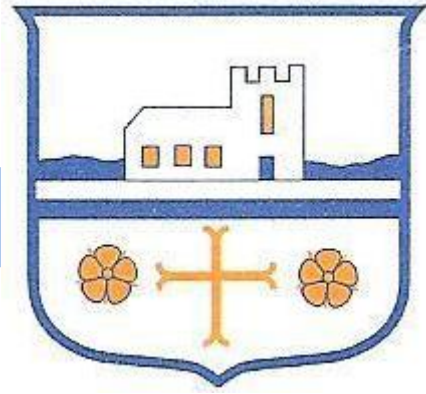


# St. Aidan's Catholic Primary School



## Attendance Information for Parents and Carers

### Punctuality:

**Key Times: Gates Open by: 8.45am and locked again at 9.00am**  
**Registers close at 9.10am**

Arrivals after this time are required to go to the **office** to provide a reason for late arrival.

Rackhouse Road, Northern Moor, Manchester M23 0BW  
Telephone: 0161 998 4126 • Facsimile: 0161 945 5677

Head: Mrs. S Yates M.A. Ed NPQH

Every child at St Aidan's Primary School should aim to attend school **every day** & **on time** every day.

If for any reason your child is unable to come to school, please contact the school office before 10am to provide the reason for absence.

If no contact is received, for child safety reasons, we initiate our 'First Day calling' procedure.

### Medical Absence & Illness

Parents may be asked for Medical Evidence to support your child's absence. This can be a Doctor's note, an appointment card, prescription or medicine.

If your child is absent for 2.5 consecutive days or more please provide medical evidence.

Routine medical/dental appointments should be made **outside** of school hours. Where this is not possible, please ensure your child attends school before **and** after the appointment.

Please provide an appointment card to the office for the absence to be authorised.

### Our Attendance Team:

Mrs M Hampson  
Office Administrator

Mrs D Walker  
Attendance Officer  
School Based

Ms A Edwards, Attendance Officer.  
Outreach: Contact number: 07539 830417

### Leave of Absence during Term Time

St Aidan's Catholic Primary School **will not authorise** any holidays or leave of absence of any kind during the school term, unless there are exceptional circumstances.

This school policy is a direct result of the Department of Education document 'Holidays during term time' released January 2014.

**All requests for leave of absence (including holidays) during term time must be applied for in writing**, stating the reason for the request to the Headteacher, Mrs S Yates. All requests will be judged on a case by case basis.

If your child has 2.5 days or more **UNAUTHORISED ABSENCE** then you will be sent a concern letter. This means 5 out of the 10 sessions in a week as each day has a morning and afternoon session.

**If your child has poor attendance at school or an extended period of unexplained and unauthorised leave, you may be at risk of a penalty notice fine or a referral being submitted for prosecution.**

Please support us in ensuring excellent attendance and punctuality.

Mrs S Yates  
Headteacher

## What will happen if your child's attendance falls?

100% to 98%  
**GREEN**

We will celebrate **Good Attendance and Punctuality** throughout the school with you and your child.

97% to 95%  
**GREEN/ AMBER**

We are becoming concerned about your child's attendance.

- Your child's teacher will talk to you about any absences from school
- We will contact you by letter to request **Medical Evidence** for absences; if this is not received the absences **will be marked as unauthorised**.
- We can refer to the **School Nurse**.
- Our Attendance officer will make regular contact with you either by phone or as a **Home Visit** to offer support

94% to 91%  
**AMBER/ RED**

We are seriously concerned about your child's attendance.

- We will be **Monitoring** your child's individual attendance closely and you will be notified of this by **letter**
- You may receive a **Home Visit** from our Attendance Officer.
- We will contact you regularly to discuss any difficulties you are having.
- Illness **will not** be authorised without medical evidence

90% & below  
**RED**

You child is high risk of becoming a Persistent Absentee.

- You may be invited to **meet with the Attendance Leader/ Attendance Officer** where you may be offered a **Parenting Contract/ Support Plan**.
- We may complete an **Early Help Assessment (EHA)** or refer to **Social Services** to help support you if you engage with us.
- If you do not engage with us or attendance does not improve you may receive a **Penalty Notice Warning Letter**.
- Following this, if no improvement is made, you may be referred to the Local authority to consider a **Penalty Notice fine or Prosecution**.