

St Anne's CE (Aided) Primary School



# **Attendance Policy**

Growing Together to Flourish in God's World

## **Our School Vision**

St Anne's CE (Aided) Primary School is a happy vibrant school where diversity and individuality are celebrated. We are passionate in our pursuit of excellence in all aspects of school life. We nurture and inspire children to develop wisdom, confidence and resilience in an environment where efforts are valued and all children flourish.

### ***Senior Leader (responsible for school's strategic approach)***

Mrs Sue Holt (Headteacher)

### ***Attendance Clerk (responsible for the day to day management of attendance)***

Mrs Debbie Bardsley

***Link Governor:*** Mr Peter Claber

## **Rationale**

Parents/carers have a legal duty (Education Act 1996, Section 7) to ensure that all children of statutory school age (5-16 years of age) receive a full-time education. Keeping children away from school for no good reason is a criminal offence.

*The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*

*Where parents decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.*

*This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%).*

*For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).<sup>1</sup>*

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<sup>1</sup> Working Together To Improve School Attendance (DFE) 2022 p6-7

## **Purpose**

To ensure that all children at St Anne's CE (Aided) Primary School have access to the full provision of education without unnecessary or avoidable disruption through poor attendance. We will work collaboratively with parents to help remove any known barriers to good attendance at school.

We will work together to:

### **Expect**

We will aspire to high standards of attendance from all children and parents and have a shared vision where we all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school. We all aim to be 'Growing Together to Flourish in God's World'.



### **Monitor**

We will use attendance data rigorously and identify any patterns of poor attendance, at an individual and cohort level, as soon as possible so we can all work together to resolve any issues before they become entrenched.



### **Listen and Understand**

When we spot a pattern, we will discuss this with both children and parents and listen so we can understand the barriers to attendance and agree on how we can all work together to resolve them.



### **Facilitate Support**

We will work with parents to help remove any perceived barriers and help parents access any support they need to overcome barriers outside of school. This might include a referral to Early Help or an Attendance Contract where absence is a symptom of wider issues.



### **Formalise Support**

Where attendance continues to be an issue and voluntary support is not working or not being engaged with, we will work with all concerned to work together and explain the consequences of poor attendance clearly and ensure that parents are supported to respond. This may include formalizing support through a parenting contact or education supervision order.



### **Enforce**

When all avenues have been exhausted and support is not working or not being engaged with, attendance will be enforced through statutory intervention or prosecution to protect the child's right to an education.

## **Expectations**

Good attendance is a learned behaviour and we know that we need to develop good patterns of attendance from the outset. **Attendance is everyone's responsibility in our school.** To build a culture of high attendance we expect:

### **From pupils:**

- Attend school regularly and aim for 100%;
- Arrive on time, appropriately dressed and prepared for the day.
- Understand that every day in school is valuable for their learning and well-being.
- Know that good attendance just as important as good behaviour.

### **From parents:**

- Ensure children attend school and know that regular school attendance for their child is a parent's legal responsibility.
- Ensure their child is appropriately dressed, adhering to the school uniform policy;
- Ensure their child arrives in school well prepared for the school day with the equipment they need for the day (e.g. PE kits);
- Actively support the work of the school;
- Treat staff with respect;
- Only keep children away from school if they are unwell;
- Contact the office via telephone or email between 8.30am & 9.30am on the day their child is unable to attend;
- Provide at least 2 contact telephone numbers that school can use to make contact regarding a child's absence;
- Make medical appointments outside of school hours and provide proof of an appointment if this cannot be avoided;
- Not to take their children on holiday during term time.
- Attend any support meetings about their child's attendance that may be necessary and respond as quickly as possible to any texts, emails and information about their child's attendance.
- Work positively with any action plans put in place to improve attendance.

If you are worried about your child's attendance at school you should:

- Talk to your child; it may be something simple.
- Talk to your child's classteacher to see if there is any support that can be provided in helping your child's attendance to improve.
- Contact school to see how we can help and signpost to advisory services.

