

St Clements C of E Primary School

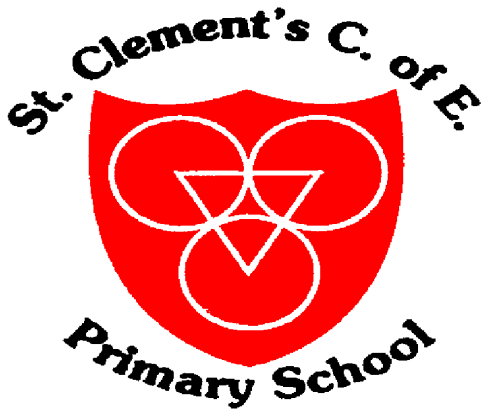
Phone 0161 301 3268

Absence line Press 1 to report an absence

admin@st-clements.manchester.sch.uk

You

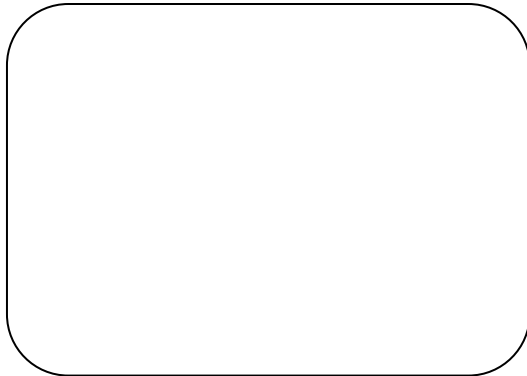
Your Child



St Clements

The Law

What every parent, carer and child should know.



Childs name _____

Children have the right to an education. Parents and carers have the responsibility of ensuring their children are on a school roll and attending regularly.

My Family's Attendance Matters Booklet

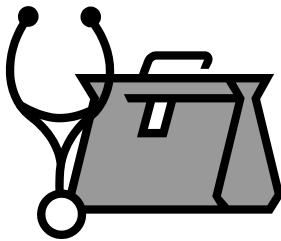
1 Registration



The school day starts at **8.50am**. The registers are taken at the start of the school day and also at the start of the afternoon session.

The registers are closed at **9.30am** in the morning. Children arriving after the start of the school day and before the registers are closed, will be marked late. Children arriving after the registers have closed will be marked as absent for the morning session.

Medical Appointments



Children are not allowed to leave the school premises without an approved adult (that is, approved verbally or in writing by the parent). If your child has a medical appointment during the school day, **we need to see an appointment card or letter, from the professional, as proof**. Please take medical appointments between 9:30am-12:00 or after 2:30pm if it is not possible to get an appointment out of school time. Your child should be in school before and after their appointment. Medical and Dental appointments rarely last more than an hour. If you allow your child to be absent for longer than is reasonable, we will not authorise the additional time taken. We request that brothers or sisters of the child attending the appointment, stay in school. If this causes a problem, then please speak to us.

Absences



Pupils should come to school every day. A child should only be absent if the reason is 'unavoidable.' This means illness, medical appointments or an emergency (eg bereavement) and the school will count these as **authorised absences**. Repeated absences such as illness will in some cases be challenged and referred to the School Nurse

Unauthorised absences are those, which the school does not consider reasonable and for which no leave has been given. This includes failure to give a reason for trivial absences (such as going shopping, having a treat in school time or because it is a birthday).

What to do When Your Child is Absent



Parents must always contact school by phone or by note before 8.30am. You should contact school on the first day of absence and let us know how long your child will be absent. If we don't receive a call, we will call you to find out why your child is absent and to make sure they are safe.

We will contact you if your child has not returned to school on the expected date and you have not informed us. When your child returns to school, you may be offered support from the school nurse or referral to other agencies.

All absences should be explained by a phone call and a note on return to school. The school will not authorise an absence if the reason is avoidable.

Holidays in Term Time



Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and permission should always be requested in the form of a letter to the Headteacher **before holiday arrangements are made**. Our prime concern is your child's education and if your child is absent for 10 school days they will miss 5% of their education over the year.

Term time holidays will only be authorised. Holidays will **only** be authorised in exceptional circumstances.

If you choose to take your child on holiday without permission you will be sent a Penalty Notice letter which could incur a £60 or £120 fine. If a pupil fails to return to school from holiday on the expected date and the parents have failed to contact school we may take the pupil off role in line with the Local Authority guidance

Action That School Will Take



Pupils who fall into Green Group 100—96%.

Class Teachers will be responsible for recognising and praising good attendance. Continued good attendance at this level will result in children and families being given rewards and children making good learning progress.

Pupils who fall into Amber group 95—85%.

Parents/ Carers will be invited into school to discuss the reasons for absence and how we can help and support you in getting your child into school and improve their attendance. This will either take place in an attendance meeting or in an Attendance Panel Meeting where a parent, a School Governor and the School Nurse will be present. A date for a review meeting will also be set to check if attendance has improved. If attendance continues to be an issue after attending the meeting, the next stages are:

- **Parenting Contract**
- **Pastoral Support plan**
- **Completion of Common Assessment Framework**
- **Penalty Warning Notice**
- **Referral to the Local Authority to start legal proceedings**
- **Learning mentor support**

Pupils who fall into Red group, below 85%

Are considered to be **PERSISTENTLY ABSENT** from school. This means that they miss nearly 8 weeks of school over the year. For these pupils school will adopt a multi-disciplinary approach involving staff and agencies both in and outside of school.

Rewards



School has a duty to make a child's time at school interesting and worthwhile. Parents have a duty to make sure their children attend school regularly and on time.

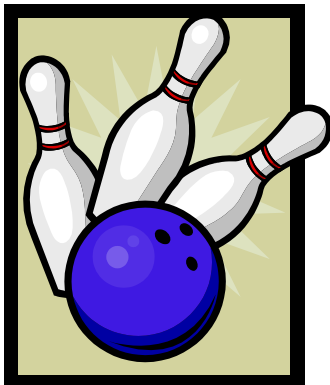
As part of the school's work to address 'Every Child Matters' for our pupils, attendance will always remain a priority within the School Improvement Plan.

Rewards will be given for excellent and improved attendance and punctuality throughout the academic year.

The school council asked that children who come in every day for a half term, to be rewarded with a treat such as a party, DVD, sport activities and bouncy castle

Stickers are awarded weekly, certificates home will be sent half termly and certificates and prizes will be awarded termly to children with good attendance. Classes who get 100% attendance in any week will get a cake for the class to share as a reward.

Pupils who have 100% for the full school year are taken to Hollywood Bowl as their reward



Mrs J Parker
Inclusion Leader