

**Attendance Policy**

At Crossacres Primary Academy we consider attendance to be of core importance to your child’s progression through school. Good attendance equals good attainment.

Each year school sets an attendance target of 96% and the expectation is that all pupils achieve this. 96% attendance equals no more than 7 days absence per academic year.

Your child’s attendance is monitored daily by Mrs Valentine, the Attendance Lead and if further intervention is needed Mrs Valentine may invite parents in to school to discuss ways to support you in improving your child’s attendance. Persistent poor attendance in some instances may lead to statutory legal action.

Pupils who achieve good attendance and punctuality are regularly rewarded and celebrated here at Crossacres Primary Academy by weekly Rewards Assemblies and Prize Draws and rewards for individual classes with the highest weekly attendance.

**Absences**

If your child is absent due to illness or is going to be late due to a medical appointment, it is expected that parents/carers contact school by 9am and on return provide evidence of the appointment (appointment slip or letter). If your child’s appointment is mid-morning or later in the day, it is expected that they attend school first then are collected for the appointment and then returned if time is permitting.

If your child is absent from school, parents/carers must contact school ***each morning before 9:00am*** informing school the reasons for their absence by leaving a voicemail on the attendance line (Option 1) or alternatively email school at [admin@crossacres.manchester.sch.uk](mailto:admin@crossacres.manchester.sch.uk) .

Your child will be recorded as an unauthorised absence until you advise us and provide medical evidence (if requested by school). All absences for 3 or more days will not be authorised without medical evidence.

If a telephone call, voicemail or email is not received by school on the morning of absence, before 09:00am school will endeavour to contact parent/carers to obtain reasons for absence. If school are unable to contact parents/carers a voicemail will be left where possible and a SMS text message sent requesting that school be contacted.

If a pupil is absent for 3 consecutive days or more and school have not heard from parents/carers a Home Visit may be made and in some instances a Police Welfare Check will be requested to ensure that the pupil is safe.

Most medical and dental appointments can be made outside of school hours and all Optician appointments should be made outside of school hours or at weekends.

**Children Missing in Education (CME)**

A completed CME form will be sent to the Local Authority for all pupils who have absent 10 or more consecutive unauthorised absences.

Pupils who are absent for 20 consecutive school days will be removed from the school registers and a completed CME form will be sent to the Local Authority. In this instance parents/carers will have to reapply for a school place via School Admissions.

**Safeguarding**

**Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council has the power to issue each parent/carer with a PENALTY NOTICE for each of their children that fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent unauthorised absence developing.**

**Should your child incur any unauthorised absence, then further action, including the issue of a penalty notice or referral to City Solicitors for consideration for prosecution may be taken.**

**If a parent is prosecuted in the magistrate’s court and found guilty of the offence, they will receive a criminal record.**

**Family Holidays and Extended Leave of Absence**

Holidays should not be arranged during Term Time. ***The Department for Education*** ***announced from 1st September 2013 that there is no entitlement for parents to take their child on holiday in term time.*** Any absences for leave must only be for exceptional circumstances and is at the Head teacher’s discretion.

Any pupil not returning on the expected date without medical evidence will be given an unauthorised absence mark in the register and legal action may be instigated.

Taking a holiday during term time or persistent late arrival to school (after 9:20am) on 10 occasions and/ or 5 days unauthorised absence, can result in an initial Penalty Notice Fine for each parent of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days or the notice being served. Failure to pay a Penalty Notice can result in prosecution. If the case is referred to the Magistrate’s Court and found guilty may result in a fine of up to £2,500 and/or up to 3 months imprisonment. This will also result in a criminal record.

**Late Arrival to School**

The school doors are open at 08:40am. All pupils are expected to be in their classrooms ready for registration to begin at 08:50am. Pupils arriving after this time will be marked as present but arriving late. The register will close at 09:20am, arrival after this time will be recorded as late, this will not be authorised and will count as an unauthorised absence for that school session.

Arrivals after 09:20am must report to School Reception so that they can be recorded as present in school. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example; attendance at a medical appointment. Proof of the appointment must be provided.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example; if they woke up late or were waiting for their uniform to dry.