



## **Attendance at a glance for parents and carers at St Ambrose RC Primary School**

We would like all students to attend our school for more than 98% + of the time. We know that high attendance at school and achieving academically are linked. Punctuality is also very important at our school. All students must arrive on time and be ready for learning with the correct equipment, e.g. Correct uniform, PE kits and reading books. For students who require it breakfast club is open at 8.15 everyday.

### **The start of the school day**

All students should arrive at school at 8.45 and we take the register at 8.55 prompt. Pupils arriving after this time will be marked as late, and those that arrive after 9.15 will be marked as unauthorised late; this is when school closes its register.

### **Illness**

Should your child be too ill to attend school would you please contact us on the first day of absence where ever possible before 8:55am, tel no: 0161 445 3299. Please keep us informed of your child's progress. If you expect your child to be absent will you please send in evidence of medication prescribed by your doctor or hospital. If your child is to be off for 3 days or more we will require a medical certificate from your G.P. or a stamped school medical card (available from the school office) stating your child is too ill to attend school. Telephone calls are made to every parent/carer of a student who is absent from the school each morning. If we cannot make contact, a text message will be sent. We can offer support from our school nurse if required.

### **Holiday/ Leave in term time**

Our school is closed for 70 days of holidays each academic year and we expect all parents/carers to take their family holidays whilst the school is closed. Any parent wanting to take their child on a leave of absence from school should inform the office, however, permission will not be granted by the Headteacher under any circumstance. Any holiday or leave taken will be unauthorised and legal action will be sought from the Local Authority.

### **Persistent absence**

If your child's absence falls into the following categories then they will be considered as Persistent Absence:

- Any child who has 3 days absence or 6 sessions in a 30 day period without any medical evidence.
- Any child who has below 90% absence

\*a session is equivalent to half a day in school; if when working with you our efforts do not result in your child's attendance improving then you will be asked to attend a meeting with the Attendance Lead. Penalty notices will be issued as a first resort, if you do not pay your penalty notice or your child's attendance does not improve after this time then you will be subject to a direct court case.

\*Over a school year your child will be considered as a persistent absence if they miss more than 19 days school, this will remain on your child's school file for the rest of their school career and may affect their high school place.

Sample of medical card that can be obtained from the school office:



Surgery Stamp here:

I can confirm that the parent/carer of \_\_\_\_\_

contacted the doctors surgery for an appointment today \_\_\_\_\_

and the child should refrain from school YES NO for \_\_\_\_\_ days