Our Christian Vision

"For I know the plans I have for you," declares the Lord, "plans to prosper and protect you, plans to give you hope and a future."

Inspired by Jeremiah 29:11, and guided by love and respect, we want to nurture our community to grow and flourish in the fullness of God. As a richly diverse and inclusive church school, we hope to create a community where everyone is encouraged to dream boldly, learn joyfully, achieve their full academic potential and live faithfully.
Together, we will empower all to thrive, show courage and compassion, stand against injustice and make a positive contribution to the world.

Love - Faithfulness - Hope – Justice – Respect – Perseverance

ATTENDANCE AND PUNCTUALITY POLICY

OVERVIEW
If our pupils are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As they grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where pupils are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

OBJECTIVES
1. To ensure that all pupils attend school well.
2. To ensure that all pupils are punctual.
3. To have the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where truancy is suspected or confirmed.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

PROCEDURES FOR RECORDING ATTENDANCE
Each morning the class teacher will complete the register electronically at 8:55am recording who is present and absent from school.

Any late pupils arriving after 8:55am must enter the school through the main entrance with a parent or guardian who will be required to complete a late slip and post it in the locked post box by the office window, which a member of office staff will then action.

The school registers officially close at 9.00am each morning – enabling class staff to complete the register at 8.55am. Pupils who have not arrived by the end of registration will be marked as absent. Pupils arriving at the main entrance between 8:55am and 9:15am will be given a 'late before registers

closed' mark. Pupils arriving after 9.15am will be given a 'late after registers closed' mark, which is classed as unauthorised.

Parents are requested to ring school by 9:15am to notify school that their child will be absent. Reasons for absence may be offered verbally by phone, voicemail or in person but this must be by an adult. A pupil's absence will be recorded as unauthorised if no satisfactory explanation is given for the absence.

The school will make contact by email initially when a pupil is absent, if the parents have not notified school. If still no contact has been made by the family, a member of staff may be asked phone or to visit the child's home to find out why he or she is not in school.

MONITORING/STRATEGIES

A record of lateness will be kept and monitored on a weekly basis. Where lateness becomes an issue, parents will be contacted.

Where a pupil is developing a pattern of 'occasional' absences the parents will be contacted to discuss the pattern of absences.

Any absences that are a cause for concern will be brought to the Head teacher/Assistant head teacher's attention. Parents of families with the most significant absence will be invited to Attendance Panel Meetings. These meetings involve the Assistant Head teacher, Learning Mentor and parents. Ways to improve attendance will be discussed, targets implemented and a written agreement drawn up.

Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, further action may be taken in line with Bolton Council Attendance Policy.

The electronic registration system (Arbor) provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school strategically manage attendance issues.

One of our Assistant Headteacher's (Miss Bottomley) who takes responsibility for school attendance reviews persistent absentees on a half termly basis and follows up accordingly with letters for notice to improve or invites key families to panel meetings.

At the end of each term the school will issue a traffic light attendance letter to every parent/carer. The traffic light attendance zones are:

Green 95.5% to 100%
Amber 91% to 95%
Red 90% and below

Attendance figures are also reported termly to the governors. The Governors agree a required attendance percentage annually. This is currently set at 95%.

Where necessary, the school will work closely with the Local Authority to take action against those unlawfully keeping pupils from school.

Pupils who have unauthorised absence either in a continuous way or due to several absences are at risk of being issued with a fixed penalty of £80.00 per parent, per child if paid within 21 days and £160 per parent, per child otherwise, in line with Bolton Council Attendance Policy. Attendance at school is essential, unauthorised absence cannot be permitted.

Parents are to be contacted via phone call or letter by a member of the senior leadership team, and in some cases early help forms will be established for those children with significantly poor attendance.

Where a pupil is absent from school, the class teacher will not normally provide work for completion at home. Work may be provided only in exceptional circumstances, at the school's discretion.

Holidays in term time are not a right. Guidance from the Department for Education (DfE) states that holidays during term time cannot be authorised. Absence during term time will only be authorised in exceptional circumstances at the discretion of the Head teacher.

Any requests for absence during term time must be put in writing, addressed to the Head teacher after which a written reply will be sent to the parents.

Families who do not inform the school in writing, or who inform the school after a child has already gone away during term time, will have the absence immediately recorded as unauthorised.

Holidays taken without authorisation are referred to the Local Authority who may fine each parent per child. Children are also at risk of losing their school place if an unauthorised absence continues.

Visits abroad in term time are strongly discouraged and the national guidance re travel must be adhered to. The school will take advice from the Local Authority and DfE in the event that children are not able to attend school due to travelling abroad for whatever reason.

OUTCOMES

St Michael's CEP will do all it can to ensure that pupils come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.