



Revised January 2023

Dear Parent/Carer,

School Attendance

Last year the attendance for the whole school was 92.4%.

Every child should aim to achieve an overall attendance of 97%+ each academic year. Studies have shown that poor attendance is linked to poor attainment; at Beever Primary, we want all our children to Enjoy and Achieve.

It is a parents' legal responsibility to ensure the regular full-time attendance of their children.

Last term (Autumn Term 2022) the attendance for the whole school was 92.9%.

PUNCTUALITY

School starts at 8.45am and finishes at 3.15pm. Pupils arriving after 8.50am will have to come in to school via the main entrance. Parent/carers need to sign their child in to school using the Inventory System, in the school foyer.

Pupils will receive a late mark '**L**' code. Pupils arriving after 9.15am will receive an unauthorised late mark '**U**' code, which will affect the whole of the morning session.

If you are 5 minutes, late every day that adds up to, over 3 days lost each year.

If your child is 20 minutes late a day they lose:				
1 hour 40 minutes every week	6 hrs 40 minutes every month. This is equivalent to over 1 full day.	10 hours every half term. This is equivalent to over 2 full days.	20 hours every half term. This is equivalent to 4 full days.	65 hours every school year This is equivalent to over 13 full days

Last year 1432 late marks were recorded, 213 of these were children arriving more than 30 minutes late.

To accommodate early risers and working parents, our breakfast club starts at 7.45am

ABSENCES

All absences must be reported by 9.15am on the first day of absence, preferably by text message to 07860 095209 or a telephone call to school. If we receive no contact from yourself, we will endeavour to contact you via the school texting system or telephone you direct. If we are unable to make contact with you by telephone, a home visit will be undertaken. **All absences without reason or were school decide are not reasonable, these will be marked as unauthorised on your child's attendance record.**

School and the School Health Advisor are able to offer advice and/or leaflets on exclusions due to illness e.g:

1. Chicken pox (child can return once the spots are healed over)
2. Diarrhoea and Vomiting (24/48 hours after last episode)
3. Coughs and colds (no absence required)
4. Head lice (no exclusion, treatment should be completed without absence)

Furthermore, if your child is absent for two or more days, or there are attendance concerns you may be required to provide school with proof of illness; this can be in the form of a doctor's letter, copy of prescription and or

Headteacher: Mr G. Oates B.A. (Hons)
Moorby Street Oldham OL1 3QU T: 0161 770 8351 E: info@beever.oldham.sch.uk

medication, which clearly show the dates corresponding with the absence. Advice from 111 can also be sought and the text message provided by this service can be used as evidence.

Where a child's attendance has dropped below 90%, all absences will not be unauthorised without proof of illness.

Parents should also note that where their child's attendance falls below 90%, they are categorised as Persistent Absentees, and therefore the attendance service will be monitoring their attendance closely.

Please ensure that school has your most up to date contact details, including current mobile number and Email address.

Pupils are required to attend school for 190 days each year

Schools absences and attendance figures:

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

MEDICALS

Where possible, please make medical appointments outside of school hours. However, we understand at times this is sometimes difficult, on these occasions please provide school with a medical card or letter. A medical appointment **DOES** reduce your child's percentage attendance.

Please be aware we are not able to authorise siblings taken out of school when they do not have an appointment. These absences will be unauthorised.

SPORTING ACTIVITIES

School acknowledge that there are occasions when children will be required to attend sporting tournaments, competitions or sporting exams during term time. Please provide details of the event to school. School are unable to authorise competitions that take place over the weekend but where parents choose to travel to the venue on a school day.

RELIGIOUS OBSERVANCE

School encourage and support our children and their families to celebrate religious events, however children must be in school every day leading up to religious festivals and back in school immediately after. If parents choose to keep, their child/ren off school for longer than the agreed time, these additional days will not be authorised. School will only authorise the date of the festival, a maximum of 2 days per academic year.

OTHER ABSENCES

Children are required to attend school every day. Please be aware that absences for 'snow' 'rain' or 'extreme cold weather' days do affect your child's overall attendance if they do not attend and if school make the decision to remain open during adverse weather conditions, absences will be unauthorised.

ABSENCES IN TERM TIME

Holidays **should not** be booked prior to requesting permission from school; applications should be completed and returned to school at least **6 weeks** before the intended departure. The electronic application form is available on our school website or can be sent to you on request via email.

The amendment to regulations is still in place making it clear that the Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances.' *This includes visits to countries of origin.*

Penalty notices forms will be completed by school. Research shows that breaks of one week or more from school often leads to children falling behind in their work and that some children never catch up.

Last year 782 days were lost due to holidays taken in term time.

Last term (Autumn 2022), 150 days were lost due to holidays taken in term time.

PENALTY NOTICES

School, alongside the Education Attendance Service at Local Authority do on occasions issue Penalty Notices.

Penalty Notices are completed and issued for the following reasons:

1. Persistent unauthorised late arrival to school (after 9.15am)
2. Unauthorised absences where no reasons have been provided by the parent/carer or the reason is not accepted by school
3. Holidays during term time

Parents must from the 1st September 2013, pay £60 within 21 days or £120 within 28 days, this is per parent, per child'.

FAST TRACK TO ATTENDANCE

Fast Track to Attendance is a time-focused approach to improve attendance. The aim of Fast Track is to promote early intervention by school and where necessary by the Local Authority. The aim is to ensure that rapid and appropriate action is in place to tackle absence problems as soon as they become apparent. Failure to make and sustain changes may result in the Local Authority prosecuting through the courts.

CHILDREN MISSING EDUCATION

At Beever Primary we believe all students, regardless of their circumstances or background are entitled to full time education that is suitable to their age, ability, aptitude and any special educational needs.

Pupil absences will be followed up on a daily basis as a matter of priority. Every child who has a continuous period of absence of three days or more will be required to provide proof of absence; home visits will also be undertaken.

School will follow the Education Attendance Service process when a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the school's investigation to the Local Authority, who will then follow their procedures. After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

School follow Department for Education Statutory guidance, which can be found on the link below:

<https://www.gov.uk/government/publications/children-missing-education>

EDUCATIONAL NEGLECT

School have adopted the Local Authority 'Educational Neglect Policy'. This policy links the effects of poor attendance to educational neglect and means that for those children whose attendance is particularly poor, a referral to children's social care may be made.

REWARDS

Weekly:

- Attendance Hero certificate (most improved)
- Whole class 'Attendance' – Trophy for the week and an extra play on Monday morning break time
- Class with the best 'Punctuality' – Trophy for the week and an extra play on Monday morning break time

Once again, we thank you for your continued support.

Yours sincerely,

Mr G Oates, Headteacher