



MAYFIELD PRIMARY SCHOOL

ATTENDANCE POLICY

Policy approved by the Headteacher

Name: M Couper-Barton Date 15.03.2019

Next review date: 15.03.2022

MAYFIELD PRIMARY SCHOOL
MAYFIELD ROAD, OLDHAM, OL1 4LG

MAYFIELD PRIMARY SCHOOL ATTENDANCE POLICY

At Mayfield Primary School we are proud of our high attendance levels and aim to improve them still further. Ensuring that your child attends school every day is one of the most important things you can do to guarantee their success.

Studies have shown that poor attendance is linked to poor attainment. Therefore, every parent should aim to ensure that their child achieves maximum attendance each academic year. We believe that a strong partnership between school and home is a key factor in ensuring children attend school regularly.

At Mayfield, we want all our children to enjoy learning and achieve their full potential. For that reason, we have the following attendance policy.

ABSENCES

All absence must be reported by 9.30am on the first day of absence. If we receive no contact from parents we will contact them via the school texting system and/or telephone them directly. However, the absence may still be recorded as unauthorised if parents fail to contact us. If we are unable to make contact by telephone, you may be visited at home. All absences without reason will be marked as unauthorised on a child's attendance record.

PUNCTUALITY

Good punctuality is essential for students' progress. Pupils who are late for school miss important instructions at the start of the day which can lead to lost learning opportunities. Persistent lateness will lead to parents/carers being contacted by the Attendance Officer to discuss how the situation can be improved.

Doors open at 8.45am and school starts at 8.55am. The doors are locked and the register is taken at 9am, so that learning can start promptly. Children arriving after this time will have to sign in at the school office and will receive a late mark. Children arriving after 9.30am will receive an unauthorised mark for the morning session.

APPOINTMENTS

School requests that where possible, medical appointments for children are made outside of school hours. However, we understand that this is sometimes difficult, on these occasions please provide school with a medical card or letter.

HOLIDAYS IN TERM TIME

Following clarification by the Supreme Court and updated guidance from The Schools Attendance Improvement Service, holidays in term time cannot be authorised absences. They will always be unauthorised absences. In very extreme, exceptional circumstances, the Head Teacher may authorise an absence in term time but this will only be in very rare cases. Any unauthorised holiday of 10 school sessions or more (i.e. 5 school days) will be referred to the Local Authority for consideration of a penalty notice.

Prior to booking any holidays during term time applications in writing must be made to the Head Teacher, Mr Couper-Barton; there must be a minimum of 6 weeks' notice given by the parent/carer.

Request forms are obtainable at the school office, along with leaflets on the impact and possible consequence of taking a child out of school during term time.

RELIGIOUS OBSERVANCE

Requests for absence related to religious observance should be made in writing, in advance, to the Headteacher. Such requests will only be granted where the day is exclusively set apart for religious observance by the religious body to which the parents/carers belong.

HOW WE WILL WORK WITH PARENTS/CARERS WHEN THERE IS AN ATTENDANCE CONCERN

If we have concerns about a child's attendance at school the Attendance Officer will:

- Contact the parents/carer to discuss strategies to improve attendance and to offer support where appropriate.
- Parents may be invited to attend a meeting with the Attendance Officer to discuss the situation.
- This will lead to the development of a bespoke attendance improvement plan which will be confirmed in writing.
- School and parents/carers will work together to complete the plan.
- If necessary, school may refer the pupil to the Schools Attendance Improvement Service "Fast-track to attendance" Framework. The Fast-Track framework is used to try and engage the child, parent/carer with school and Education Attendance Service (EAS), and to improve the child's attendance by addressing any issues that might be hampering their school attendance.

PENALTY NOTICES/FINES

If we continue to have concerns about attendance, school may request that a Penalty Notice through the Education Attendance Service is issued to a parent/carer. This will only be used when parents/carers have been informed of our concerns and offered support but do not work with us and/or show continued and sustained improvement.

Parents can be prosecuted in the Magistrates Court under Section 444(1) or (1A) of the Education Act 1996, for failure to ensure the regular attendance of their child in education.

If a registered pupil is absent without authorisation from school or alternative provision then the parent is guilty under section 444(1) of the Education Act 1996.

If the parent knows that their child is failing to attend regularly at school and fails to cause them to do so, then they are guilty of an offence under section 444 (1A) of the Education Act 1996

Penalty Notices will be requested for the following reasons:

1. Persistent late arrival at school after 9.30am.
2. Unauthorised absences when no reasons have been provided by the parent/carer
3. Unauthorised holidays during term time.

HOW WE ENCOURAGE EXCELLENT ATTENDANCE

The issue of attendance maintains a high profile within Mayfield Primary School at all times. Weekly class attendance and punctuality statistics are published in the school newsletter for parents and displayed in the school reception and school corridor for pupils and visitors to see.

Each week the classes with the best attendance and punctuality are awarded attractive trophies as part of the Celebration Assembly. These trophies are prominently displayed within the classroom to keep attendance in the minds of our children.

Each term those pupils who have achieved 100% attendance are awarded a special and highly prized attendance badge to wear at both home and at school. A Gold, Silver and Bronze badge can be achieved. Consideration will be made for children who have long term health conditions to ensure they are treated fairly.

- One term 100% attendance = Bronze badge
- Two terms 100% attendance = Silver Badge
- Full academic year 100% attendance = Gold Badge

Mr A Humphries

Attendance and Pastoral Support

Mr M Couper-Barton

Head Teacher