



The Federation of All Saints & St. Margaret's CVA

Attendance Policy for parents

Attendance monitoring

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 Asking you to attend a meeting
RED 92% & BELOW	<p>Attendance 92% > is a cause for concern</p> <p>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>

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a holiday request form available from the school office and handed in at school 2 weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

In the first instance, the fine is £160 to be paid within 28 days. The 28 days starts two days after the date of issue as shown on the notice. If the fine is paid within 21 days, payment reduces to £80. If a second penalty notice is issued within 3 years of the first the amount to be paid is £160 to be paid within 28 days with no reduction for early payment. **PLEASE BE AWARE** when two parents/carers are issued with a penalty notice for the same child both penalty notices must be paid. The fine will apply to each parent for each child who fails to attend regularly and punctually.

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, bedtimes, 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 9:00 am 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

Punctuality

Pupils are expected to be on site by 8:50am

The register is taken at 9:00am

Pupils arriving after this time will be marked as Late

The register closes at 9:30am – arrival after this time will be marked unauthorised

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.

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.