### **From the school:**

- A welcoming and safe environment;
- A high-quality education;
- A clear vision for attendance, underpinned by high expectations and core values;
- **All** staff to take responsibility for attendance;
- Positive measures to encourage good attendance;
- An understanding that absence from school is a potential safeguarding risk and understand our role in keeping children safe;
- Regular, efficient and accurate recording of attendance and time keeping;

- Provide information about their child's attendance and absence levels and impact of the amount of time missed.
- First day response with contact made by the school when a child fails to attend and no contact is made by parent/carer;
- Early contact with parents when a pupil fails to attend without good reason and there is a pattern of absences or an excessive number of absences or lateness;
- If absence continues without explanation, further contact will be made to ensure safeguarding.
- Immediate action on any problem notified to us, in confidence if necessary;
- Ensure escalation procedures to address absence are initiated proactively, understood by children and families, implemented consistently and their impact reviewed regularly.
- Hold regular meetings with the parents of children who the school (and/or LA) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Make any necessary referrals to wider partners as quickly as possible.
- Use attendance, pastoral and SEND staff, who are skilled in supporting children and their families, to identify and overcome barriers to attendance.
- Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance.
- Governors who have an accurate view of school attendance and engage in escalation procedures where appropriate.

### **Positive measures to encourage good attendance**

- Registers are completed accurately twice each day (at 9am and at the start of the afternoon session);
- Regular monitoring by the School Attendance Clerk and the Headteacher on attendance and punctuality;
- Weekly analysis provided to teachers by the School Attendance Clerk for analysis;
- Daily monitoring by class teachers – contact made with the School Attendance Clerk to raise concerns where appropriate
- Reviews and meetings with parents as required.
- Each child's attendance is reported to parents/carers at the end of each half term with a grade awarded.

### **Rewards System**

The 'We Achieve' Team have devised our rewards system for attendance.

The class of the week with the best attendance record will get 5 minutes extra playtime on Fridays.

At the end of each half term, children with 100% attendance will be rewarded with a piece of St Anne's stationery:

Autumn 1- pencil  
 Autumn 2- eraser  
 Spring 1- pencil sharpener  
 Spring 2- ruler  
 Summer 1- highlighter pen  
 Summer 2- pencil case

Children with 100% for a whole year will receive a book token and a certificate at our annual Awards Ceremony.

## **Types of Absence**

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised: The school approves pupil absence
- Unauthorised: The school will **not** approve pupil absence

The school is responsible for children's attendance and only the Headteacher can authorise absences.

## **Attendance Codes**

Registration Code / \ Present in school / = am \ = pm  
*Present in school during registration.*

Code **L**: Late arrival before the register has closed.

Attendance codes used for authorised absences are:

<b>#</b>	planned whole or partial school closure
<b>B</b>	educated off site
<b>C</b>	other authorised circumstances
<b>D</b>	duel registration (attend elsewhere)
<b>E</b>	excluded (but no alternative provision made)
<b>I</b>	illness (not medical or dental)
<b>J</b>	interview at another educational establishment
<b>L</b>	late (before registers close)
<b>M</b>	medical/dental appointments
<b>P</b>	approved sporting activity
<b>R</b>	religious observance
<b>T</b>	Gypsy, Roma and Traveller absence
<b>V</b>	educational visit or trip
<b>X</b>	non-compulsory school age absence
<b>Y</b>	unable to attend due to exceptional circumstances
<b>Z</b>	pupil not on roll

Attendance codes used for unauthorised absences are:

<b>G</b>	family holiday (not agreed by the school)
<b>N</b>	no reason yet provided for absence (This code will not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it will be replaced with code O - absent from school without authorisation).
<b>O</b>	unauthorised absence
<b>U</b>	late (after registers close)

## **Absence Procedures**

If a child is absent, parents/carers should call the school on **each** day of the absence before 9.30am, stating a reason. Parents should contact school via telephone or email on the day explaining the absence. The school will then decide whether to authorise the absence

If contact explaining the child's absence fails to be made by parents/carers and no satisfactory reason for absence can be obtained, then the absence will be recorded as unauthorised. We may alert the Attendance Officer to do a home visit. School will notify parents, by the end of the first session, that we have not been given a reason for a child's absence using the contact numbers provided.

