

Attendance at St Mary's

School gates **open from 8.40am and close at 8.55am**. If your child arrives after 8.55am they will need to enter via the office. If a child arrives after 9am they will be marked late on the register. If your child arrives after **registers close at 9.15am** this will be marked as unauthorised 'U' mark.



St Mary's Attendance Guide

Attendance expectations

As a school, we have high expectations of our children and define **good attendance to be at least 97%** over the course of an entire school year. This equates to being ill for 5 school days (10 morning and afternoon sessions) over the course of a school year. **St Mary's C of E Primary school is committed to improving achievement through attendance and monitors the attendance of all of its pupils.**

Absence procedures

- 1 •Parents to notify office (Dojo, email or phone call) of absence stating reasons.
•Parents to contact school on each day of absence.
- 2 •Dojo message will be sent to parents who have not notified school of an absence.
•If no satisfactory response not provided, school will make a phone call
- 3 •If no contact is made by 1pm, a home visit will take place to check on the welfare and safety of the child.
- 4 •If no contact is made during home visit, external agency support will be initiated through social services and the police.
- 5 •Where a child has been absent for 9 sessions (4.5 sessions) - a welfare home visit will take place.

There are **365 days** in a calendar year
175 days are not spent in school

Did you know?

When children attend school they:

- Can achieve their potential
- Have better career prospects
- Learn how to look after themselves and be healthy
- Grow in confidence
- Keep up with work and homework
- Make new friends



Positive relationships and support

We understand that there can be a wide variety of reasons why it might be challenging to ensure children attend school regularly. We work with families to offer support and advice on an individual basis where necessary. Please ensure you speak with us at the earliest opportunity if you need support.

Attendance rewards

- ★ All children with 100% in a week will receive a sticker
- ★ Classes will keep an ongoing record of how many children achieved 100% each week, this will be added together and when the class fill their chart they will plan a whole class reward
- ★ Termly class and house attendance award and recognition
- ★ Children can achieve their **Bronze, silver** and **Gold** awards for 100% attendance for any one term, two terms and whole year
- ★ Prizes will be awarded for all those with 100% attendance for the whole year.

Holidays during term time

The school cannot authorise holidays unless under exceptional circumstances due to the adverse effect upon the child's education.

Unauthorised absences may be referred to the local authority, which may result in a Fixed Penalty Fine of £160 per parent per child being enforced (under section 444(B) of the Education Act 1996), for failing to ensure regular attendance at school.

It is the parents' responsibility to complete a 'leave of absence request' for any intended holiday/leave of absence detailing any exceptional circumstances, a minimum of 20 school days prior to the holiday being taken.

Where school suspects a child may be on holiday and parents have not notified school, a home visit may be conducted.

Attendance monitoring

Causing concern:

- Where attendance falls below 97% a children will be monitored closely. A letter will be sent to parents where children's attendance is declining and has the potential to become persistent absence.

Persistent Absence:

- Where a child's absence falls below 90% this is classed as persistent absence. School will arrange a targeted support meeting to discuss any barriers to attendance and put in place attendance improvement plans.

Severely Absent:

- Where a child's absence is more than 50% this is classed as severe absence. Regular targeted support meetings will take place to ensure attendance improves, this may include working with outside agencies.

Unauthorised attendance:

- Where there are more than 2 days (4 sessions) of unauthorised absence, school will contact parents/carers to inform them of this and discuss ways to ensure children attend school regularly.
- A referral for a penalty notice can be made for up to 10 sessions or more of unauthorised attendance over a 10 week rolling period.

Where attendance causes a concern and parents/carers are not working alongside school to engage with improving this, a referral to the local authority may be made, this may result in legal action being taken.

Authorising attendance

Absences **will not** be authorised under the following circumstances.

- Shopping trips
- Holidays in term time unless under exceptional circumstances
- Minding the house or looking after siblings
- Lateness if registration is missed without explanation
- Medical appointments that cannot be verified
- No reason given
- School staff have cause to believe that the note is not genuine or not valid