



Attendance Booklet

What the Law says about attendance

The law in the UK states that every child and young person must be educated daily. Students will not achieve their best if they do not attend school regularly. By law, schools must follow strict regulations from the Department for Education's Statutory Guidance as part of the Education Act 1996.

Every absence has to be recorded and reported to the Local Education Authority. By law, we are told when an absence can be authorised, or when it is not unauthorised.

PERSISTENT ABSENCES

Please be advised that Government legislations states that a child will become persistent absentee once their attendance reaches 90%. This will lead to a penalty notice fine or court procedures.

ABSENCE FROM SCHOOL

As part of the schools safeguarding policy it is very important that you contact school every day that your child is absent from school.

If you do not contact school we will initially try to contact you by telephone or text message. But on some occasions the Attendance Officer may conduct a home visit as well. We will continue to try and contact parents every day your child is absent.

If we have not made contact with parents following three consecutive days absence either by text message, telephone or home visit we may on occasion contact the Police to request a welfare check. The exception to this is if you have notified school in writing that your child will be absent and have provided a return date.

Authorised

If your child is off ill or has a very good reason to be absent from school, we will authorise the absence. A parent / carer must provide written evidence to your child's form tutor to support this.

Please ring the school before 8:30 am on 0161 338 2120 (EXT 1) to report your child's absence, as well as providing written evidence.

Reasons an absence will be authorised:

- **Illness:** If your child is ill and a phone call has been made on the first day we can give an I (Illness) mark. If your child has been off for 5 days or more we will expect to see medical evidence on their return.
- **Medical appointments:** Doctors, hospital or dentist will be given an M (Medical) mark only if evidence is provided.

Wherever possible **PLEASE** make appointments for after school as medical absences will affect your child attendance percentage.

If there are unusual circumstances like bereavement in the family, then the school will give a C mark. (This will still affect your child's attendance). For exceptional circumstances, requests may be made to the Headteacher, in writing, who will determine whether or not this absence can be authorised and what period of time the absence can be allowed.

Religious observations

School will allow one day only for religious festivals for all major faiths apart from Christianity. Christian festivals are usually taken during the holidays. Any additional days taken for religious festivals will **NOT** be authorised

Unauthorised

Parents are not allowed to keep their child off school for any of the following reasons: Birthdays, shopping trips, holidays in term time, visiting relatives, watching sporting events, looking after family members, sick pets etc.

All these reasons will be Unauthorised. All unauthorised absences will be marked with an O, U or G. Only 5 unauthorised absences are required before a fixed penalty warning / notice is served. Continued unauthorised absences **WILL** result in an automatic £60 fine. This will rise to £120 if not paid within 21 days.

Your Child's attendance is important to us!

If our children are to be inspired, excellent and succeed children must have 100% attendance!

1 day of a fortnight	=	90% attendance
2 days of a fortnight	=	80% attendance
3 days of a fortnight	=	70% attendance
4 days of a fortnight	=	60% attendance

When should my child return to school?



Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
	Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*	

Legal Action

Were a child is identified as being a persistent absentee the school may be required to take legal action against parents. This will result in a legal warning being issued to parents and prosecution papers being submitted to Education Welfares Legal Services. It is therefore very important that parents continue to communicate and work closely with school, in order that we can support you and your child to improve their attendance.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Failure to do so may result in Tameside Metropolitan Borough Council taking legal action against you in the Magistrates Court. Should your child fail to attend regularly and punctually the school may refer to the Local council Education department for consideration in relation to prosecuting you for an offence under the Education Act 1996.

Conviction of an offence under section 444 (1) may result in a fine of £1000. Under section 444 (1A) convictions may result in a fine of £2,500 or a prison sentence.

What All Saints says about Attendance

Category	Attendance	What does it mean?
All Saints All Star	100%	Amazing attendance! Well done!
Outstanding	97% -99%	Excellent Attendance. Well done!
Good attendance	94% - 96%	Good attendance. Your form tutor will monitor and motivate you.
Requires improvement	91% - 93%	Alarm bells are starting to ring! The pastoral team will monitor your attendance. A medical request warning letter will be sent to parents/carers.
Inadequate	91.5% - 90.1%	This is a serious concern. You are at risk of receiving a Fixed Penalty Notice and your parent/carer may be asked to attend a governor's attendance panel.
Persistent Absentee	Below 90%	Major Concern!! Your parent/carer is in danger of prosecution and will require to meet with the Assistant Head.

Punctuality

The law says that all students should arrive to school and lessons on time. Pupils are expected to be on the school premises by 8:50am.

Form time begins at 9:00am. If your child arrives between 9:00 and 9:30am an L mark will be issued. A same day detention will be issued by their form tutor.

If your child arrives after 9:30am, they will receive a U mark, which counts as half day truancy / unauthorised absence.

Remember Only 5 unauthorised absences are required before a fixed penalty warning notice is served.

Holidays must NOT be taken in term time

Parents do NOT have a legal right to take their child on holiday during term time. From September 2013, the Headteacher can no longer authorise holidays. If parents take their child on holiday then a G mark will be recorded which is classified as an unauthorised absence and a Fixed Penalty Notice will be automatically sent to the Local Education Authority once the five-day trigger has been reached.

We want your child to achieve, to be happy and feel they belong to our school community!

“Education is the most powerful weapon which you can use to change the world”
– Nelson Mandela

Just as important is the impact poor attendance can have on your child’s self-esteem, their friendship groups and their relationship with staff. The other impact poor attendance can have is:

- Less time to meet new friends
- Less time to do fun new things like joining clubs and going on trips
- More homework to catch up on missed lessons
- Less qualifications when he / she leaves school (17 missed school days a year = GCSE grade DROP)
- Less choice of what job he / she would like to do – you need to have qualifications to do most jobs
- Less money to spend on fun things like holidays and cars

Every day, every lesson, every moment of your child’s education is important.

If you would like to discuss your child's attendance or have any queries please contact the school Attendance Officer or the Assistant Head on 0161 338 2120.

Please return this page to Attendance at All Saints Catholic College:

All Saints Catholic College
Birch Lane
Dukinfield
Cheshire
SK16 5AP

Tel: 01613382120

Email: schooloffice@allsaintscatholiccollege.com

Pupils Name: _____ Form: _____

I (PARENT / GUARDIAN'S NAME) _____
have read, understood and agree to the terms and conditions of the All Saints
Catholic college attendance booklet.

Signed: _____ DATE: _____