Parents of children with attendance of 96% or less are requested to provide medical evidence (prescription, text with appointment from doctors/dentist, hospital letter etc) to support subsequent absences. Failure to do so results in the absence being recorded as unauthorised. School makes use of the Local Authority Attendance Support Team and the Fixed Penalty Notices for unauthorised absences. Please note that if a Penalty charge notice fine is issued and not paid this may lead to prosecution.

## **Miss School- Miss Out**

We support Oldham Council and believe that any absence from school, for whatever reason, is detrimental to a child's long-term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime.

For these reasons, the powers given under Section 23 of the Anti-Social Behaviour Act, 2003, have been adopted by Oldham. This gives an additional strategy to be used as a sanction when parents do not fulfil their responsibility to ensure their children attend school regularly.

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any term (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents or carers may receive a Fixed Penalty Notice of £60 per parent per pupil if paid within 21 days rising to £120 if paid within 28 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

## **Family Holidays during Term Time**

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for subsequent lessons on their return. There is a consequent risk of underachievement.

Parents / carers **do not** have a right to take their child out of school for a holiday during term time. As a result, family holidays should be planned during the school holidays. The school holiday pattern is published well in advance **on the school's website**.

As of September 2013 the School Governors agreed that, in line with the law, **no holidays taken in term time would be authorised**. In accordance with Oldham Council's protocol, school will refer for

a Fixed Penalty Notice fine for unauthorised holidays of 5 days or more (10 sessions or more) and (if unpaid) parents will be prosecuted.

## **Punctuality**

Expected arrival time is **8.45am** when lessons start.

We open school at 8.40am to ensure children can be settled in school for registration at 8.45am. Children arriving after registration will be classed as late. Children arriving after 8.45am, when registers close, will be recorded as an unauthorized late.

10 unauthorised lates in a 12-week period is classed as persistent lateness and this may result in a Fixed Penalty Notice being issued by Oldham Council.

Entrances used by children will be closed at 8.45am for safety reasons. Any child arriving later than 8.45am should enter school via the main entrance reporting to the School Office so they can be registered. All late arrivals will be recorded. The parent/carer should give a reason for the lateness. The School Office staff will then send the child to their classroom. Parents of infant children should also report to the school office to follow this process and staff will take their child to class.

Pupils who are persistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern the following escalation of action will be taken.

1. A warning letter will be sent to the parents as the child approaches the threshold for persistent lateness which details the lates recorded and explains the legal consequences of any continuing lateness
2. Parents may be invited to meet the Headteacher and/or School Attendance Clerk to discuss any problems that may be contributing to a lack of punctuality.
3. The school contacts other agencies, if appropriate, and draws up an agreement with parents.
4. Referral to Oldham Council to issue a Fixed Penalty Notice fine.

Late marks adversely affect your child's overall attendance figure.

## **Medical Appointments**

All medical appointments adversely affect a child's attendance, therefore wherever possible non-urgent medical appointments such as routine optician/dentist/doctors' appointments should be made outside of school hours.

If your child has an unavoidable medical appointment please inform the school office before the date of the appointment to limit disruption along with evidence of the appointment.

## **Monitoring of Pupil Attendance**

Attendance statistics are generated at least weekly and parents will be notified by letter if their child's attendance is causing concern.

At St Anne's we set high standards for attendance and we use the following judgements that we share with children and parents:

Attendance recorded at 100% - Excellent.



Attendance recorded at 97%-100% -Good.

Attendance recorded at 95%-96.09% - Average

Attendance recorded at 94.09% and below – Poor

### **Regular attendance at our school is 100%.**

Attendance statistics which are consistently 96% or below will result in parents being requested to provide further explanations about their child's attendance. Where children continue to have attendance of 96% or less, then authorisation for sickness will require medical evidence for **each** absence.

Parents may also be invited for a meeting in school to discuss concerns about attendance. We arrange these meetings as a positive step for school and parents/carers to work together to secure an improvement in a child's attendance.

In cases where the Headteacher/School Attendance Clerk has concerns about a pupil's absence rate the Attendance Officer will be notified of that child's name and attendance.

