Abbey Hey Lane
Higher
Openshaw
Manchester
M11 1LR

Your Child
You
The Law
The School

What every parent / carer and child should know

St. Clement's C. of E. Primary School

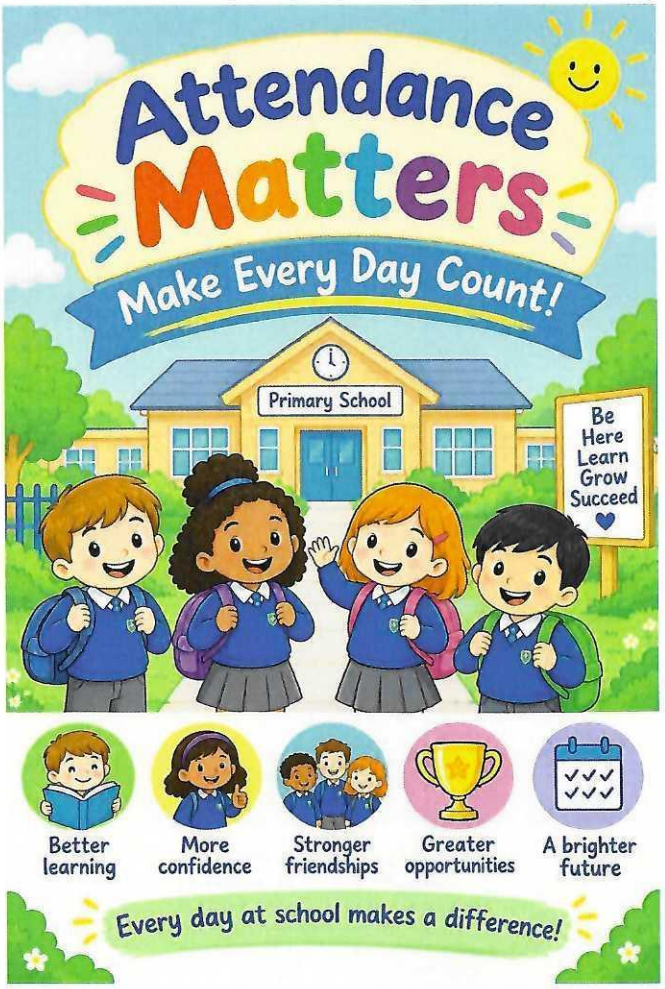
My Family's Attendance Matters Contract



Child's Name ..... **Year** .....

- 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.

Phone: 0161 301 3268 / Absence line Press 1 to report an absence
Email: admin@st-clements-manchester.sch.uk


Attendance Matters
Make Every Day Count!
Primary School
Be Here Learn Grow Succeed
Better learning
More confidence
Stronger friendships
Greater opportunities
A brighter future
Every day at school makes a difference!

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, text 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 in and out of school so that in an emergency, we know that the child is accounted for.



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 3 or more consecutive days, you will need to provide medical evidence for the absence to be authorised, such as:

- an appointment card
- prescribed medication
- prescription



Repeated absences such as illness will 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
- because it is a birthday



What to do when your child is absent



You should contact school on the first day of absence and let us know how long your child will be absent.
You can contact school by:

- Phone
- email
- Dojo

before 8:30am.



If we do not receive any communication from you, we will:

- Call 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
- or visit your home



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 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

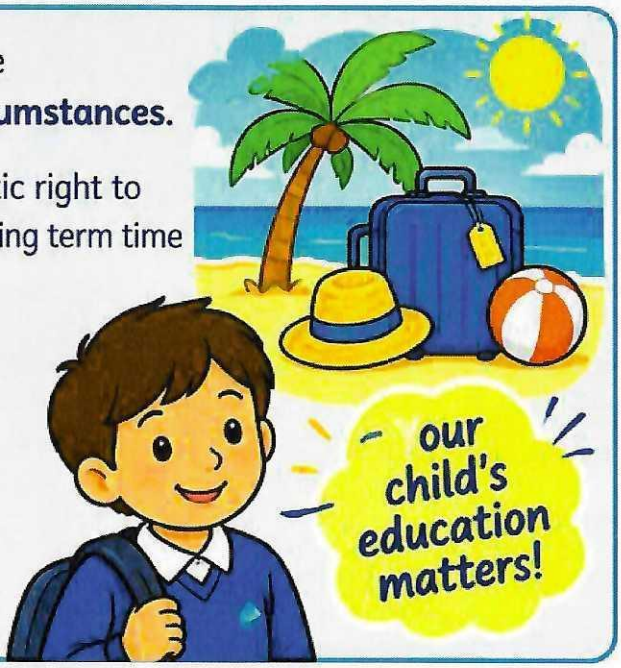
Term time holidays - Please Read!





