

# A parent guide to **ATTENDANCE**



**Holy Rosary RC primary**

**This guide has been composed to share our attendance expectations at Holy Rosary RC Primary with parents, to explain what we classify as an authorised or unauthorised absence and to explain our monitoring processes.**

All schools are required by law to keep attendance registers for morning and afternoon sessions.

Absences must either be marked as **Authorised** or **Unauthorised**. Only the school can approve the reason for the absence.

At Holy Rosary RC Primary, our aim is for all our children to have attendance above the Government national expectation – **Our target is 96%**.

### **Exceptional leave of absence**

Amendments to The Education Regulations 2006 states that Head Teachers **may not grant leave of absence during term time unless there are exceptional circumstances**.

All requests for leave of absence for exceptional circumstances must be made in writing to the Head Teacher who will consider each individual case.

## What is an authorised absence?

- If your child is ill and you have contacted the school
- If your child is attending a medical appointment and school have seen evidence
- Religious observance

## What is an unauthorised absence?

- Your child not attending school due to birthday celebrations or other family events
- Visiting family or friends or shopping
- Taking a full day off school for medical/dental appointments
- Arriving to school after 9.25am
- Illness where the child is considered well enough to attend
- Holidays taken during term time
- Your child missing school due to a medical/dental appointment for a parent/sibling

## Punctuality

**It is a parent's responsibility to ensure their children arrive at school on time.**

Due to Covid, Holy Rosary RC Primary are using a staggered start and finish system to try and reduce the number of pupils and adults on the playground and to prevent crossing of bubbles.

**COVID STAGGERED SCHOOL STARTING TIMES:**

8.40am – Year 5 and Year 6

8.45am – Year 3, Year 4 and Year 1

8.50am – Year 2, Reception and Nursery

## COVID STAGGERED SCHOOL COLLECTION TIMES:

2.50pm – Nursery (part-time finish at 11.50am)

3.00pm – Reception, Year 2, Year 3 and Year 4

3.05pm – Year 1, Year 5 and Year 6

## Lateness

Children arriving more than 5 minutes after their class start time will receive a late mark.

**School registers will close 20 minutes after the class start time. Any child arriving after this time will have their morning registration mark recorded as an unauthorised absence. This can be used by the Local Authority to issue warnings and fines**

For all students who are late parents must accompany them to the reception window and provide a reason for their lateness.

### Late arrival at school may result in:

- Your child feeling stressed or anxious
- Your child learning less and achieving poorer outcomes
- Your child disrupting the learning of others
- Parents receiving a fine if children arrive more than 20 minutes late on a regular basis

## Illness

If your child is too unwell to attend school, school must be notified as soon as possible. Parents can report absence via the school Parentapp or by leaving a voice message when ringing school on 0161 624 3035.

Where an illness lasts longer than one day, we would ask parents to inform us daily of their child's absence – unless they have stated in their original message the expected length of absence.

If school recognises a pattern of absence, we will contact parents to see if any support is needed and in some cases medical evidence that the children have been seen by a GP will be asked for.

## Medical/Dental appointments

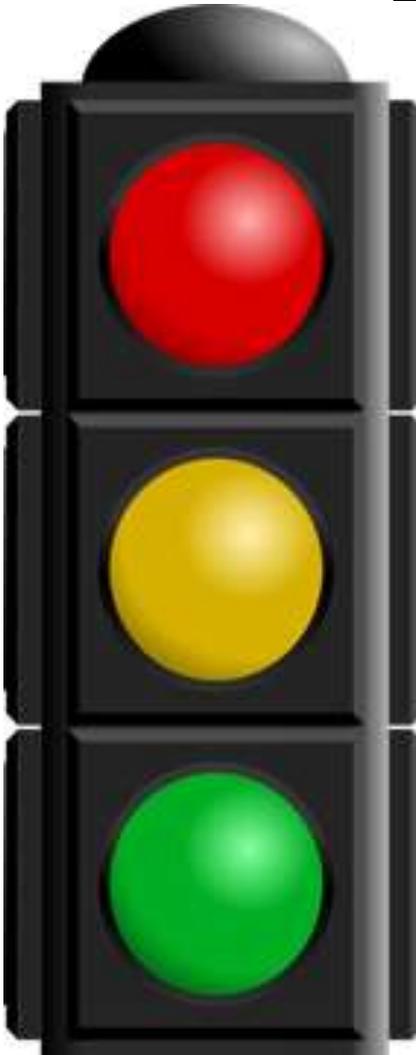
We ask that wherever possible all appointments are made outside of the school day. Where this is not possible children should only be absent from school for their appointment and not all day.

If an appointment does fall during morning school hours we would request where possible, that your child still attends in the morning to receive their registration mark and then leaves for their appointment. For afternoon appointments during school hours again we ask where possible that your child receives their registration mark at 1.30pm and leaves for their appointment after this.

**Appointments will only be authorised when evidence such as appointment cards or letters have been seen at the school office. Without them it will be recorded as unauthorised.**

<u>Attendance</u>	<u>Category</u>	<u>School Response</u>
96% - 100%	Good attendance	Attendance celebrated and recognised at assemblies and at the end of each term
91% - 95%	Cause for concern	Stage 1 letter sent home to parents. <b>Future absences only authorised at the discretion of the school.</b>
90% and below	Poor/Persistently absent	Stage 2 letter sent home to parents/carers. <b>All future absences unauthorised without relevant medical evidence being provided.</b>

## Attendance traffic light scheme



**Below 90%**

**Serious cause for concern**

All pupils who are in the 'RED ZONE' have an attendance level below 90%. Pupils who fall within this zone are regularly absent from school & are significantly less likely to achieve their potential. Such pupils will be closely monitored by the school and LA.

**Between 91% - 95%**

**Warning Signs (may be a cause for concern)**

All pupils who are in the 'AMBER ZONE' have an attendance level of between 90% to 95.9%. Pupils with this level are cause for concern and are at risk of under achieving at school.

**Between 96% - 100%**

**Good Attendance**

All pupils who are in the 'GREEN ZONE' have attendance of 96%+. This zone recognises excellent attendance. Pupils who fall within this band are more likely to do well at school and achieve good results.

## PENALTY NOTICE

A penalty notice may be issued to parents/carers if their child has had more than 5 unauthorised absences. This penalty will be issued by the Local Authority to each parent. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days. Failure to pay the penalty notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being prosecuted in the Magistrates Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and/or three months imprisonment.

**Please remember if you are experiencing difficulties getting your child to school talk to Mrs. Potts who will be happy to offer help, advice and work with you and your family on ways to improve overall attendance and punctuality. Working together will make a difference.**