

Attendance Protocol

96% of above– This is the school attendance target, your child is on course to reach their full potential.

95.9% - 93% Trigger 1 Warning letter sent.

Monitor until government target of 96% reached, if no significant improvement Trigger 2 letter will be sent.

92.9% - 90.1% Trigger 2 Letter

Meeting with Family Support Worker/ Attendance Officer to complete an Attendance Contract and no absences authorised unless medical evidence is provided which shows that the child was unfit to attend school.

90% and Below Trigger 3 Letter warning of no improvement and explaining that they are at risk of FPN or legal action and meeting with family support worker or Attendance Officer and Senior Leader and where criteria met Trigger 4 letter issued.

Trigger 4 Letter Monitoring Letter to be sent out to parents explaining that they are at risk of FPN or prosecution if unauthorised absence during 20 day Halton monitoring period. (10 unauthorised absences in 12 week period.)

Trigger 5 Letter (10 sessions unauthorised. FPN 20 day monitoring period – Halton.

Informing a referral to be made to the Local Authority for FPN to be initiated due to an unauthorised absence during the monitoring period.

Punctuality

The school day begins at 8:45am, but doors will open at 8:35am. The KS2 gate will close at 8:40 and pupils arriving after this time will need to enter via the front door.

Pupils arriving after registration at 8:45m, but before 9:15am, will be marked as late (L). Any pupil arriving after 9:15am will be marked as an unauthorised absence (U).

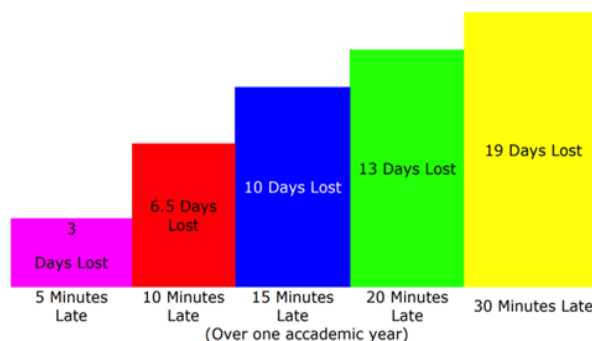
Any pupil arriving later than 8:45am should enter via the school office and **must be signed in on the Inventory system by their parents** giving their name, class and explanation for the lateness.

Lateness in school causes immense disruption and inconvenience, and actively disadvantages the progress of pupils whose lessons are interrupted by the arrival of latecomers.

It is also often very embarrassing for the pupil to be constantly arriving late.

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



If you have any concerns that you feel may have an impact on your child's punctuality, please do not hesitate to contact the Family Support Worker or Attendance Officer who can help support you to remove these barriers.



Learn, Achieve, Love, Believe

Telephone -0151 424 4234

School Attendance

& Punctuality

What parents and carer need to know...

Good attendance and punctuality are vital for success at school and St Michael with St Thomas as Primary prioritises establishing positive life habits necessary for future success.

Regular attendance also encourages your child to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. Children's social skills are also enhanced by regular attendance.

Our school displays a positive and proactive ethos, that places high value on attendance and punctuality and values its partnership with parents/carers to promote good attendance.



EVERYDAY MATTERS

We asked our children the reasons they thought they should be absent from school.

Here are their thoughts:

- Being sick or having diarrhoea — Vomiting or diarrhoea means you would need to be off for 48 hours after you have stopped being sick or having diarrhoea
- Chicken pox—Children need to be off school until chicken pox spots have dried up.
- Being in hospital unwell.
- Croup—Having a cough as serious as croup would mean you would need to see a doctor and receive medication before you return to school
- Broken bones - School would expect children to be off until they have a cast or received advise and pain medication
- A long hospital appointment—Sometimes appointments can't be made outside of school time and school understand this, but ask where possible these appointment are made after school time
- If I'm very sad, frustrated or worried—We talked about this in our group and decided that these were not reasons to be off school, but rather reasons to come to school, to see friends, access support and talk about feelings. This was so children can access things to help them feel better.
- A cold/headache/tired— The group agreed they could have some pain medication , Calpol or something similar and come to school. The children agreed they would be sent home if teachers felt there were too unwell.

What should I do if my child is ill?

- School will need to be notified on the first day of your child's absence by 9.30a.m, giving the reason why. A message can be left on the school absence line by selecting option 1.
- If no reason for a child's absence has been reported to school, a text message will be sent followed by a telephone call to parents asking the reason for your child's absence.
- If school has not been notified, the Family Support Worker or Attendance officer may make a home visit.
- If a child is absent for a full week, or part of a week and the absence continues into the second week, school must be notified on the Monday morning of the second week.

Attendance is monitored by the school Family Support Worker, who is able to recognise early warnings of attendance problems. The Family Support Worker will work with the attendance officer, and the family to identify areas of support needed to improve attendance and to removing any barriers.

Appointments

We all need to see the doctor or the dentist to stay healthy, but we request that appointments are made out of school time when possible.



Term Time Holidays



There are **175 non-school days** a year to enjoy.

Term time holidays will not be authorised.

Please be advised: If you decide to take the leave of absence without authorisation from school and the unauthorised absence meets the **LA Code of Conduct Penalty Notice criteria of 10 sessions absence (5 school days) within a 10 school week period**, the Local Authority will issue you with a Penalty Notice fine.

Penalty Notice fines are £80 to be paid within 21 days, rising to £160 if paid after 21 days but within 28 days, after this time the fine is withdrawn. You are then at risk of prosecution for the original offence of failing to secure regular attendance at school (Section 4441 of The Education Act 1996). This offence carries a maximum fine of £1000.

If a second Penalty Notice is issued to the same parent for the same child within a rolling 3 year period, the fine is £160 with no option to pay the lower rate of £80. A limit of 2 Penalty Notices can be issued to the same parent for the same child within a 3 year rolling period.

At the third or subsequent offence the Local Authority will consider a prosecution or other Attendance Legal Intervention.

Fines are issued individually to each parent for each child.

Therefore, please consider carefully before taking your child out of school for reasons other than those which would be an authorised absence.

Remember that any savings you think you may be making by taking a family holiday in school time, are off set by the cost of your child's education.