



**'Let your light shine before others, that they may see your good deeds and glorify your Father in heaven' Matthew 5:16**

## Parent / Carer Guide to Attendance

At St. Mary's C of E Primary Academy, we are committed to promoting a culture of high expectation, achievement and excellence. Our aim, at St. Mary's, is that each child's attendance is **96% or above**. Encouraging good attendance and punctuality is the shared responsibility of school, parents/carers and our cluster partners.

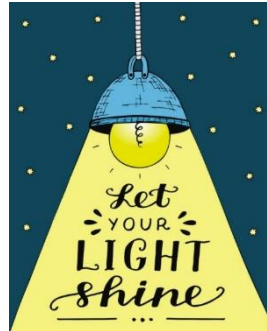
Children are expected to be in the school grounds ready to enter school at 8:55am each morning. Registers close at 9:30am and children arriving after this time are given an 'unauthorised absence' mark.

## Attendance Policy

Our Attendance Policy is available on our school website.

We expect parents/carers to

- ensure their child/children attend school regularly and punctually – **this is a legal requirement**
- contact school each day (before 9:30am) that their child will be absent to explain why
- avoid holidays in term time, but applying in advance using the correct form to request a leave of absence in exceptional circumstances
- attend meetings relating to attendance or punctuality



## Why is Attendance Important?

Good attendance at school is essential for your child to make progress in their education and to make and maintain friendships.



Attendance of **95%** equals your child missing 2 full weeks of learning per year.  
Attendance of **85%** equals your child missing almost 6 weeks for the school year.

## Reporting Absence

If a child is going to be absent then parents / carers should contact school before 9:30am (or as soon as possible after) on each day that the child is absent to inform us as to why their child is absent. Parents / Carers should, if possible, let school know of the expected day of return for the child.

**Please either contact school on 0113 2717204 and leave a message on the answerphone or speak to a member of the Office Team or send a message on Arbor.**

## Rewarding Attendance

Certificates will be given at the end of each term for children who have attendance that is 96% or above.

**Bronze = 96%**    **Silver = 97 – 99%**    **Gold = 100%**

The class with the highest attendance at the end of each half term will win a Pizza and Movie Party.



## Supporting Parents/Carers with Attendance

We will do everything we can to support you if you have any problems with getting your child to school regularly. You should speak to your child's class teacher in the first instance, or you can contact our Deputy Head teacher who is responsible for the strategic approach to attendance in school.

## Monitoring Attendance

Attendance will be monitored regularly and you will be informed by telephone call or letter if your child's attendance is recognised as a cause for concern. We may put an Attendance Plan in place to support families with improving attendance and where a child's absence drops below 90% it may result in a penalty notice from the Local Authority.

## Authorised Absences

These are sessions away from school when we accept that there is a good reason for absences and we have received communication for the parent/carer.

Absences **may** be authorised for:

- Genuine illness when a child is unable to attend school
- Urgent medical appointments
- Religious observances

## Unauthorised Absences

These are sessions away from school which school does not consider to be reasonable, or where no contact has been made from the parent/carer to school.

Unauthorised absences can include:

- Shopping trips, day trips, visiting family or birthday treats
- Oversleeping
- Absences that are not explained properly
- Term time holidays
- A family member is poorly

Please note that unauthorised absences may result in the issue of penalty notices from the Local Authority.