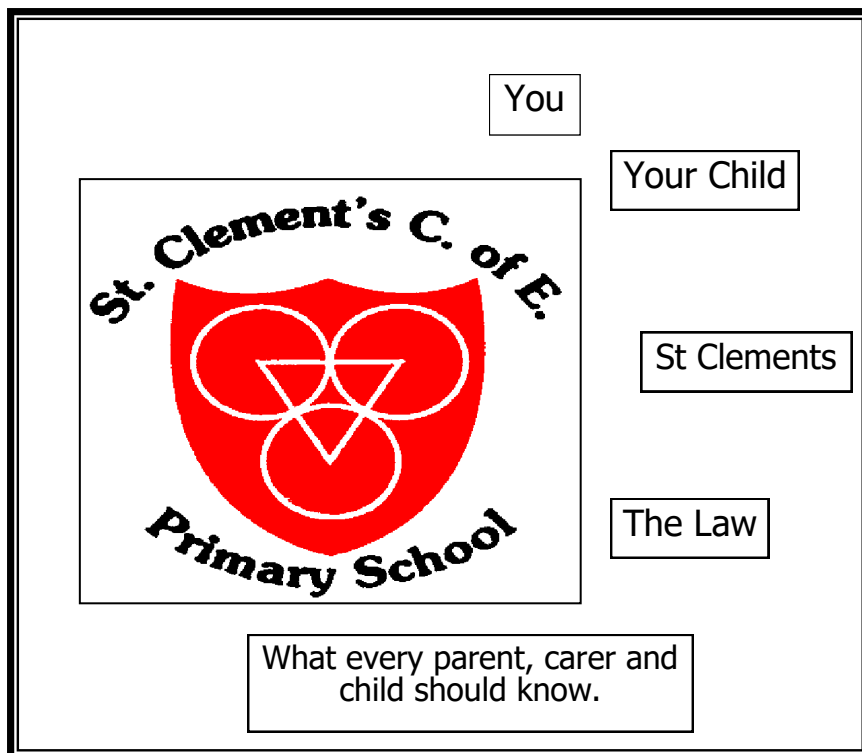


# St Clements C of E Primary School

Phone 0161 301 3268

Absence line Press 1 to report an absence  
admin@st-clements.manchester.sch.uk

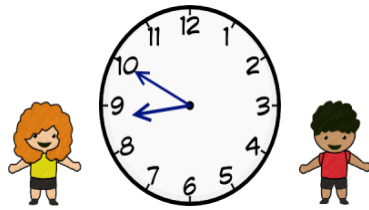
## My Family's Attendance Matters Contract



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.*

## 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



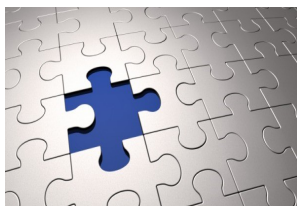
**If your child has a medical appointment during the school day, we need to see an appointment card or letter, from the professional, as proof.**

Appointments should be made outside school time but if this is not possible, please take medical appointments between 9:30am-12:00 or after 2:30pm.

- 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.

**In all cases, the child should be signed out so that in an emergency we know that the child is safe.**

## 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 (e.g. bereavement) and the school will count these as **authorised absences**. If your child is absent for three consecutive days or more, you will need to provide medical evidence such as an appointment card, prescribed medication or prescription for the absence to be authorised.

**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 contact school by phone, note or dojo 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.

We may request medical evidence as proof that your child has attended an appointment or has had an illness. If this is not provided the absence may not be authorised

# Holidays in Term Time



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

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.

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



## What Action Will School Take? (Attendance Bands)

### **Pupils who fall into Green Group:** **96.5% - 100%**

All school staff will recognise and praise excellent attendance, which means:

- Rewards (for children and families)
- Great learning progress.

**OUR SCHOOL EXPECTATION FOR ALL CHILDREN IS TO BE IN GREEN GROUP.**

### **Pupils who fall into Amber group:** **90% - 96.5%.**

Parents/Carers may be invited to an **Attendance Meeting** in school with the Attendance Team to discuss the reasons for absence and how we can help and support you in getting your child into school and improve their attendance.

An **Attendance Panel Meeting** may be held, a School Governor and the School Nurse will also be present. Reviews will be held to check future attendance.

If attendance continues to be an issue, the next stages are:

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

### **Pupils who fall into Red group:** **Below 90%**

Are considered to be **PERSISTENTLY ABSENT** from school.

This means that they miss nearly 8 weeks of school over the year, making it difficult for them to keep up with the work their class is doing.

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.***

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

## **Weekly Rewards**

- Stickers will be awarded for 100% attendance.
- Classes who get 100% attendance in any week will be given £10 to put in the class piggy bank for the class to share as a reward.



## **Every term**

Certificates will be awarded in assembly to be taken home together with a small gift, The School Council have decided that **children who have attended every day will be rewarded with a treat such as a party, DVD, sport activities or extra play time.**

## **100% Attendance for a whole Year**

Pupils who have 100% for the full school year are given a voucher to spend as they wish.

*Mrs J. Parker*  
*Attendance Lead*





# **St Clement's C of E Primary School Attendance contract**

## **The school will**

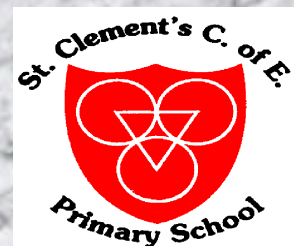
- Support families with attendance issues and act sympathetically and within legal guidance.
- Advise parent/carers about attendance in order that they can ensure children remain in the GREEN attendance group.
- Reward excellent attendance - and, through the School Council, consult children on how they think excellent attendance should be rewarded.

Signed \_\_\_\_\_ Attendance Lead

## **I, the parent/carer of \_\_\_\_\_ will**

- Ensure my child is 'in the line at ten to nine'.
- Follow absence reporting procedures.
- Book term-time holiday only when authorised in exceptional circumstances.
- Make medical appointments outside school time when required whenever possible and when not possible I will:
  - a) ensure my child is in school for their register mark
  - b) return my child to school immediately after the appointment.
- MAKE EVERY EFFORT TO ENSURE MY CHILD IS IN THE GREEN ATTENDANCE GROUP.

Signed \_\_\_\_\_



**I understand that not attending school can  
have a negative effect on my child's education and the  
progress they make.**