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 **£80** or **£160 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: 95% - 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% - 95%

Parents/Carers may be invited to a **Support First 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.

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

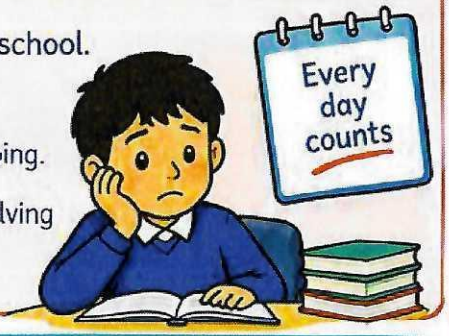
- Pastoral Support plan
- Learning mentor support
- Referral to Family Hub or Early Help Outreach Support
- Referral to the Local Authority
- Possible Penalty Notice



Pupils who fall into Red group: Below 90%

These pupils 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.



Better Attendance = Better Learning = Brighter Future

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



- Classes who get 100% attendance in any week will be given the option of having a celebration afternoon for the class to share as a reward.
- All pupils from the class with the highest attendance who have achieved 100% attendance during that week, go into a draw to receive an enamel 100% pin badge



Every half term

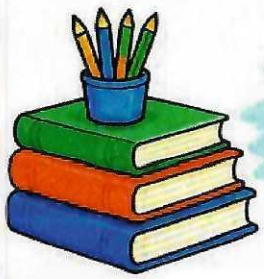
- For pupils who have achieved **100%**, Certificates will be awarded in worship to be taken home together with a small gift.
- Pupils who have made significant improvement to their attendance, receive a small prize and certificate



100% Attendance for a whole Year

- Pupils who have **100%** for the full school year are given a voucher to spend as they wish.
- They also get to walk on our red VIP carpet in their smart clothes.

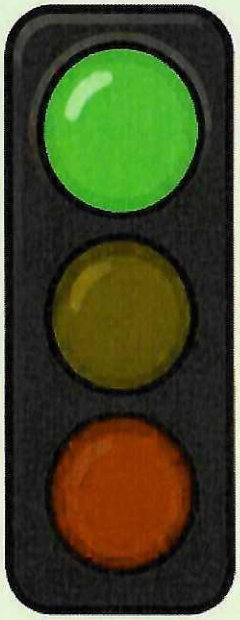




Good Attendance... a brighter future!

Mrs J Parker
Attendance Lead

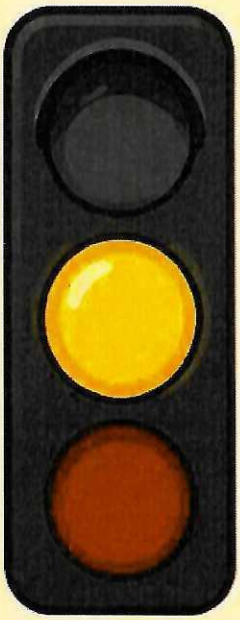
When should my child attend?



Go to school

- ✓ Mild cold (no fever)
- ✓ Cough or runny nose
- ✓ Sore throat (no fever)
- ✓ Mild tummy ache
- ✓ Feeling a little under the weather, but still well enough to learn





Check first

- ✓ Fever (37.5°C or above)
- ✓ Vomiting or diarrhoea
- ✓ Bad cough (chesty or getting worse)
- ✓ Ear infection
- ✓ Strep throat
- ✓ Rash (unless it's a minor rash and your child feels well)
- ✓ If you are unsure, check with your GP or school

