



## **School Attendance Policy 2021**

Regular attendance is important in supporting the learning, wellbeing and safeguarding of our pupils. Please find Heaton Park's guidance and expectations from parents in support of our attendance policy and procedure.

### **Attendance monitoring and support**

The Education Welfare Officer - Mrs Revilles

The School Attendance Officer (On site) - Miss Kay

Pastoral Lead and Wellbeing Manager (On site) – Mrs Read

### **Lateness**

Morning registration will take place at the start of the school day at 9.10am. Any pupil arriving after this time will be marked as late or potentially recorded as an unauthorised session.

### **Minor Illness**

If your child feels poorly in the morning please provide them with appropriate pain relief/medication and send them to school. Pupils should be in school if they have a minor illness. Class Teacher will monitor closely and should we feel the pupil is not fit to remain in school you will be contacted to collect your child.

### **Absence reporting - Illness**

Please report a child absence by contacting the school office via phone t: 0161 773 9554 or email [contact@heatonparkbury.com](mailto:contact@heatonparkbury.com) as soon as possible. When leaving a message please provide pupil name, class and nature of absence. Should a sickness absence last longer than 3 days, the school deems it as a long period of absence and medical evidence will be requested. (Some pupils may be asked for medical evidence in the first instance as per case by case basis). In the instance where parental contact has NOT been made and a child is absent from school the following actions will be taken:

**Day 1** - If your child is absent from school and no contact has been made from Parent the Attendance Officer will contact home by phone/text or email.

**Day 2** - If no contact from Parent is made, the Attendance Officer will contact home by phone/text or email and in addition emergency contacts will be contacted.

**Day 3** - If no parental contact is made a home visit by the Education Welfare Officer/Attendance Officer or Pastoral Lead and Wellbeing Manager.

**Welfare Checks** - At any point during the absence procedure, should School become concerned about the welfare of a pupil or family we may request a Police Welfare Check as part of our Safeguarding procedure.

### **Medical appointments**

Appointments should be made outside of school hours. If this is not possible you should try and ensure your child is able to attend school for their morning /afternoon registration mark and the appointment is outside of registration. A full days absence will not be authorised for appointments unless absolutely necessary. Please notify the office as soon as you are aware of a future appointment. Copies of appointment cards/letters may be requested and it is beneficial to retain a copy should this instance occur.

### **Absence in term time/Exceptional circumstances**

Written permission is required should an exceptional circumstance arise and you need to take your child out of school during term time. All requests are to be put in writing to Mr Lord. E: [contact@heatonparkbury.com](mailto:contact@heatonparkbury.com)

### **Persistent Lates/absence:**

A pupil becomes a persistent absentee when they miss 10% or more schooling across the school year. Please note an unauthorised late mark will impact overall attendance. We pride ourselves on good attendance and most pupils attain a positive 96% or above by the end of the academic year.

Attendance is closely monitored throughout the year and you will be notified should your child fall into a category whereby their attendance is deemed low. Persistent low attendance or unauthorised absences may lead to further action and a penalty notice.

### **Support for our families and pupils**

As a school community we are aware that from time to time Parents may need additional support or guidance whether that be on attendance or for pastoral purposes. Parents are welcome to contact the school to seek advice at any time via the main office. Heaton Park's Pastoral Lead and Wellbeing Manager (Mrs Read) and the School Attendance Officer (Miss Kay) are based on site. All enquires are dealt with confidentially.

### **Celebrating and acknowledging good attendance**

It is vital we acknowledge good attendance and promote a sense of pride and achievement within our pupils. Good punctuality is celebrated in a variety of ways at Heaton Park through school assembly (COVID permitting), parents evening, pupils end of term/yearly reports and via the School Attendance Team.