

## Attendance & Punctuality Parents Guide

*Heald Place Primary School is dedicated to academic achievement and success for all pupils; regular school attendance and punctuality is an integral part of that success.*

*Our school attendance target of 100% is the expectation of all our pupils*

### Punctuality

- All pupils should be in the playground and lined up for 8:40am. Teachers/Support staff will then take the whole class straight into school to commence registration and lessons at 8:45am prompt.
- Any children arriving after 8:40am will be classed as late.
- Children arriving late are required to sign in via the main office where they will be given a late card. Parents must accompany all late children to the school office.

The amount of time a pupil is late is calculated on a daily basis and added to their attendance records, this is in line with the DFE guidelines. The law requires pupils to attend school regularly and this includes being on time each day.

### Unexplained absences

An unexplained absence is where the parent or carer has not contacted school to report their child's absence. Parents/carers are legally responsible for making sure their children receive full time education and if they are not able to attend that the school is informed in a timely manner.

If your child is unable to come to school, you must:

- Contact the school OFFICE by 9.00am at the latest
- Give school full details of the reason for not attending

If we have not heard from you by 10:30am then the school will:

- Call all the contact numbers you have provided in order to gain an explanation for the absence.
- If we still have not been able to find out where your child is then we will make a home visit to conduct a welfare check.
- However, if we still haven't been able to get a response and there are additional concerns then we will report it to the police as your child will then be classed a 'missing child'.

This procedure is to ensure that we know where your child is and that you are all safe.

### Medical & Dental Appointments

During term time Parents/Carers are expected to make **all routine** GP and Dental appointments **out of school hours** using their evening and weekend appointments.

Please only take your child from school for medical or dental appointments shortly before their appointment time, and return them to school immediately after.

If your child's appointment is after 9:30am please bring your child to school before the appointment for registration.

Proof of **all** appointments must be provided to the school office in advance. Absences due to appointments will not be authorised without proof. Absences where a child has not arrived before an appointment (where required) or returned after the appointment will not be authorised.

### Absence due to Illness

If your child is too ill to come to school, you must:

- Contact the school OFFICE by 9.00am at the latest.
- Give school the full illness details.
- Update the school office **each day** of their child's absence
- Provide a copy of their prescription/note from a medical professional to cover their absence if their absence is for 3 days or more.

If a reason/update or proof (where required) is not received, any further absences will not be authorised.

We request that proof is provided to the school for any absences due to illness which are immediately before a leave of absence or immediately after.

We also require proof of any absences due to illness or other authorised circumstances on the first day of a term and the last day of a term. (This is to ensure pupils do not finish terms early or start the new term late)

***If you are unsure of when our school closes and re-opens, please ask at the office or check the school website.***

### **Absences due to Unavoidable Emergencies**

If you experience an unavoidable emergency, such as a family bereavement, you must notify school ASAP. This will then be considered carefully on an individual basis. Please ensure that school is contacted and informed of the emergency.

Proof for this kind of absence must be provided. If this evidence is not received, this absence will not be authorised.

### **Application for Leave of Absence during term time**

**Holidays are not permitted during term time.** The Education (Pupil Registration) (England) Regulations 2006 makes it clear that Head Teachers **may not authorise holidays** in term time.

Requests for absences to travel out of the UK or out of the Manchester area must be applied for **in advance** by writing a letter of request to the Head Teacher.

Absences of this nature shall be considered by the Head Teacher on an individual basis and shall only be authorised in **Special Circumstances**. Proof of circumstance and flight details will be requested as evidence. However **arrangements should not be made until the request has been authorised** by the Headteacher.

All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

Any authorised requests for leave must be accompanied with evidence. Any documentation which is provided as proof, can and will, be checked for validity by the Manchester City Council. (Please see the DfE website for further information and clarification)

Penalty Notices will be issued to parents who take their children out of school without authorisation or permission.

If a pupil fails to return and contact with parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education Regulation 2013. **This means that the child will lose their school place.**

### **Persistent Absence and Penalty Notices**

Children with **90% or less** attendance are classed by the Local Authority as a persistent absentee. This is children who miss 19 or more days over the school year.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing.

Penalty notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the Headteacher

Penalty notices incur a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

*Attendance and Punctuality at Heald Place Primary School is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider community.*

*We welcome new ideas and strategies on how to help us improve the attendance and punctuality of our pupils.*

*We offer support consistently to pupils and their families around issues relating to attendance and punctuality. Our rules and regulations around attendance and punctuality are there to ensure the safety and well-being of your children, and to ensure that every pupil is given the opportunity they are entitled to learn, grow and achieve to their highest expectations.*

**Thank you for your continued support**