



ST EDMUND'S CATHOLIC PRIMARY & NURSERY SCHOOL
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Attendance and Punctuality Policy – A Step By Step Guide

2 weeks	<p><u>Step 1:</u> If your child's attendance falls below 96% it will be monitored for 2 weeks to track and improve attendance (% attendance does not include illness). A letter will be sent home to inform you of this.</p>	<p><u>Illness:</u></p> <p>We will authorise a certain number of illness absences throughout the year. If we notice that your child is having a high number of absences due to illness we will then ask for medical evidence in order to authorise the absence.</p> <p>Medical evidence can include:</p> <ul style="list-style-type: none"> - Copy of prescription. - Surgery appointment card with the surgery stamp. - Hospital appointment letters. - Print screen of medical notes. - Doctor's medical certificate. - A medical care plan shared between school and the health service.
2 weeks	<p><u>Step 2:</u> If your child's attendance continues to fall or stays below 96%, the attendance officer will speak to you and offer you advice and support as to how to improve the attendance (this could include referral forms for Father Hudson/School Nurse where applicable.)</p>	
2 weeks	<p><u>Step 3:</u> If your child's attendance continues to fall or stays below 96%, you will be required to attend a meeting with the attendance officer and a member of the senior leadership team at school to discuss how to rapidly improve your child's attendance.</p>	
2-4 weeks	<p><u>Step 4:</u> If your child's attendance continues to fall or stays below 96% a "Fast Track" process may begin and you will be required to attend meetings to explore how to improve your child's punctuality/attendance.</p>	
	<p><u>Step 5:</u> If your child's attendance continues to fall or stays below 96% and you do not participate in the "Fast Track" process, this may result in you receiving a fine and a criminal conviction.</p>	
<p><u>Please remember: Under the Education Act 1996 section 444 (1) it is your legal duty to ensure that your child attends school regularly.</u></p>		