

## St Pauls attendance explained



100%	Outstanding	Excellent! Well Done!
95.1-100%	Good	
95% or Below	Unsatisfactory	Your child's attendance will be monitored closely and penalty notices or legal prosecutions could be triggered.

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies, if a pupil's attendance is a cause for concern.

Attendance data is used to identify any emerging patterns and trends of absence. Strategies are put in place to improve children's attendance.

Children with an attendance percentage of below 95% will be put on attendance monitoring and parent/carers will receive a letter home.

Children with 100% attendance in a half term period will receive a 'well done' text message.

Children with 100% attendance at the end of the academic year, will receive a certificate and a treat



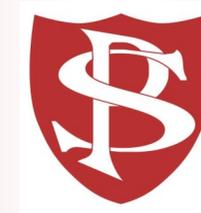
### St Paul's CE Primary School

St Paul's Road, Withington, Manchester, M20 4PG

Tel:- 0161 359 5316

Email:- [admin@st-pauls-pri.manchester.sch.uk](mailto:admin@st-pauls-pri.manchester.sch.uk)

[www.stpaulswithington.co.uk](http://www.stpaulswithington.co.uk)



## St Paul's CE Primary School

# Attendance

## Parent Information



Caring about Learning | Learning about Caring

### What the law says about school attendance

The law in the UK states that every child and young person must be educated to a high standard. Students will not achieve their best if they do not attend school regularly.

By law, all schools have to follow very strict regulations about attendance. Every absence has to be recorded and reported to the government. By law, we are told when an absence can be allowed - authorised, or when it is not allowed - unauthorised. Persistent absence from school will lead to penalty notices or, in some cases, prosecution.



### Authorised

#### Reasons why an absence can be authorised

If your child is ill, please inform the school office before 9.00am each day. You can report your child's absence by telephone on 0161 359 5316.

If your child is marked '**I**' (*ill*) in the register, you could be asked to provide written proof of your child's illness to the school office, this must be from a qualified medic and can include an appointment card/letter from your child's surgery, a tear off slip from a prescription or child's medication showing name/date prescribed. Without proof we are unable to mark '**I**' (*ill*), and your child, will be marked **O** (*Unauthorised remember 5 days / 10 sessions unauthorised will result in a fixed penalty notice being issued*).

For medical appointments at the doctors, hospital or dentist, we will give an '**M**' mark in the register only with written evidence. Medical appointments should be made out of school hours, except pre-arranged hospital appointments or emergency Doctor, Dental or Optician appointments.

If there are unusual circumstances like a bereavement in the family, the school will give a '**C**' mark. For these and other exceptional circumstances, requests should be made to the Headteacher, in writing. The Headteacher will determine whether or not the absence can be authorised and for what period of time the absence can be allowed.

For religious observances, school will allow **one** day for religious festivals. Additional days taken for religious festivals will not be authorised.



### Unauthorised absences

Parents are not allowed to keep their children off school for any of the following reasons: family birthdays, shopping, holidays in term time, visiting relatives, watching a sports event, looking after other family members etc. All these reasons will be **UNAUTHORISED**. All unauthorised absences will be marked with an '**O**', '**U**' or a '**G**'. If your child has **5** days (10 sessions) unauthorised absences a fixed penalty notice will be served. Continued unauthorised absences after a warning has been issued WILL result in an automatic £60.00 fine per child, per parent. This will rise to £120.00 if not paid within the first 28 days, per child, per parent.



### Punctuality - being at school on time

The law says that all pupils should arrive at school on time. Our school day starts at 8.55am; your child should be on time and ready to learn at 8.55am. If your child arrives at school after 8.55am and before 9.25am, your child will be marked in the register for the morning with an '**L**' mark. If your child arrives at school after 9.25am, your child will be marked in the register for the morning with a '**U**' mark. The '**U**' mark counts as 1 session unauthorised absence. **Remember 5** days (10 sessions) unauthorised absences will result in a fixed penalty notice being issued.



### Holidays Must NOT be taken during term time

Parents do not have a right in law to take their child/children on holiday during term time. From September 2013, the Headteacher can no longer authorise holidays in term time. If a parent takes a child on holiday during term time, then a '**G**' mark will be recorded. This is classed as an unauthorised absence and a fixed term penalty warning notice will be actioned once the **5** days (10 sessions) trigger is hit.

