



Parents' Guide to Attendance



Attendance

- Regular school attendance is essential if children are to be successful and achieve their full potential.
- We value all pupils. We will work with families to identify reasons for poor attendance and try to help to resolve these.
- We will praise and reward children with good and significantly improved attendance.
- Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education by regular attendance at school or otherwise.
- Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement (Penalty notices, prosecution).
- A child can lose their school place if they do not attend and their Parent/Carer fails to contact the school.

Absence

- Parents must advise the school by telephone on the first day of absence and on each following day. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. If parents do not call the school, the attendance officer will call you to find out the reason for your child's absence. If we are unable to make contact with you by phone we may visit you at home.
- Illnesses lasting more than two days can only be authorised if parents bring in proof of illness. This could be a letter from your GP, an appointment card, or a prescription. If you cannot obtain any of these we will give you a form for your surgery to stamp to confirm your child has been to the GP. These forms can also be printed from the website.
- If your child needs to attend a medical appointment during school hours please inform the main office in advance and show proof of appointment eg appointment letter or card. Wherever possible please make routine medical appointments such as GP or optician outside of school hours.
- Failure to contact school regarding your child's absence will result in the absence being recorded as unauthorised. Unauthorised absences may lead to you receiving a penalty notice from the local authority and/or legal action being taken against you.

Unauthorised Absence

- Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- Examples of unsatisfactory explanations which would result in unauthorised absence include:-
 - A pupil's/family member's birthday
 - Shopping for uniforms
 - Having their hair cut
 - Closure of a sibling's school for INSET (or other) purposes
 - "Couldn't get up"
 - Illness where the child is considered well enough to attend school
 - Family holidays
- Should parents be planning to take their child out of school during term time, an Absence Request Form must be completed in advance and handed in to the main office.
- Only in extremely exceptional circumstances will the Headteachers authorise any extended absence.

Support

- School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.
- Chorlton Park Primary School also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.
- We embrace the multi-faith nature of British society and understand that some religious festivals fall outside of school holiday periods and weekends. Consideration will be given to authorising absence due to religious observance for a period of one day per festival for up to a maximum of three days in any academic year

Persistent Absence

- Pupils who arrive after 9.00am will get a late mark in the register unless they arrive after 9.30am in which case it will be classed as an absence. This absence will only be authorised if a satisfactory reason can be provided
- At Chorlton Park Primary School we classify attendance as:

Green	97% - 100%
Yellow	94% - 97%
Amber	90% - 94%
Red	Below 90%

- Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that attendance improves the Attendance Officer will:
 - Ensure regular contact with the parents to discuss any arising issues and to provide feedback on their child's attendance and the impact this is having on their attainment.
 - Set an individual attendance target for the pupil that will see the pupil move to the band above.
 - Review existing plans and co-ordinate strategies to support the pupil's attendance and any additional needs
 - Identify the key contact person for any external agency working with the pupil

If you need to speak to someone about your child's attendance at school, please contact the following people:-

Ms Beeching – Attendance Officer

Mrs Chell – Designated Safeguarding Lead

Ms Habershon – Headteacher EYFS/Key Stage 1

Mrs Blackburn – Headteacher Key Stage 2



Attendance and Achievement



We appreciate that the majority of our children have good attendance and punctuality. We want all of our children here at Chorlton Park to achieve their full potential and be successful. We monitor each child's progress regularly and will provide extra support as and when they need it. Some of our learning support interventions are first thing in the morning so if your child is late they will miss out on this extra support. Similarly, arriving late into a lesson or assembly can be embarrassing or worrying for a child and affect their ability to concentrate and learn. This can then impact on subsequent lessons. If children are in on time they get a better start and have a more successful day!

