



Attendance at St Margaret Mary's

A Guide for Parents

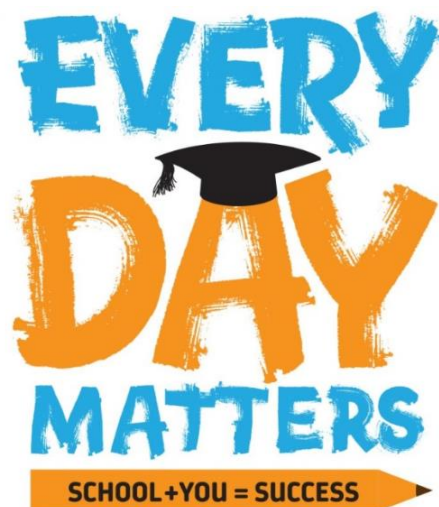


EVERY SCHOOL DAY COUNTS!

Our school attendance target is 97%

Attending school every day will ensure your child has the best possible start to their school journey and future. Good attendance ensures your child has the life skills and opportunities in education and their life beyond school.

At St Margaret Mary's we truly believe "Every school day counts" as we aim for our children to reach their true and full potential!





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 8.15 a.m. You can also send communication via our School Spider app leaving details of why your child will be absent that day.



Safeguarding

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.

If we are not notified or contacted in relation to your child's absence from school and are unsuccessful in our attempts to contact you a Home Visit will be made to establish the reason for absence. If deemed necessary a referral may be made to Children's Services.

This is part of our safeguarding procedures and is of the utmost importance.

Please work with us and ensure we are notified of any absences your child may need to have as soon as possible.



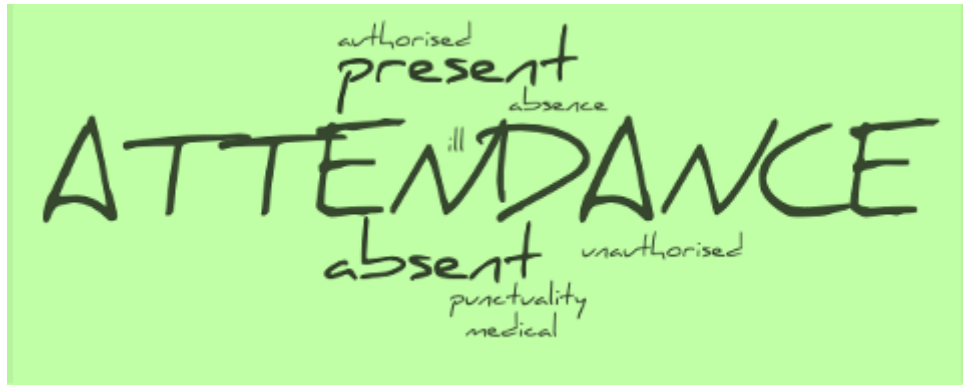
It is also a legal requirement that every child's attendance is marked every day in the school register.

The following codes are used when recording a child's attendance:-

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending at a place other than at school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registration	Pupil is attending a session at another setting where they are also registered
Absent – approved leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: - In police detention - Remanded to youth detention, awaiting trial or sentencing, or - Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes (must be cleared at least weekly)
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

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 8.45 a.m.

Our school gates and doors are open from approximately 8.35 a.m. where parents can wait with their child in our school playground.

Any child in Year 5 or below must be accompanied by the adult responsible for them.

Any child arriving after 8.45 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 9.15 a.m. they will be recorded as an **unauthorised absence (U) if a suitable explanation is not given.**

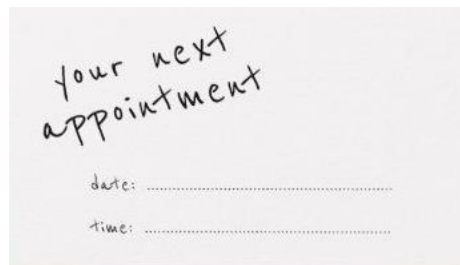
This will affect your child's attendance record.

Don't be late! School can't wait!

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.





PARENT MEETING



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.

Unauthorised Holidays & Persistent Absence from School

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence

Any Penalty Notice issued must be made directly to the local authority.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days


A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.



Statutory Action Escalation Pathway

1. Support First	<p>Manchester adopts a 'support first' principle.</p> <p>All families should be offered good support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated Approach.</p>
2. Notice to Improve	<p>Sporadic Absence: Issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered up to 6-weeks to improve their attendance and engage with support.</p> <p>Holidays A family can move onto the next stage before 6-weeks if they do not engage with support or there is no clear sign of improvement.</p> <p>Holidays Not used for unauthorised holidays taken in term time</p>
3. First Action (£80)	<p>Sporadic Absence: Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p>Holidays Issued for a first unauthorised holiday taken in term time.</p> <p>PENALTY: £80 per pupil, per parent if paid within 21 days. £160 up to 28 days. If unpaid within 28 days, it will proceed to court</p>
4. Second Action (£160)	<p>Sporadic Absence: Issued for a second period of 10 sessions missed over a 10-week period <i>within a 3-year rolling time frame</i></p> <p>Holidays Issued for a second unauthorised holiday taken in term time over a 3-year period</p> <p>PENALTY: £160 per pupil, per parent. If unpaid within 28 days will proceed to court</p>
5. Final Action	<p>A weekly panel will meet to decide appropriate next steps for pupils who reach this stage of the escalation pathway. Options include:</p> <p>PACE Face to Face PACE by Post Direct Prosecution Section 1 Direct Prosecution Section 1a Formal Caution No Further Action</p> <p>Pupils coming into this stage of the pathway for further offences will be taken to multi-agency panels such as Early Help Allocations or Advice & Guidance (social care)</p>

For more detail, please refer to Manchester's Code of Conduct for the issuing of Penalty Notices. For general school attendance enquiries please use the contact details below

 0161 234 5255

 schoolattendance@manchester.gov.uk

Three Year Rolling Period



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.