

Achieving Excellent Attendance - Top Tips

- Let your child know that you think attendance is important
- Ask your child if they are happy - if they are bored or struggling to make friends contact us so we can help
- Get involved in school events and attend parent's evenings wherever possible
- Take an interest in your child's work - ask about their day and praise them for things they have done well
- Try to make sure your child arrives on time – being late means missing out on valuable learning opportunities
- Check homework is done and get bags, P.E kits and uniforms ready the night before
- Stick to a regular bedtime routine which allows your child to get plenty of sleep – 11 hours for 3 to 6 years of age and 10 hours for 7 to 11 years of age
- Try to give your child fruit and vegetables every day and encourage them to exercise and drink water
- If your child says they are poorly ask yourself if a day off is really needed - a headache or stomach ache may soon pass
- Arrange medical appointments out of term time or for after school. If this is not possible aim for the start/end of the day and make sure your child is in school before and/or after the appointment
- Stay in touch with school and be willing to show medical evidence for absences such as prescriptions, medication, appointment cards/letters and doctor's notes
- Never book family holidays during term time. Not even if it overlaps just a day or two - your child's education is more important

Attendance policy

South Failsworth Primary School



Attendance Information Leaflet for Parents and Carers

Our whole school target is a minimum of 96%

Start of Day

At South Failsworth Primary School children are expected to be in the playground by 8:55am in Key Stage 2 and at the classroom door for 9am in Foundation Unit and Key Stage 1 ready for the start of the day which begins at precisely 9:00am.

Pupils arriving after 9:05am must report to the main office where their arrival will be recorded as late in the register, Parents will be asked to use the signing in system to report their child as late, including the reason.

The daily attendance register will close at precisely 9:30am and arrival after this time will be recorded as an unauthorised absence unless parents provide a valid reason, such as attending a medical appointment.

Absence Reporting

If a child is going to be unavoidably absent we ask that parents/carers contact us by phone or by email, as early as possible and preferably no later than 9.30am, on the first day of absence identifying the reason and the expected date of return.

If a child is absent and we receive no contact we will send a parent pay message and telephone parents/ adults on the contact list.

In certain circumstances we may also:

- Carry out a home visit
- Invite parents/carers in to school to discuss the situation
- Request supporting medical evidence
- Refer the matter to an appropriate external agency and/or the Local Authority Education Welfare Service and or police/ children's services.
- Issue a Penalty Notice and/or legal proceedings (following an official warning letter)

Attendance and Punctuality Monitoring

Achieving excellent attendance is a shared community responsibility and it is essential for home and school to work together to address concerns.

Attendance and punctuality is monitored and advice will be given to parents/carers if any concerns arise. In turn, parents/carers are expected to engage with offers of support and guidance at all times. This may include mutually agreed and targeted action plans.

Parents/carers will be made aware of their child's attendance via a termly letter in relation to the school Attendance Banding System:

- 96% + = Green
- 90-95.9% = Amber
- 89.9% and below = Red

Leave of Absence and Unauthorised Absence

Leave of absence is not a parental right and every effort should be made to maximise your child's school attendance. Permission for leave will only be given in exceptional circumstances and at the discretion of the Headteacher.

An 'Exceptional Circumstances Leave Request Form' is available from the office if required and you will then be informed of the Head teacher's decision in writing.

Retrospective requests can not be considered and likewise, leave of absence taken without a request being made will be recorded as unauthorised.

If parents/carers do not follow the absence reporting procedures and/or do not provide medical evidence when requested then absences will be recorded as unauthorised. This includes arrival after close of registration at 9:30am.

Unauthorised absence could lead to you receiving a penalty notice fine of £120 per child for each responsible adult (£60 if paid within 21 days), or even a prosecution in the magistrate's court.