Attendance of 90% or less is defined as Persistent Absence in line with the DFE definition. We work with parents and families proactively to ensure that any concerns with attendance are identified promptly and support given where required.

### **Children missing from education**

We monitor pupils' attendance through the daily register. We will inform the School Attendance Improvement Service of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission.

Pupils who cannot be located will be considered missing. The LA's Child Missing Education (CME) team will be informed and will pursue the matter in accordance with Local Authority procedures.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

If we are unable to communicate with the parent/guardian, home visits will be completed and if we still have no communication we will contact the police to complete a Safeguarding Welfare Check.

We know that missing school denies children the basic right to their education. In some cases, concerns about attendance can be a safeguarding issue and can be considered as educational neglect. School will work with relevant agencies, including the Multi-Agency Safeguarding Hub (MASH), in such cases to ensure children have their basic needs met.

## **Responsibility**

In order for this policy to be successful every member of the school community must make attendance a high priority.

## **Ways to report your child's absence**

School email: [info@stannesroyton.oldham.sch.uk](mailto:info@stannesroyton.oldham.sch.uk)

School telephone: 0161 624 9885 - a message can be left on the answer machine

Absence can also be logged through the Parentmail PMX app.

## **Conclusion**

A child's education and their emotional health and mental wellbeing can be adversely affected by poor attendance. At St Anne's CE (Aided) Primary School we place great emphasis on good attendance as a positive step in helping children to have full access to the curriculum, achieve and flourish in God's world.

## **Appendices:**

### **Communication with parents and carers**

1. Request for Term Time Leave of Absence: Family Holiday
2. Request for Term Time Leave of Absence: exceptional circumstances
3. Request for Medical Evidence: Attendance a concern and reason reported to school
4. Request for Medical Evidence: Attendance a concern and reason not reported to school
5. Request for Medical Evidence: Attendance a previous concern
6. Administration of medication in school
7. Medical appointments during school hours
8. Punctuality
9. Reporting Absence
10. Unauthorised absence
11. Pre-Legal School Age- additional statement
12. Attendance Contract

### **1. Request for Term Time Leave of Absence: Family Holiday**

Thank you for your letter requesting term time leave for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for a family holiday.

We are very sympathetic to your situation but unfortunately, in line with the law, we cannot authorise this absence. We are only able to authorise term time absence for exceptional circumstances and your request does not fall into this category.

If you choose to remove your child from school during this stated period, the absence will not be authorised.

Unauthorised term time absences **will** be referred to the School Attendance Improvement Service for a Penalty Notice fine for unauthorised absences of 5 days or more in a 12-week period. If a Penalty Notice goes unpaid it could lead to prosecution.

A child's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for subsequent lessons on their return. There is a consequent risk of underachievement.

## **2. Request for Term Time Leave of Absence: exceptional circumstances**

Thank you for your letter requesting term time leave for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for exceptional circumstances.

*State nature of absence: e.g. playing in a sporting event, modelling contract.*

We can inform you that this has been authorised by the school and we will grant an absence of \_\_\_\_\_ days. We expect your child to be absent from \_\_\_\_\_ to \_\_\_\_\_ and should return to school on \_\_\_\_\_.

A child's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for subsequent lessons on their return. There is a consequent risk of underachievement.

We expect parents to support the work of the school to ensure their child catches up on any missed work.

## **3. Request for Medical Evidence: Attendance a concern and reason reported to school**

Thank you for reporting \_\_\_\_\_ absent today due to \_\_\_\_\_. We hope that they are feeling better soon. We are not doubting the genuineness of \_\_\_\_\_ illness but we require medical evidence to be able to accurately record this absence.

\_\_\_\_\_ 's attendance is currently at \_\_\_\_\_% which is a major concern and classed as \_\_\_\_\_ (see *note below*). With your child's attendance at this level you are at a greater risk of receiving a Fixed Penalty Notice fine which, if it goes unpaid, could lead to prosecution.

If your child's attendance were to remain at this level until the end of the year they will have missed nearly \_\_\_\_\_ weeks of education, which is nearly \_\_\_\_\_ and difficult to catch up on.

