



# **Attendance at St Margaret Mary's**

## **A Guide for Parents**





We are sympathetic and understand that children do get unwell and sometimes absence from school cannot be avoided. However, you are really giving your child the best possible school experience by ensuring they attend every day and arrive to school on time.

When your child is absent from school they will miss their learning and may find it hard to catch up on any work they have missed. They will miss out on time spent with their friendship group at school and it can sometimes mean a child will find coming back to school even more difficult if they have been off several days.



It is a legal requirement that children from aged 5 to 16 years attend school every day where possible and arrive on time. If your child is going to be absent from school we ask that you contact the school office on 0161 681 1504 before 8.30 a.m. You can also send communication via our School Spider app leaving details of why your child will be absent that day.

It is vital that you contact school as we need to know that your child is safe. This is our responsibility and part of our Safeguarding procedures.



**It is also a legal requirement that every child's attendance is marked every day in the school register.**

We have to follow the following guidance when recording a child's attendance:-

- I - Illness
- C - Other authorised circumstances
- O - Unauthorised absence
- U - Late after registers closed (arrived after 9.25 a.m.)
- G – Unauthorised Holiday
- J – Interview
- M – Medical / Dental appointment
- R – Religious observance
- T – Traveller absence
- V – Educational visit
- Y – Unable to attend due to exceptional circumstances

**The Headteacher is unable to authorise a child's absence from school if there is not a satisfactory explanation or reason.**



**HOLIDAY REQUESTS THAT ARE RECEIVED DURING TERM TIME WILL NOT BE AUTHORISED BY OUR HEADTEACHER. WE ASK THAT ANY HOLIDAYS ARE PLANNED AND BOOKED DURING THE SCHOOL HOLIDAYS.**



**The school day at St Margaret Mary's begins at 8.55 a.m.**

Our school gates are open from approximately 8.40 a.m. where parents can wait with their child in our school playground. Any child in Year 4 or below must be accompanied by the adult responsible for them

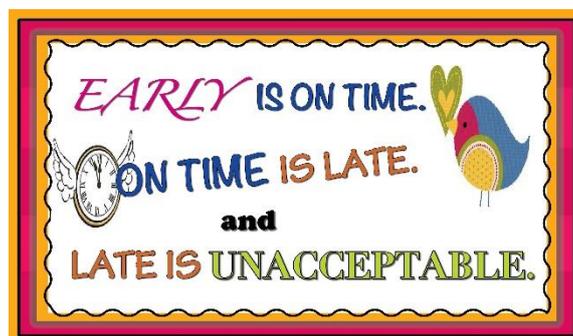
Any child arriving after 8.55 a.m. needs to be accompanied to the school office and signed in by the adult using our signing in screen. Your child will then be recorded as "L" late to school.

A member of staff will then escort your child to their classroom as all gates & doors will have been locked.

We will ask you to come into school for a meeting if your child is persistently late to school as this causes disruption to their education and that of their class.

**If your child arrives to school after 9.25 a.m. they will be recorded as an **unauthorised absence (U)** if a suitable explanation is not given.**

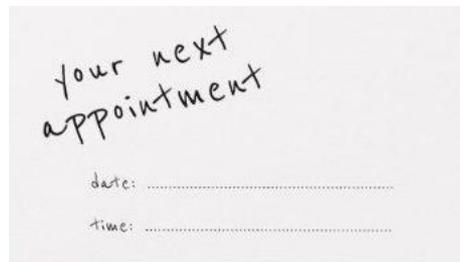
**This will affect your child's attendance record.**



## Medical Appointments

Where it is possible we ask that any medical appointments are made outside of the school day.

However, we understand that this is not always possible. We do ask that you bring your child's appointment card or letter into the school office before their appointment so that we can record seeing the medical evidence and mark them correctly in the school register.



## Monitoring Attendance

It is our legal responsibility & part of our safeguarding procedures to monitor the attendance of every child on our school roll.

We will contact home if we do not receive any contact or communication from you regarding your child's absence from school.



## HOME VISITS



If we do not hear from you regarding your child's absence we will make a Home Visit to the family home.

This is part of our welfare and safeguarding procedures as we must ensure every child is safe.



As part of our monitoring of your child's attendance we will ask parents to come into school for a meeting to discuss this, should we feel it is necessary.

It is our duty to promote excellent school attendance and we ask parents for their support with this.

If required we will ask that you sign a Parenting Contract to make sure that we can improve your child's attendance going forward.

If your child's attendance did not improve following this we would then contact Early Help for their help in supporting your family.

## **Persistent Absence from School**

**If your child is persistently absent from school we have duty to inform the Local Authority and a Penalty Notice may be issued under the Section 444 of the Education Act.**

**This can also be the case for any unauthorised absences or absences of more than 5 days or occasions & any unauthorised holidays taken in term time.**





At St Margaret Mary's we are here to help you if you are struggling to get your child to attend school or if your child is arriving late to school.

Please come and speak to us!

We will support our families with this to ensure your child attends school every day.



## **Some helpful and quick tips to ensure your child attends school every day and on time!**



**ORGANISE – TRY TO GET ALL BAGS, P.E. KITS, LUNCH BOXES & HOMEWORK READY THE NIGHT BEFORE SCHOOL.**



**SLEEP – AN EARLY BED TIME IS ESSENTIAL FOR A CHILD TO WORK AT THEIR FULL POTENTIAL THE NEXT DAY IN SCHOOL! ON AVERAGE PRIMARY AGED CHILDREN NEED 10 – 11 HOURS OF SLEEP EACH NIGHT!**



**NO DEVICES – TRY TO MAKE SURE YOUR CHILD DOESN'T USE AN IPAD OR ELECTRONIC DEVICE RIGHT BEFORE GOING TO BED. STATISTICS SHOW THAT THIS DISRUPTS YOUR CHILD'S SLEEP PATTERN!**



**GETTING INVOLVED – TRY TO LISTEN TO YOUR CHILD READ EACH NIGHT AFTER SCHOOL & COMPLETE THEIR READING RECORD. IF YOU CAN, ATTEND OUR SCHOOL EVENTS SO YOUR CHILD REALISES THE IMPORTANCE OF SCHOOL.**



**HEALTHY HABITS – EATING A HEALTHY DIET IS PROVEN TO PREVENT ILLNESSES AS WELL AS REGULAR EXERCISE FOR YOUR CHILD!**



**KEEP IN TOUCH – PLEASE CONTACT US SHOULD YOU NEED SUPPORT & MAKE SURE WE HAVE YOUR UP TO DATE CONTACT DETAILS FOR YOUR CHILD.**