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Carleton St. Hilda's C.E. Primary



Headteacher: Mrs. H. Wareing

WHOLE SCHOOL ATTENDANCE GUIDANCE 2020/2021

At Carleton St Hilda's Church of England Primary School we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. We will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community.

Department for Education (DfE) guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

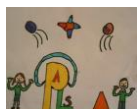
Aims

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual and whole school attendance levels.

Guidance Notes for Parents/Carers

- The minimum attendance level which is expected at our school is **97%**.
- The DfE guidance states that a pupil becomes a persistent absentee when their attendance falls **below 90%** at any point during the school year, whether the absences are authorised or unauthorised. When attendance nears this level children miss significant amounts of schooling, meaning that their educational progress is put at risk. The school and parents will work together to ensure that attendance does not fall into this category.



- Attendance will be monitored each week. School will send “Traffic Light Letters” to all parents on a half termly basis in order to keep parents informed about attendance levels. The letters will indicate the following:
 - Green Letter = Good attendance (100% - 97%)
 - Amber Letter = Attendance below target, improvement required (96.9% - 91.1%)
 - Red Letter = Pupil progress at risk (at or below 91%)

The Headteacher will discuss any causes of concern with regard to absence with the parents. If lateness/persistent absence persists, the headteacher will contact the Local Authority Pupil Attendance Support Team and intervention programmes will be discussed with families.

The “traffic light” letters will be issued at the beginning of each new half term.

Leave of Absence/Holidays

- If leave of absence is requested for time away from school during term time, approval should be obtained prior to the date of absence.

If leave of absence is requested for a holiday during term time, approval must be obtained prior to making any bookings.

- A new Leave of Absence Form will be used from the beginning of September for any requests for absence.
- Leave of absence WILL NOT BE AUTHORISED unless the Headteacher considers that leave of absence is due to EXCEPTIONAL CIRCUMSTANCES

- **Penalty Notices**

In the case of repeated unauthorised absences, the school may request that the Local Authority issue penalty notices.

This will include occasions when:

- leave is taken without a prior request and leave of absence form is not completed and not sent in to school
- Days taken in excess of the agreed period of leave

Penalty Notices will be requested when:

there is more than 4 ½ days of unauthorised absence in a term OR

more than 6 ½ days of unauthorised absence in 2 successive terms

Illness absence, particularly immediately before and immediately after a school holiday will require evidence eg doctors appointment card, prescription/visit to chemist receipt etc.

