



EXCELLENT ATTENDANCE OVERLEIGH ST MARY'S PRIMARY SCHOOL



***Your child's attendance target is 96%+.
Ensuring your child is given the opportunity to
achieve the very best learning.***



Doors open for children: **8.40am**

Doors closed & registration completed at **8.50am**

Children arriving after **9.00am** are marked as L in the register.

Children arriving after **9.10am** when registration is closed are marked as U (late after registration) and this counts as $\frac{1}{2}$ a day unauthorised absence.

Each half day is counted in the attendance register so a school week of 5 days equates to 10 possible sessions.

What should my child's attendance be?

The national target for attendance is 96%. We would expect that all our pupils will achieve at least this. Excellent attendance improves friendships, social skills, confidence, routine and boundaries and ultimately attainment for **your child** ensuring they achieve the very best they can.

Incentives for attendance include; pupil rewards, postcards home, class and whole school rewards. Each week in worship the classes with 98%+ combined attendance will be announced and those classes will participate in the whole school 'classopoly' game and receive a class reward.

We monitor and analyse attendance rigorously and when we have concerns ensure we are proactive in offering support and intervention to secure an improvement. Areas of concern could include children who:

- Are regularly late, especially after close of registration – 9.10am
- Have irregular attendance falling below 96%
- Regularly have Mondays and or Fridays off school
- Have term time holiday(s)
- Higher than expected absence due to illness where there is no pre-existing medical condition.

If my child is absent what should I do?

It is important that you inform school **on the morning of the first day of your child's absence**, and any further days absent.



If **your child** really must be absent from school then please contact school via one of the following:

- Telephone the school office on 01244 267525, press 1 to report an absence
- email school at admin@overleighstmarysce.cheshire.sch.uk

How do school help with attendance issues?

Making a link between home and school can often support children who are struggling to come to school following periods of absence.

Mrs Redmayne is our Pastoral support and along with Mrs Duggan in the office, work with families to support attendance. They can assist you and **your child** with a variety of attendance issues. Please contact them, using the above contact details to ask for support, help and guidance. Examples include:

- Support for emotional / social reasons for absence which could be 1:1 or small group interventions.
- Home visit including support to collect child in an emergency.
- Telephone support – speak to the child and all parents to offer support / advise / challenge.
- Put in place parenting agreements / action plans to identify areas of support.
- Reward charts and other motivational strategies.
- Early morning calls to check children are up and ready for school.
- On Time Tilly Bear providing motivations and rewards.
- Termly whole school rewards / raffles.

If we identify there is a concern about a pupil's attendance rate we will contact you via email, letter or telephone call depending on the seriousness of the issue to aim to work together to achieve an improvement.

When needed we would hold a meeting in school with the family / child (as appropriate) and staff to support and challenge and ensure an improvement can be secured.

How much school is academic year? What does this mean



my child missing over the for my child?



What are the consequence of late attendance for my child?

- Punctual attendance every day is vital for your child's learning.
- When a child is late for school they can miss the day's introduction and are then behind with their own learning for the day.
- Often causes anxiety in children
- Can cause issues around friendships and the child misses out on the socialisation of the morning routine.
- If lateness is regular then this can contribute to your child not achieving their learning targets or academic achievements and ultimately not being able to reach their full potential.
- If your child is late for school you will be asked to sign them in and unless they are in YN / YR or distressed then they will be asked to walk to their classroom independently.

Remember if they arrive after 9.10am it counts as half a days unauthorised absence.

What should I do if I plan to take my child on a holiday or planned absence?

As per current regulations and DfE advice on school attendance, planned absence may not be granted in term time unless exceptional circumstances exist. By exceptional we mean rare, significant, unavoidable and short. By unavoidable we mean an event that could not reasonably be arranged at another time.

September and May are particularly important months for your child.

- In September pupils are managing their transitions to new classes and many are working with different staff members to the previous academic year. Friendships are being formed, new routines and boundaries are being learnt by all our pupils.
- The month of May is assessment time across all phases of the school. If pupils are absent then accurate achievement levels are not assessed, this can have a negative impact on the schools capacity to put accurate provision in place for pupils that may require it.

We ask that you consider any planned absence carefully and complete a planned absence application available from the school office. Unauthorised absence may lead to penalty notice (FPN) being issued by the education welfare service per pupil, per parent.

- The fine is currently £60 if paid within 21 days and increases to £120 if paid within 21-28 days. If the penalty notice is not paid the parent may be prosecuted for the offence of failing to ensure their child's regular attendance at school.



- 10 or more consecutive absences e.g. for a holiday can lead to a FPN. This still counts if the holiday runs across two different weeks.
- Irregular attendance – at least 10 absences in a current term can also lead to a FPN.

How can I work together with school to ensure my child's attendance is excellent?

- Send **your child** to school every day possible.
- Make sure **your child** is punctual for school every day possible.
- Illness - occasionally children can develop bad habits where they consider they have a series of minor ailments in order to stay home with their family – it's easy for one or two days of indulgence to become habitual behaviour. If your child has not actually been ill please be reassured if you bring them to school we will certainly contact you if they need to be at home;
- If you are worried that **your child** is unhappy at school please share this at the earliest opportunity with the Class Teacher who will work with you to resolve any issues;
- Mrs Redmayne and Mrs Duggan are available to discuss your concerns and to suggest ways forward, please contact them via the school office. Mrs Redmayne is very experienced and also runs our 1,2,3 Magic sessions, if you need a listening ear she really is a good contact to make.

The government says:

School attendance in term time is mandatory

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government holds all schools to account to deliver on these expectations.

Thank you for your continued support in promoting excellent attendance at Overleigh St Mary's CE Primary for your child.



Tilly on time will be
out and about in
September. The



"Coming together is a beginning,
keeping together is progress,
working together is success"
Henry Ford