

### Attendance Meetings



The school will monitor the attendance of all children and will review any cases where attendance is a concern on a termly basis (6 times a year).

An attendance meeting will be requested if we are concerned about your child's attendance.

The Headteacher, a Local Authority representative and parents / carers will usually attend this meeting to discuss any concerns and agree a plan for improving your child's attendance.

### Attendance Targets



Schools are no longer required to set and publish attendance targets but it is still considered good practice to do so. In 2012-13 our target was 95.4% attendance. Our actual attendance was 96% (June 2013). Attendance is usually good in our school however broken weeks, persistent lateness and extended periods of absence accumulates throughout the year and disrupts not only a child's education but also effects friendship groups and general happiness.

### Holidays During Term Time



The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013 and the new regulations take effect from 1<sup>st</sup> September 2013. The amendments make clear that Headteachers may **not** grant any leave of absence during term time unless there are exceptional circumstances.

Requests for holidays or other leave from school will therefore not be authorised unless the circumstances are truly exceptional.

### Penalty Notices

The school will request the Local Authority to impose fixed penalty notices (fines) for families who have more than five days of unauthorised absences in any thirty five day period.

Fines are currently £60 per pupil (rising to £120 per pupil if the fine is unpaid within a 21 day period).



## **Attendance Information**



**'Every Lesson Counts'**

## Attendance Policy



This leaflet is a summary of the main points in our School Attendance Policy which was recently revised by Governors. A copy of the full policy is available to view in the School Office should you wish to do so.

Good attendance and punctuality gives your child the maximum opportunities for success and helps develop skills for life. At St Michael's C of E Primary we expect all children to attend school every day that they are fit and well.

We understand that children are often unable to attend school due to illness and would not want any child who was unwell to be in school. Equally, there are times when we may well notice that 'feeling ill' falls on a PE day or at the start of a new term. We would always encourage you to come and speak with us if you feel this is the case.

We hope this leaflet provides useful information about what to do if your child is unable to attend school and how the school will respond if your child is not able to attend or their attendance rates are causing concern.

## Registration



Registers are open each day between 8.50am and 9.05am for morning sessions. The afternoon session is registered at 1.00pm (Juniors) or 1.10pm (Infants).

## Lateness



Any child arriving after **9.05am** will be recorded as late. Arrivals after 9.30am will be recorded as an 'unauthorised' absence. If your child is late on a regular basis you will be invited to meet with the Headteacher to discuss the reasons behind this.

## What if my child is unable to attend school?

☺ Please phone the school office before 8.30am on the first day of any absence.

**Tel: 01454 867105**



☺ The school will contact you if we have not heard from you to check the reason for any absence.

## Medical Appointments



Where possible, we ask that medical appointments be made outside of the school day.

When a child is absent from school we will record the absence as authorised or unauthorised.

## Authorised Absences



Examples of authorised absences are:

- ✓ Your child is ill and unable to attend.
- ✓ A close family bereavement.
- ✓ A religious observance.
- ✓ An **exceptional** special occasion.

## Unauthorised Absences



Examples of unauthorised absences are:

- An absence with no explanation.
- An absence where the school is dissatisfied with the explanation.
- **Unexceptional** special occasions e.g. birthdays, holidays.

## Broken Weeks



Broken weeks are defined as a week in which one or more sessions of school have been missed. Multiple broken weeks have been found to be damaging to a child's education.

The school will monitor the number of broken weeks for each child and contact you if we are concerned about the number of broken weeks your child has.