



# Attendance at Adlington St. Paul's

## Attendance Target

**97-100%**

(We would love every child to have 100% attendance but we acknowledge that this might not be possible)

School starts 8:45am

Learning starts 8:45am

## Authorised Absence

If you contact the school office and inform staff that your child is absent due to:

Illness

Medical/dental appointments (where possible these should be booked outside of school hours)

Emergencies

Other unavoidable causes

Your child will be given an authorised absence.

## What to do if your child is absent from school

Contact the school office via

School Spider

Email: [bursar@adlingtonstpauls.lancs.sch.uk](mailto:bursar@adlingtonstpauls.lancs.sch.uk)

Phone: 01257 480276

Please do this as close to 9am as possible

Stating your child's name, class and reason for absence

## If you do not report that your child is absent

School will contact you via phone, if unable to reach you, they will contact the emergency contacts provided.

School may also send an email requesting you to contact the school office.

If we do not receive a response, your child will be marked as an unauthorised absence.

School may also carry out a home visit, in these circumstances this will be an unannounced visit.

## Unauthorised Absence

These will be issued if:

You do not inform the school office as to why your child has not been in school.

Your child is kept off school unnecessarily.

Absent without a satisfactory explanation.

Children who arrive late to school after the registers have closed.

Kept off school for their birthday, shopping or looking after siblings.

Kept off school for day trips or holidays not agreed by the headteacher.

Days that exceed the amount agreed by the headteacher.

If your child continues to have unauthorised absences, school will seek advice from the local authority.

## Persistent Absence

This is when a child misses 10% of their schooling across the academic year for any reason (authorised or unauthorised) Below 90% attendance.

This has a serious impact on a child's education.

As a school, we work closely with our parents to overcome any barriers.



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## Criteria for Penalty Notices

Lancashire County Council has adopted a code of conduct that sets out the circumstances where penalty notices may be used such as:

- ✓ unauthorised absence (including parentally condoned absence)
- ✓ truancy
- ✓ persistent late arrival at school after registers closed
- ✓ unauthorised leave in term time
- ✓ delayed return from authorised leave

In every case a pupil must have had a minimum of 5 school days/10 sessions unauthorised absence in a term or 7 school days/14 sessions unauthorised absence over 2 consecutive terms before a penalty notice is considered.

## How we will keep you updated on your child's attendance

Weekly class attendance and whole school attendance will be shared on the school newsletter.

Our target is 97-100% per child, per class and as a whole school.

Every half term, if your child's attendance is 90% or below, we will issue you with a letter.

If we have concerns over your child's attendance, we will contact you to arrange a meeting to discuss any barriers your child or your family might be experiencing.

At any point during the school year, if you have any concerns over your child's attendance, please contact the school office.

## Holidays in Term Time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the head teacher before making any bookings.

We will also look at additional factors such as: the timing of leave (at the start of the school year, assessment periods and SAT's), pupil's attendance record that already includes unauthorised absences, if attendance is a concern or could become a concern as a result of taking leave or other leave requested during this or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

Our Attendance Policy and Penalty Notice information can be found on our website. [www.adlingtonstpauls.lancs.sch.uk](http://www.adlingtonstpauls.lancs.sch.uk)

