Attendance And Punctuality

At St John Bosco R.C. Primary School we believe that for every child to achieve and experience success they need to have high attendance and be in school every day on time. This allows every child to learn and meet their full potential.

These are our principles for **"Amazing Attendance"** and **"Perfect Punctuality".**

This leaflet explains how you, as parents/carers, can play your part in keeping levels of attendance and punctuality high at St John Bosco R.C. Primary School.

Our target this year is for at least 95% attendance.

Good attendance is rewarded every week for classes and termly for individual pupils.

We are here to help and support your children

Mrs Quinn– Headteacher
Miss Corcoran —Attendance officer

Bringing your child to school each day

- **School starts at 9.00am**
- Nursery and Reception children should be dropped off in their classrooms at 8.55 am
- Infant and Junior children should be brought to school from 8.50 am - 9am
- The children's entrance will be locked at 9am and the school gates at 9.05am.
- Children arriving after 9am should use the main school entrance where they will be signed in by a member of staff.

Arriving late

- Registers are marked at 9am and late arrivals after this time are recorded with an L mark. The registers close at 9.30am.
- Any child arriving after this time will be marked as Unauthorised in the register, ('U' code) Only when acceptable evidence for the lateness is provided to school will the mark be authorised.

Persistent Absence / Persistent lateness

- The school Attendance Policy (Revised May 2017) refers to the Escalation of Interventions regarding pupil's who are Persistently Absent from school and/or are Persistently Late to school.
- In cases of Persistent Lateness the Headteacher may choose not to authorise a late mark on the register.

(Parent/carers should be aware that in such cases a Fixed Penalty Notice Fine and/or Prosecution by the Local Authority may be considered for unauthorised lateness).

Authorised Absence
An authorised absence is when the school knows why your child is off.

For example: illness, medical appointment, exceptional circumstances (that has been authorised by the Headteacher) or for Religious Observance.

As a parent/carer it is your responsibility to inform the school of your child's absence on the first day they are off. We may request medical evidence if your child is absent.

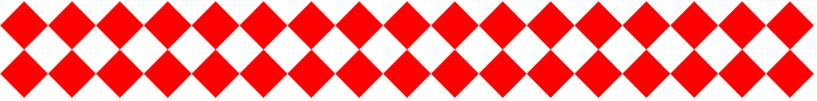**Contacting School**
You can let us know your child will be absent in any of the following ways:
- By phoning
- By texting a message to 07957 300031
- By email contact@st-johnbosco.manchester.sch.uk
- By letter sent with an adult.
- By telling a member of staff.

If your child is off school for more than one day, please contact us every two days to let us know when your child is likely to return to school.

Leave of Absence

From 1st September 2013 new legislation does not give any entitlement to parents to take their child on holiday during term time.

Leave of absence will not be authorised unless there are exceptional circumstances.

Any request for leave of absence must be made in writing to the Headteacher, who will consider each individual case.

Taking leave of absence without authorisation will lead to a Fixed Penalty Notice Fine and/or prosecution.

Fixed Penalty Notices
Where a pupil records sessions of unauthorised absence the school will issue a Penalty Notice Advisory Letter to each parent/carer.

If further unauthorised absences are recorded a request will be made to the Local Authority to issue a Fixed Penalty Notice Fine.

Penalty Notices incur a fine of £120 per parent, per child, to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. **Non payment** of this fine can lead to Prosecution by the Local Authority. Parent/Carers will receive a Criminal record if Prosecuted.

Attendance levels will be monitored regularly by school and reported to parents/carers through letters, phone calls and school reports.

Thank you for your co-operation