If their attendance were at this level every year, by the time they finish their compulsory education they will have missed just under a year and a half of education. So, you can see how persistent absences adds up over time.

We expect attendance to be at 100% and children should not be absent from school for no good reason.

If attendance begins to fall below 96% we request medical evidence. This will allow us to accurately record your child's absence as an authorised absence due to illness.

Medical evidence could be a copy of medication labels, confirmation that your child was seen by a doctor (compliment slip), hospital papers etc. Without medical evidence for a child of legal school age, we would be unable to record this absence as authorised and, as stated above, you could be at a higher risk of being referred for a Penalty Notice Fine.

Please contact school (*details below*) to provide medical evidence for this absence. Please also contact us to discuss any support you feel may be beneficial to you that will assist in securing an improvement in your child's attendance to school, including administering medication in school.

**Note:**

*St Anne's use the following levels of attendance to categorise attendance:*

*Attendance recorded at 100% - Excellent.*

*Attendance recorded at 97%-100% -Good.*

*Attendance recorded at 95%-96.09% - Average*

*Attendance recorded at 94.09% and below – Poor*

*Attendance recorded at 90% or below is classed as Persistent Absence (PA)*

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School telephone: 0161 624 9885 - a message can be left on the answer machine

Absence can be logged through the Parentmail PMX app

**4. Request for Medical Evidence: Attendance a concern and reason not reported to school**

\_\_\_\_\_ is absent from school today and you have not contacted us with a reason for the absence. All absences must be reported to the school office by 9:30am on **each** day of absence by either telephoning 0161 624 9885 or by Parentmail. We need to account for every child every day.

**Please contact school as a matter of urgency to inform us of the reason for your child's absence.**

\_\_\_\_\_ 's attendance is currently at \_\_\_\_\_% which is a major concern and classed as \_\_\_\_\_ (*see note below*). With your child's attendance at this level you are at a greater risk of receiving a Fixed Penalty Notice fine which, if it goes unpaid, could lead to prosecution.

If your child's attendance were to remain at this level until the end of the year they will have missed nearly XXX weeks of education, which is nearly \_\_\_\_\_ and difficult to catch up on.

If their attendance were at this level every year, by the time they finish their compulsory education they will have missed just under a year and a half of education. So, you can see how persistent absences adds up over time.

We expect attendance to be at 100% and children should not be absent from school for no good reason.

If attendance begins to fall below 96% we request medical evidence. This will allow us to accurately record your child's absence as an authorised absence due to illness.

Medical evidence could be a copy of medication labels, confirmation that your child was seen by a doctor (compliment slip), hospital papers etc. Without medical evidence for a child of legal school

age, we would be unable to record this absence as authorised and, as stated above, you could be at a higher risk of being referred for a Penalty Notice Fine.

Please contact school (*details below*) to provide medical evidence for this absence. Please also contact us to discuss any support you feel may be beneficial to you that will assist in securing an improvement in your child's attendance to school, including administering medication in school.

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### **5. Request for Medical Evidence: Attendance a previous concern**

Thank you for reporting \_\_\_\_\_ absent today due to \_\_\_\_\_. We hope that they are feeling better soon. We are not doubting the genuineness of \_\_\_\_\_ illness but we require medical evidence to be able to accurately record this absence.

\_\_\_\_\_ attendance last year was classed as Persistent Absence, as it was below 90%, and so we want to work with you to ensure we secure good attendance for your child and ensure that they do not miss out on their educational entitlement.

\_\_\_\_\_ 's attendance is currently at \_\_\_\_\_% which is a major concern and classed as \_\_\_\_\_ (*see note below*). With your child's attendance at this level you are at a greater risk of receiving a Fixed Penalty Notice fine which, if it goes unpaid, could lead to prosecution.

If your child's attendance were to remain at this level until the end of the year they will have missed nearly XXX weeks of education, which is nearly \_\_\_\_\_ and difficult to catch up on.

If their attendance were at this level every year, by the time they finish their compulsory education they will have missed just under a year and a half of education. So, you can see how persistent absences adds up over time.

We expect attendance to be at 100% and children should not be absent from school for no good reason.

If attendance begins to fall below 96% we request medical evidence. This will allow us to accurately record your child's absence as an authorised absence due to illness.

