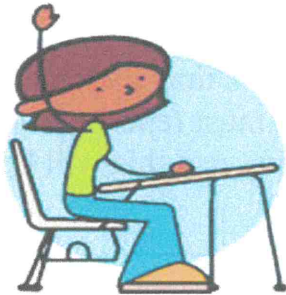




100%



ATTENDANCE AT THE DIVINE MERCY RC PRIMARY SCHOOL



2023-2024

Working Together To Improve School
Attendance

WHY IS ATTENDANCE SO IMPORTANT?

Securing regular school attendance helps children to build strong foundations for their future. Our and your expectations should be 100%

WHAT IF MY CHILD IS ILL?

We understand that there will be times when your child is ill. Don't keep your child off school if they only have a slight cold or they are feeling tired. Bring your child to school, the majority of the time, once your child is in school with their friends and learning they will be ok. If your child is not fit to be in school we will call you to collect them.

It is a Parent/carers responsibility to inform school of any absence on the first day **before 9.15am** otherwise it will be treated as an **unauthorised absence**. If a pupil is to be absent/away from school for more than a day parents/carers need to provide evidence to support the absence.

WHAT IF MY CHILD IS LATE?

School starts at 8.45am - If your child arrives after this time they will miss valuable teaching and learning time. If your child is late they must report to the school office and get a late mark. If your child has been late on any day this will be shown by an 'L' on their attendance record.

If your child arrives in school after 9.15am – this is marked as a 'U' on their attendance record, which is, an **unauthorised absence**. Parents are warned that statutory action may be taken where appropriate for unauthorised absence.

School Late Policy 2023-2024

HOME TIME

School finishes at 3.00pm – it is important to pick your child up promptly each day. If you require any support with child care collection; please contact our school office to discuss the facilities provided by local After School Clubs. All parents must sign their children out on the school inventory system, if they are 15 minutes or more late.

School gates will be closed from 3.15pm.

Nursery Attendance

Nursery pupils are expected to attend school regularly failure to do this can result in your child losing their nursery school place. Our and your school attendance expectation is 100% is 100 Please contact the school attendance team if you know that your child can not attend school.

LEAVE OF ABSENCE DURING TERM TIME

There have been some key changes around taking your child on holiday during term time.

From 1 September 2013 Government legislation states that schools are no longer allowed to give any entitlement for parents to take their children on holiday during term time. If a parent chooses to take a leave of absence for their child during term time school will inform the local authority and you are warned that you may be issued with a Penalty Notice.

The Local Authority will look at each case individually.

ATTENDANCE AND FIXED PENALTY NOTICES

For unauthorised absence and travel during term time

- Section 444 of the Education Act 1996 states that if a parent fails to ensure the **regular school attendance** of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.
- A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.
- If your child is absent from school for more than 5 sessions (2 ½ days) and it is not authorised by school you will receive a penalty notice warning letter and your child's attendance will be monitored.
- This will include long absences due to illness with no medical evidence provided by your GP or Medical Centre.
- If unauthorised absence continues you will receive a penalty notice.
- Under the Antisocial Behaviour Act 2003 an authorised officer of Manchester City Council has the power to issue each parent/carer with a penalty notice for each of their children who fails to attend school regularly. A penalty notice is an early deterrent that is intended to prevent more extended periods of unauthorised absence developing.
- A Penalty Notice incurs a fine of £120 per parent per child to be paid within 28 days, which is reduced to £60 if paid within 21 days of the Notice being served. Failure to pay a penalty notice may result in further statutory action being taken against you.

- A request for a leave of absence during term time has to be put in writing to the Headteacher and an interview will be arranged. All applications will be considered on an individual basis and only in an **EXCEPTIONAL CIRCUMSTANCES**.
- If the permission to take leave is not granted and the parent/carer continue with their plans the absence will be **unauthorised**. In such cases the school may request the local authority issue a Penalty Notice.

You must be aware that it is a parental legal responsibility to ensure regular school attendance.

Please come and talk to Miss Novak if there are any circumstances that may affect your child's attendance at school



100% ATTENDANCE YOU HAVE GOT TO BE IN IT, TO WIN IT

WHAT DOES POOR ATTENDANCE MEAN FOR YOUR CHILD?

It is important to realise as a Parent/Carer the impact that absence from school has on the overall development and achievement of your child. It is worth noting the impact of poor attendance over a five year period.

100% Attendance = 0 Days Missed

95% Attendance = 9 Days Absence – 1 week and 4 days of Learning Missed

Persistently Absent from School

90% Attendance = 19 Days Absence – 3 Weeks and 4 Days of Learning Missed. OR half a school day each week during the school academic year

85% Attendance = 28 Days Absence – 5 Weeks and 3 Days of Learning Missed

80% Attendance = 38 Days Absence – 7 Weeks and 3 Days of Learning Missed

75 % Attendance = 46 Days Absence – 9 Weeks and 1 day of Learning Missed

Arriving 5 minutes late every day adds up to over 3 days lost each year.

Arriving 30 minutes late every day adds up to 19 days lost each year.

