



St Augustine's Catholic Primary School

Head Teacher: Mrs J Foley



**We love and learn together by growing
in friendship with Jesus**

Tuesday 16th July 2024

Dear Parent/Guardian

At **St Augustine's School** we place an emphasis on the importance of regular and punctual school attendance. We believe, through good attendance at school, children will achieve higher attainment, have better opportunities and establish good habits that will support them throughout their lives.

We also know that some pupils find it harder than others to attend school and therefore at all stages of improving attendance, we will try to work in partnership with pupils and parents collaboratively to remove any barriers to attendance and working together to put the right support in place.

Our school procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal statutory Interventions, where support has not been effective or engaged with.

If you have a concern about your child's attendance your first point of contact is your child's class teacher or reporting to the main office.

Our School Attendance Champion (member of SLT with a lead for all attendance matters) is Mrs J Foley.

We understand that there may be unavoidable circumstances on occasions when your child is absent from school, and we would like to take this opportunity to remind you of the school absence procedures.

Illness

Occasionally, your child may wake up on a school day and say that they feel unwell. Parents will assess and decide if they think their child is well enough to attend school or needs to be kept at home. If your child has no temperature but has minor ailments such as a headache or earache, then (as with adults) medical advice is to give them paracetamol (Calpol, etc.) and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox, vomiting, etc. If you aren't sure if your child's illness is classed as infectious and they need to be kept off school and for how long then please refer to the NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) , and/or contact the school office who will offer advice and information.



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

Whitefields Road, Solihull, B91 3NZ

Tel: 0121 705 4355

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If you decide your child is unable to attend school due to illness, the following procedure applies:

- If a child is absent, parents should contact the school on the 1st day of absence by **9:25am** inform school of the reason for absence.
- Parents are expected to maintain contact with the school **throughout** the absence by making contact **each day**.
- School is not required to provide work during a pupil's short-term absence, as they need to rest and recuperate in order to aid their recovery and return to school at the earliest opportunity.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parents' note explaining that their child was ill can be accepted without question or concern. Further evidence of a child's illness may be requested if their attendance is an ongoing concern and where the school has genuine and reasonable doubt about the nature of the absence

Medical and dental appointments

- Where possible such appointments should be booked outside of school hours
- Where possible parents should get the school's agreement in advance
- When a pupil has a medical or dental appointment, this should be confirmed with an appointment card or letter.
- Pupils are expected to attend school prior to the appointment and return to school after the appointment. Any absence outside of the appointment/travel time will be unauthorised.

Unexplained absences

Unexplained absences from school give serious cause for concern as the school is unable to confirm the whereabouts and safety of a child.

- At **9:25am** the school registers are checked for any absences.
- Where there has been no contact by parents or reason given, school staff will attempt to make telephone contact with parents to ascertain a reason for the child's absence from school.
- If parent/carer cannot be contacted, a **home visit may be undertaken**.
- If there is no answer to the home visit, school will attempt to contact other emergency contacts.
- During the school day, we need to know where all pupils are, and if we are unable to ascertain this, it may be necessary to contact the police to undertake a safe and well check.
- **School is required to have more than one emergency contact for each pupil.**
- **Please ensure the school has up-to-date addresses and telephone numbers**



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Punctuality

It is important that pupils are punctual, so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

- To access the most of the school day we ask parents to ensure that their children are in school between 8:45am and 8:55am.
- Children arriving **after 8:55am** will be late for school and must report to the school office. A responsible adult **MUST** sign the child in, who has arrived after the gates are closed. Children should not be signing themselves in late onto the Inventory system.
- Where a pupil arrives after the **register closes at 9:25am**, this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

Parents can support regular school attendance by

- Making sure their child leaves for school early enough to arrive at school on time.
- Supporting and encouraging their child by attending parents' evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance.
- Making any medical appointments outside of school hours whenever possible.
- Not taking children out of school for holidays in term time or for other unnecessary reasons.

We thank you for your support and co-operation in helping us to continue to secure and raise school attendance for all our pupils.

If you would like more information regarding the school's approach to securing good school attendance please see the [school website](#) for the attendance policy and procedures and relevant paperwork. We will continue to work with Central School Attendance and Welfare Services (CSAWS) in the new academic year, along with the Education Inclusion Team from the Local Authority.

Yours sincerely

Mrs Foley
Head Teacher



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