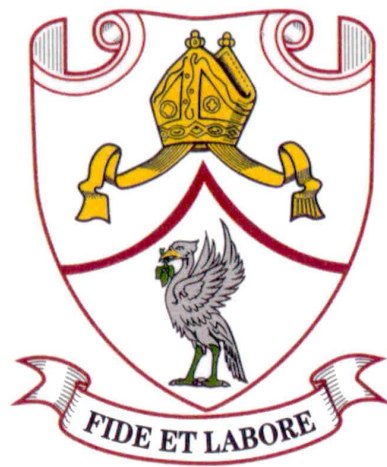


ST MARGARET'S C.E. ACADEMY



"Achievement by faith and work"

ATTENDANCE

**A GUIDE FOR PARENTS/CARERS
AND STUDENTS**

WHY IS ATTENDANCE IMPORTANT?

Regular attendance at school is vital as it has a direct impact on your child's academic attainment; attendance is a key factor in making good progress. Because of this, we aim to work closely with parents, carers and others to promote excellent attendance.

There are 190 school days in the year. We hope your child will be able to attend school on each one, but if they are absent, this should be for no more than 2/3 days at the most in nearly all circumstances.

A 100% attendance record is something to be proud of and means that there has been very little disruption to your child's education.

Please note that if your child is absent, **IT IS THEIR RESPONSIBILITY** to discover what work has been missed and copy it up.

ABSENCE

If your child is absent from school through illness, you are asked to contact the school and leave a message on the absence line on the first morning of the absence by 8:30am. You should contact the school each day the absence continues. You may be asked to provide medical evidence if the absence lasts 5 days or more. You can also send a message via the Class Charts app.

ALWAYS PROVIDE YOUR CHILD WITH A NOTE when they return to school after being absent. The note should be given to their form tutor or passed directly to our Attendance and Family Liaison Officer, Mrs Dally.

LATE ARRIVAL TO SCHOOL

If your child arrives late to school and cannot get to their form room before the end of registration, they should report to the school office to sign in and go directly to their lesson. If they are late on a day where there is assembly and arrive after assembly has begun but before first lesson, they should sign in late at the school office and wait in the school canteen until first lesson begins.

If your child arrives late to school, without a valid reason provided by a parent, they will be expected to serve a 15 minute detention after school on the day.

Please note that any pupil arriving after 9:15 will not receive their AM registration mark, meaning their attendance for that session will officially be recorded as an absence – this will of course have an impact on a pupil's overall attendance figure.

MEDICAL APPOINTMENTS

Medical appointments should be made outside school hours if possible. If students must leave school during the day, please send in an official letter or appointment card in advance of the appointment date. Students who attend medical appointments during school hours will be either given a present 'mark' or an authorised medical absence for a morning or afternoon session depending upon what time they leave/arrive back at school.

Students must sign in/out at the school office showing a letter or medical appointment card when they do so. **Students must be collected by a parent/carer from the school office.** If they return to school later in the day, then they must sign in again at the office.

TERM TIME HOLIDAYS

Government guidance regarding holidays is clear that these are to be avoided. Details of this guidance can be found at the following website. Please see the section headed 'Pupil Leave in Term Time.'

<https://www.liverpool.gov.uk/schools-and-learning/education-welfare/school-attendance-behaviour-welfare>

Headteachers are only allowed to grant leave during term time in 'exceptional circumstances.'

MEDICAL ROOM

If students feel unwell or have an accident during school, they should tell their teacher. They may be sent to the school office who may admit them to the Medical Room. A trained First Aider will assess your child in the event of an accident. If your child is too ill to remain in school or if hospital treatment is necessary, we will contact you.

The Medical Room is not a place to rest for students with minor ailments. If your child has a headache, for example, they will be expected to remain in school.

Students must not contact home themselves if they are unwell. Instead, all communication should be via the school office. Any student contacting home via mobile phone is likely to face sanctions in line with the school's behaviour policy.

UNDER NO CIRCUMSTANCES should pupils leave the school site or go home without permission. All contact with home should be via the school office.