Medical evidence could be a copy of medication labels, confirmation that your child was seen by a doctor (compliment slip), hospital papers etc. Without medical evidence for a child of legal school age, we would be unable to record this absence as authorised and, as stated above, you could be at a higher risk of being referred for a Penalty Notice Fine.

Please contact school (*details below*) to provide medical evidence for this absence. Please also contact us to discuss any support you feel may be beneficial to you that will assist in securing an improvement in your child's attendance to school, including administering medication in school.

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Absence can now be logged through the Parentmail PMX app

## 6. Administration of medication in school

Thank you for reporting \_\_\_\_\_absent today.

\_\_\_\_\_ attendance is currently at \_\_\_\_\_%. We expect attendance to be at 100% and children should not be absent from school for no good reason.

Your child may be well enough to attend school with the help of a prescribed or over-the-counter medication such as paracetamol. Although not required by law, we will administer, with the correct **written** parental consent, all medication including prescribed and over-the-counter medication for minor and non-contagious illnesses.

All we ask is that you complete the attached Medical Information Authorisation Form (also available on the school website- printed copies available in the school office) and bring it along with the medication to the school office for safe storage. All medication must be dropped off and collected at the school office by a suitable adult and not placed in a child's bag. A trained member of staff will administer the medication to your child on your behalf.

All medication must be in its original container, and must have the appropriate medicine and measuring spoon or syringe, to be able to administer the correct dosage. Please do not send a kitchen cutlery spoon as they are not accurate. We have a fridge in school for any medication that needs to be kept refrigerated, and we have a lockable storage area in the school office to keep all medication out of the reach of children.

Also, if your child's illness improves during a day of absence, and you feel that they are well enough to return to school, please bring them to the school office and we will record their attendance. Every minute of every day really does count!

We hope that by offering this service, we will ensure your child could complete a course of medication they have been prescribed by your GP. Hopefully, this would alleviate any worries about the completion of a programme of medication. We would, of course, contact you if we felt your child needed to be collected from school.

Should you have any queries or feel that there is anything we can do to secure your child's return to school please contact the school office on 0161 624 9885 and we will be happy to help you.

## **7. Medical appointments during school hours**

Thank you for informing us that \_\_\_\_\_ has a medical appointment on DATE at TIME.

We do encourage parents to make appointments out of school hours. Where this is not possible, your child should only be out of school for the minimum amount of time necessary for the appointment. Legislation for schools states that that medical appointments can adversely affect a child's attendance. Some appointments may not be able to be avoided as, at times, you do not get a choice in appointment times. Non-urgent medical appointments such as routine optician/dentist appointments should be made outside of school hours or in school holidays.

In order to accurately record your child's absence, please provide either an appointment card or letter. Unfortunately, without an appointment card or letter, we will have to record this absence as an unauthorised absence. If you do not currently have either a card or letter, as the appointment was made over the telephone, please ask for a confirmation card when attending the appointment and bring it in to school after your child's attendance.

When collecting your child, please report to the school office so that your child can be signed out on the attendance register and a member of the office team will collect them from class for you. Following your child's appointment please return them to the school office so they can be entered back on the attendance register and returned to class by a member of the office team.

## **8. Punctuality**

\_\_\_\_\_ was late attending school today and arrived after registration had closed at 8.45am. This has been recorded as unauthorised. Late marks adversely affect your child's overall attendance figure.

\_\_\_\_\_ has been late \_\_\_\_\_ times within \_\_\_\_\_ period, which is approaching persistent lateness. 10 unauthorised lates in a 12-week period is classed as persistent lateness and this may result in a Fixed Penalty Notice fine being issued, which, if goes unpaid, could lead to prosecution.

Entrances used by children will be closed at 8.45am for safety reasons. Any child arriving later than 8.45am should enter school via the main entrance reporting to the School Office so they can be registered. All late arrivals will be recorded. The parent/carer should give a reason for the lateness. The School Office staff will then take your child to their classroom. Parents of infant children should also report to the school office to follow this process and staff will take their child to class.

