

St. Joseph & St. Bede School is committed to maximizing the achievements of all our pupils. There is a clear link between good attendance and educational achievement.

At our school we aim to promote regular attendance and good punctuality in order to ensure all pupils achieve their potential.



Through our policy we aim to:

- Recognise and reward good attendance and punctuality.
- Monitor and track children's attendance and punctuality.

**Morning
Registration begins
at 8:50 a.m. and
closes at 9:00 a.m.
Afternoon
registration is
1:15 p.m.**

What you can expect of us?

- The promotion of good attendance
- Regular, efficient and accurate recording of attendance
- First day contact with parents/carers if a child is absent without notification.
- Close liaison with our Pastoral Team and the School Attendance Office.



What do you need to do?

- Ensure your child arrives on time.
- Contact school on the first day of absence before registration. (Phone from 8:30)
- Keep school informed during an absence if over 3 days.
- If your child is not well enough to be at school then they should be at home or with other carers. They should not be at the supermarket for example.
- Inform school of any problems which may affect attendance.
- Try to make appointments out of school time.
- Inform school by writing in your child's planner. School may require proof of appointments and we will expect your child to be in school before or after the appointment.

Lateness

The start of the school day is 8:50 a.m. when doors are opened, so children can arrive in good time for registration.

If you arrive after the doors are closed, you must bring your child to the main office and sign them in, giving a reason for the lateness. Signing your child in, provides a record that your child is in the building for fire evacuations & emergencies.

If you know you are going to be late please leave a message by calling 0161 764 3781 as soon as possible, as this helps with registration and ordering dinners.

If your child is persistently late for school our Pastoral Lead will contact you to arrange a meeting to discuss the following:

She/he is only missing...	That equals....	Which is.....	And over 13 years of school
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a school year
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 Year

The Government states that any pupils with 90% attendance or below is '**persistently absent**'.

School will authorise absence for:

- Illness if notified by parent/carer.
- Exceptional circumstances agreed by school.
- Medical reasons.
- If your child has for example a sick bug, please ensure your child only returns to school 24 hrs from the last bout of sickness.



Absences will not be authorised if:

- No explanation has been given from the parent/carer
- The school is not satisfied with the explanation
- The child's attendance level is below 96% unless for medical reasons.
- The child is absent on their birthday
- The child is on holiday during the academic year.
- A school year is only 190 days so this leaves 175 days to spend on family time, visits, holidays, household jobs and appointments.

Very Good		Worrying		Cause of Serious Concern	
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days Absence
190 days of Education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
Very Good Best chance of success in life Gets your child off to a flying start		Worrying Reduces your child's chances and makes life harder for them		Serious Concern Your child will find it very difficult to make progress. This may result in Court Action.	

If a child's attendance is below 96% this will be monitored by our Pastoral Team .

If child's attendance falls below 92% then the School Attendance Officer (SAO) will take action:

- Attendance letters
- Early Bird phone calls and home visits.
- Improved attendance certificates
- Meetings with parent/carers.
- In extreme cases of poor attendance and punctuality Penalty Notices and Parenting Contracts will be issued.

For further information about attendance issues please speak to
Mrs McDonald
Pupil Support Mentor
Tracey Beswick
Family Support Advisor

Please make sure you ring the main office from 8:30 to 9:30 a.m. if your child will not be in school.

Please note if we do not have a message then a visit to the house may be required.

Attendance & Punctuality

A Guide for Parents & Carers



Tel: 0161 764 3781