during the school day or comes in late due to an appointment, parents **MUST** ring the school office or send a letter into school **before the appointment**. This will ensure that your child receives the correct mark on the register and will enable them to leave school without first ringing the parent/carer for confirmation. Your child must also complete the signing out sheet in reception.

### **Illness or an accident at school**

The First Aider will take care of them and if necessary will contact the main carer. It is imperative that all contact details are kept up to date. Should you change address or contact telephone numbers, please let the school office know immediately. Please note that students are not allowed to call their parents directly and ask to be collected from school if they are feeling unwell.

### **Children taking medicines during the day**

Should you wish for your child to have medicine administered during school hours, please send a letter to the school First Aider. We must be kept informed and updated about any medical problem. If your child has an EPI-pen, we advise that a spare one should be kept with the First Aider.

Details of the school's policy on for the administration of medication in school can be found on the school website under General Information/School policies.

### **Holidays during time term**

Schools can no longer authorise leave of absence unless an application has been made in advance by the parent with whom the pupil normally resides and the Headteacher considers that there are exceptional circumstances relating to the application. If you wish to make a request for leave of absence, please complete the 'Leave of absence request form' at the end of this document and email it to [attendance@st-pauls.leicester.sch.uk](mailto:attendance@st-pauls.leicester.sch.uk) **at least 14 days before the date you wish to remove your child from school**. A decision will be provided to you in writing.

Where there is unauthorised absence, Penalty Notices will be issued. ***The law with regard to Penalty Notices is also changing as follows:*** The periods during which a Penalty Notice should be paid are shortening. For unauthorised absence that occurs wholly from 1 September 2013 onwards, the amount of the penalty to be paid will be: £60 per parent per child if paid within 21 days of receipt of the notice/£120 per parent per child if paid within 28 days. Where a Penalty Notice remains unpaid, legal action will be pursued by the Local Authority.

### **The school day**

Students should arrive at school by 8.45am.

For whatever reason, if a student is late and misses registration, as soon as they arrive in school they must go to the school office to sign the late sheet. It is essential that we know who is in school in case of emergency.

Any student that is late will be handed a red slip to attend an after school detention the next day. The slip will detail where they will attend the detention. The detention will run from 3.10pm – 4.00pm and parents will be informed on the day that the student is late.

Persistent lateness will incur further sanctions.

If a student is late because of a medical appointment, evidence of the appointment will be needed. A dated appointment card will suffice.

Any students who are not in school by 9.00am when registers close and we have not been informed of the reason, will receive a text home from the Attendance Officer.



### Leave of Absence Request

If you consider an absence during term time to be an exceptional circumstance, Please complete this form and return it to [attendance@st-pauls.leicester.sch.uk](mailto:attendance@st-pauls.leicester.sch.uk) at least 14 days before the date you wish to remove your child from school. You will be notified of the school's decision via email.

<b>Student Name:</b>	<b>Year/Tutor Group:</b>
<b>Address:</b>	
<b>Postcode:</b>	
<b>Parent/Carer Name:</b>	<b>Contact telephone number &amp; email address:</b>

<b>First day of Absence</b>	<b>Date of return to school:</b>	<b>Total number of missed days:</b>
<b>Reason for absence (please give details of the exceptional circumstance):</b>		

I understand that if the absence request is unauthorised the Educational Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each Parent/Carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days.

I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_