Please do contact school on 0161 624 9885 to discuss any support you feel may be beneficial to you that will assist in securing an improvement in your child's punctuality to school.

## **9. Reporting Absence**

\_\_\_\_\_ is absent from school today and you have not contacted us with a reason for the absence. All absences must be reported to the school office by 9:30am on each day of absence by either telephoning 0161 624 9885 or by Parentmail. We need to account for every child every day.

**Please contact the school office a matter of urgency to provide a reason for your child's absence.**

If contact explaining the child's absence fails to be made by parents/carers, and no satisfactory reason for absence can be obtained, then the absence will be recorded as unauthorised as children are classed as missing. We may alert the School Attendance Officer to do a home visit. Unauthorised absences for a child of legal school age, could result in a Fixed Penalty Notice Fine being issued which if it were to go unpaid could lead to prosecution.

All parents/carers of children with attendance less than 96% are requested to provide medical evidence to support subsequent absences. Failure to do so will result in the absence being recorded as unauthorised.

### **10. Unauthorised absence**

Thank you for reporting \_\_\_\_\_ as absent today due to \_\_\_\_\_.

Unfortunately, we are unable to authorise this absence as the reason \_\_\_\_\_ is not considered a good reason for a child to be away from school. We are only able to authorise absences for genuine illness and we may require medical evidence for such absences to be authorised.

Unauthorised absences for a child of legal school age could put you at a higher risk of being referred for a Fixed Penalty Notice fine. If a Fixed Penalty Notice fine is issued and goes unpaid this could lead to prosecution.

### **11. Pre-Legal School Age- additional statement for all correspondence**

As your child is below the legal school age, at St Anne's we still apply our Attendance Policy to ensure we secure good attendance at an early stage.

Parents of children who are below the legal school age will not be referred to the School Attendance Improvement Service until they turn 5 years old. As a member of St Anne's, we aim to ensure that we all set high standards for attendance from the outset to ensure that all our children receive their entitlement to a high-quality education.

Poor attendance at our Nursery may result in the place being withdrawn.

Our Attendance Policy is available on the school website [www.stannesroyton.oldham.sch.uk](http://www.stannesroyton.oldham.sch.uk) and a paper copy can be obtained from the School Office if required.



## 12. Parent Contract



# St Anne's CE (Aided) Primary School

Parenting contract for attendance  
(children of compulsory school age)

<b>Date/time of meeting:</b>	
<b>Venue:</b>	

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>School:</b>	
<b>Senior staff member with overall responsibility:</b>	
<b>Member of staff responsible day-to-day:</b>	

<b>Present at meeting:</b>	
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<b>What are the barriers to good attendance?</b>
<b>What has been tried?</b>

<b>Action agreed</b>
<b>I/we (the parents) agree to:</b> (please detail)
<b>EXAMPLES OF ACTION AGREED:</b> <ul style="list-style-type: none"><li>• Pupil will arrive at school by 8.30 a.m. every day.</li><li>• Parent will inform the school on the first day of a sickness absence and give regular updates.</li><li>• Parent will provide medical evidence for every sickness absence pupil may incur.</li><li>• Are any issues preventing pupil from attending regularly, school staff will be informed?</li></ul>

<b>We (the school) agree to:</b> (please detail)
<b>Officers of local authority agree to (if applicable):</b> (please detail)
<b>Comments by the child (if applicable)</b>

<b>Current Attendance:</b>	
<b>Attendance target:</b>	100%
<b>Timescale for improvement:</b>	<i>Between 3 and 12 months</i>

<b>Date for review meeting:</b>	
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**Agreeing to the contract:**

**Consent by parent(s)**

I/we have agreed to this Parenting Contract and will

- (a) work with St Anne’s CE (Aided) Primary School (and Oldham Council) as detailed above, to improve my/our child’s school attendance, and
- (b) carry out what we have promised to do.

I/we also agree to information being shared with other professionals and agencies as required to help us.

**I/we understand that if my child has any unauthorised absences from school in the next (three months), a Fixed Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.**

**Signed (Parent/s):**

.....

.....

**Signed (on behalf of the school/governing body/local authority)**

.....

.....

**Date:**

Copies to be circulated to all parties