

GOLD 100%	We will celebrate good attendance with you and your child
GREEN 99-96%	We will monitor and highlight this level of attendance with you to ensure a high level is maintained.
AMBER 95-93%	<p>We will talk to you about your child's attendance and support you & your child to make improvements:</p> <p>For example:</p> <ul style="list-style-type: none"> • Asking you to attend a meeting • Providing medical evidence • Visiting you at your home • Making a referral for support • Issuing a Monitoring & Warning letter
RED 92% & BELOW	<p>Attendance 92% > is a cause for concern We will monitor closely & support you to make an improvement</p> <p>If attendance continues to decline without engagement in support a referral may be made to the Local authority to consider legal action inc. Penalty notices & prosecution</p>

Penalty Notices & Prosecutions

If your child accrues unauthorised absence (O & U code) or takes an unauthorised leave of absence (G code) you are at risk of a penalty notice or prosecution.

Penalty notices incur a fine of £120 per child, per parent, which is reduced to £60 if paid within 21 days of the notice being served.

The Federation of All Saints & St Margaret's Catholic Voluntary Academy

Attendance Policy for Parents

We know that sometimes pupils, parents/ carers and families are faced with difficulties which may impact on your child's ability to attend school each day and on time. Monitoring and supporting you with your child's attendance is part of our safeguarding duty. It is important that all parents and their children know that we are available to support you.

What can parents/carers do?

Talk to your children about their day and celebrate their achievements.

Let your child know that you think attendance is important and it is not right to miss school.

Encourage a routine at home, for example, bed times, homework and preparing school bag and uniform the evening before.

Be open and honest about what you are experiencing and engage with school and outside agencies where support is offered.

Contact school before 8:50am if your child is going to be absent.

Avoid unnecessary absence including holidays in term time & where possible make medical appointments outside school hours.



What can we do to support you?

If you are concerned about your child's health & wellbeing we can refer to specialist agencies - including school health, family support/ Early Help & mental health services for your child.

Ask you to meet with us to create an individual support plan

We may visit you at your home if we are concerned – this is part of our safeguarding duty

Monitor attendance and punctuality and talk to you if we are concerned

Celebrate good and improving attendance and punctuality



Leave of Absence during term-time

If your child needs to take a leave of absence, please note The Federation of All Saints & St Margaret's Catholic Primary Schools cannot not authorise leave of absence during term-time unless there are exceptional circumstances.

Please complete a leave of absence request form and submit this to the school a month prior to the Leave of absence, although we recognise this is not always possible in an emergency

Punctuality

Pupils are expected to be on site by 8:45am

The register is taken at 8:50am

Pupils arriving after this time will be marked as Late

The register closes at 9:15am – arrival after this time will be marked unauthorised

Home visits

If we are concerned we may make a home visit.

An EWO, family support worker or school staff may visit your home to talk about our concerns.

We are visiting to talk to you & offer support

It is requested that parents/carers contact the school on each day of absence providing a reason for absence or update and if possible an expected date of return.



Tel:)01457
852756 /01457
855818