

Chief Executive Officer: Joanna Hussey

Headteacher: Guy Fairbairn



ATTENDANCE

At the end of every half-term and term, children are presented with attendance certificates if they have achieved full (100%) or good (95-100%) attendance, giving all children the chance to be awarded a certificate throughout the academic year.

Our aim is for all children to receive 100% attendance at school. Children who achieve between 95%-100% attendance at school are considered to have good attendance.

Annual Attendance Percentage	No. of Absences in a school year	Impact on Education
100% - 95%	1 – 9 days absent	<ul style="list-style-type: none"> Children in this group will have the opportunity to achieve the best grades they can, leading to better prospects for the future. They will also get into a habit of attending school which will help in the future.
94% - 90%	10 – 18 days absent	<ul style="list-style-type: none"> Children in this group start to become a concern for low attendance. If a child's attendance drops below 95%, their attendance will be monitored by the school to help improve it. The school will contact parents/carers of children in this group to discuss reasons for absence and provide advice to improve low attendance. If no improvement is made after the school has notified the parent/carer of a child with low attendance, the parent/carer may be referred to the Education Welfare Officer and may be liable for a Penalty Notice.
89% - 85%	19 – 28 days absent	<ul style="list-style-type: none"> Children in this group are classed as 'Persistent Absentees'. They may struggle to catch up on school work and find it harder to interact with their peers, which can affect both their attainment and social skills for the remaining of their time at school.
Below 85%	29+ days absent	<ul style="list-style-type: none"> Children in this group will have missed the equivalent of a month of school work. Low attainment can reduce a child's prospects for the future.

Punctuality

It is very important for your child to be on time at the start of school and at the end of the school day. Being late in the morning is very disruptive for the whole class as they settle down for their morning work. Also, not being on time collecting your child after school can be very distressing for a child. Please check the start and finish times for your child's class and always call the school office to let us know if you are going to be late.

What if my Child is Ill?

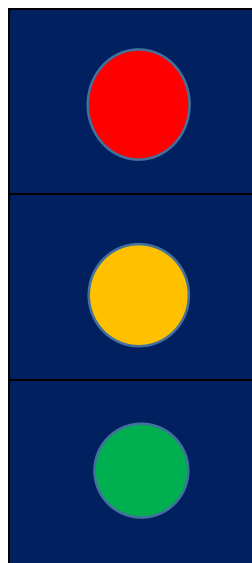
Children are ill on occasions and when this is the case, we accept that being at home is the best place for them to be. Children can't help being ill and as a school we want all our children to be well and healthy and able to learn happily and confidently when they are here.

If your child is too ill to attend school, you must contact the school office with full details of your child's illness/symptoms on the first day of absence, or report it via the Weduc app so that the absence is not recorded as unauthorised.

If your child is absent for more than 3 days due to a medical condition or illness, parents are required to produce medical evidence as stated in the school's attendance policy (please follow the link to the school's website: <https://www.factrust.org/moattendance>).

What is Medical Evidence?

Medical evidence can be in the form of a printed log from your GP's surgery, prescribed medicine labels, prescription, Discharge Notice from a medical centre, appointment card/letter or reminder text. However, the traffic light system below is a really useful guide to help you to decide when to send your child to school and when to keep them at home.



RED – Stay at Home

Sickness and diarrhoea. Children who have sickness and/or diarrhoea can return to school 48 hours after their last bout of illness.

Rash. Can be a sign of an infectious illness such as chickenpox and measles. If your child has a rash, please check with your GP before sending them to school.

AMBER – Take Advice

A child with a minor headache does not usually need to be kept off school. If the headache is more severe, or is accompanied by other symptoms such as a raised temperature or drowsiness, then keep your child at home and consult your GP.

GREEN – Come to School

Coughs, colds, sore throats, feeling tired, athlete's foot, cold sores etc. We will always contact you if your child becomes ill during the school day.

Medical Appointments

Where possible, routine medical and dentist appointments should be arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations are not always possible to arrange outside of school hours. However, if your appointment time allows your child to come to school for registration and then leave this will have a positive impact on their attendance figure. Likewise, if they are able to be back in school for afternoon registration.

Medicines in School

If your child is on prescribed medication and it is necessary to be given at school, you will need to go to the office and complete a consent form.

Holidays in Term Time

Good attendance and punctuality are vital for giving your child a good start in life and for establishing good patterns of behaviour. By Law, schools are not permitted to authorise holidays in term time.

You may apply for a leave of absence due to exceptional circumstances, but you must apply to the Headteacher in writing ahead of time (Application for Leave of Absence forms are available from the school office). If children are taken out of school in term time without authorisation the matter will be reported to the Education Welfare Officer for consideration of a penalty notice.

A penalty notice fine is currently £60 per child, per parent and increases to £120 if not paid within 28 days. Failure to pay this could result in legal proceedings where you could be fined up to £1,000 and end up with a criminal record.

Help and support is always available in school for any difficulties you may have with your child's attendance and punctuality.