

Attendance & Punctuality: What Does it Mean?



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.

AMBER 95-93%

We will closely monitor your child's attendance.
We will talk to you about your child's attendance and support you and your child to make improvements:
For example:

- Asking you to attend a meeting
- Providing medical evidence (e.g. prescription, appointment card)
- Visiting you at your home
- Making a referral for support
- Issuing a Monitoring and Warning letter

RED 92% & BELOW

Attendance 92% > is a cause for concern.
We will monitor closely and support you to make an improvement
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 and prosecution.



Attendance Policy for Parents



2020/2021



Good attendance and punctuality are essential to our pupils reaching their full potential. It is important that all parents / carers know that support is always available to you and your child to overcome any difficulties your family may be facing.

Please contact the Mrs Rudd or Mrs Hall to discuss how we may support you.



What will we do?

- Celebrate good attendance / punctuality with you and our pupils.
- Celebrate improving attendance and punctuality.
- Make home visits if we are concerned – this is part of our safeguarding duty.
- Monitor attendance and talk to you when we are concerned.
- Support you, your child & your family and refer to outside agencies for specialist support.

What can parents/carers do?

- Talk to your children about their day, celebrate their achievements and talk about the importance of attendance.
- Encourage a routine at home, e.g. bed times, homework and preparing school bag and uniform the evening before.
- Engage with school and outside agencies where support is offered.
- Avoid unnecessary absence including holidays in term-time & where possible make medical appointments outside school hours.



Punctuality

Pupils are expected to be on site by 8:45am ready for the start of the day. Staff will welcome pupils on the playground.

The register is taken at 8:55am - Pupils arriving after this time will be marked L code (late). If arriving after this time please report to main reception with your child.

The register closes at 9:30am. Arrival after this time will be marked as U code an unauthorised absence.



Medical evidence may be requested when your child's attendance falls below 95%.

A referral can be made to the School Health Service if you are worried about your child's health and wellbeing.

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.

It is requested that parents/carers contact the school before 9am on each day of absence providing a reason for absence or update and if possible an expected date of return

Leave of Absence & Holidays

Saint Mary's Catholic Voluntary Academy cannot not authorise leave of absence during term time unless there are exceptional circumstances.

Please complete a request form available at reception.

Rewards & Celebrations

100% attendance is rewarded during worships. Pupils with 100% or a good level of attendance will be rewarded with certificates and badges. The best attending class will be displayed each week.