Our school attendance team are working alongside the Local Authority to improve school attendance and punctuality. All schools are expected to take action where there is a concern over attendance and punctuality.

See our school attendance policy 2023-2024

We hope that by working in partnership with yourselves that your child will attend school every day and achieve their full potential whilst at
The Divine Mercy RC Primary School



100% ATTENDANCE YOU HAVE GOT TO BE IN IT, TO WIN IT

Why Attendance Is So Important –

Excellent attendance at school is important to allow a child or young person to fulfil their potential.

Miss School –
Miss Out

Below are just some of the key reasons why it is so important children attend school:

- To learn.
- To have fun.
- To make new friends.
- To experience new things in life.
- To develop awareness of other cultures, religions, ethnicities and gender differences.
- To achieve.
- To gain qualifications.
- To develop new skills.
- To build confidence and self-esteem.
- To have the best possible start in life.

Key Point

Young people who regularly miss school without good reason are more likely to underachieve in examinations and not progress with their peers.



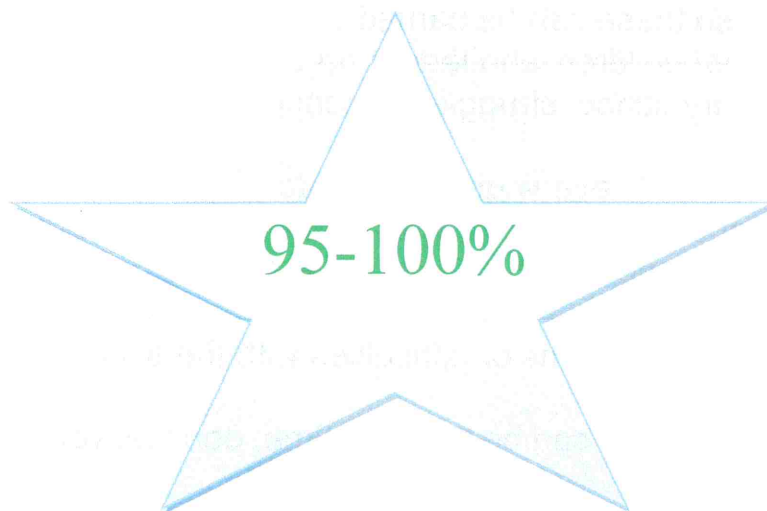
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ATTENDANCE GUIDE

100-98%	100% Attendance rewards/ Class rewards/ School Assembly
Excellent	Outstanding
97-91%	Stage 1 & 2 Absence letters/ Informal Panel meetings /Home visits/ School support teams (Children’s Service, School Nurse, Mpac, P2B, Family Intervention & Prevention)
Concerns	
90% and Below	L.A Warning Letter / Formal Attendance meeting consisting of Head Teacher, Governor and Attendance lead / Statutory Action (Fixed Penalty Notice or section 444 Prosecution)
Persistently Absent	

Our target for this Academic school year 2023-2024



100%



How parents can help-

Appointments- Nearly all surgeries are open late and at weekends try to arrange routine dental and medical appointments outside school hours when possible.

Casual Absence – This means that some children are being kept off school when they don't need to be, for example not attending school because they have a sibling who is not in school due to different school holidays or pretend sick.

Routine- Establish a good routine in the morning and evenings so your child is prepared for the school day ahead.

Lateness- Ensure your child arrives on time. Lateness causes a disruption to the class, interrupts teacher's plans and worries your child's friends.

Missed Minutes- As little as 15 minutes late every day is equal to two weeks of lost learning

Encourage- Encourage your child to take part in and out of school hours activities such as breakfast club. It allows them to experience new activities, learn new skills and make new friends.

Term Time Holidays- Parents are advised to take holidays outside term time in the school holidays.

Ring In- Ring school as soon as you know your child is going to be absent or late- this should be followed up with a written note when your child returns.

New Starters- It is important to get children into good patterns of attendance from an early age so these can be carried through to into their later life. Evidence shows that children who learn bad patterns of attendance and punctuality in primary school struggle in secondary school and are more likely to truant.

Meetings- Attend parents evenings and events.

Rewards- Praise and reward your child's achievements at school.

Behaviour- Always support staff in their efforts to control challenging or difficult behaviour.

Support- Discuss any problems or difficulties with the school, staff are here to help and will be supportive.

Happy Times- Schooldays can be the best time, don't let your child miss out or fall behind.

**100% ATTENDANCE
YOU HAVE GOT TO BE IN IT,
TO WIN IT**

Rewards

Collect 100% Attendance Certificates For Each School Term.

Gold certificate and 100% badges for whole school year

Sport Activities

Days out

Gifts

School Assembly

Class Rewards



Look How We Celebrated 100% Attendance Last Year for Each Term

- Archery
- School Cinema
- Pizza Making
- Martial Arts
- Tennis
- Dance
- Attendance Gifts
- Friday treats

CONGRATULATIONS to our previous year 6 pupil who was in the **100%** draw for the school year and won an iPad.

You can WIN an iPad this academic year 2023-2024. Remember you got to be in it to WIN it.

Go for Gold 100% badge.