

# Baguley Hall Primary School

## Attendance Policy for Parents



2023-24



We are a rights respecting school.  
Every child has the right to an education that helps them to reach their full potential.

One of the most important things you can do for your child's future is to make sure they receive their education.

Attendance at school means that they will be able to achieve the best they can and have more opportunities open to them. We regularly celebrate our pupils' good attendance by recognising their achievements and your hard work with:

Weekly Raffle

Certificates

Choc Ice or Treat



Pupils' attendance at school is recorded every day and monitored regularly. If your child is between 5 and 16 years of age and is registered at school, it is your legal responsibility to ensure that they attend regularly and are on time. If school feel that there is no satisfactory explanation for the absence it will be recorded as unauthorised. If we are concerned about any unauthorised absences we will want to talk to you about this, to see if we can help to support your child's attendance. This may include a home visit to see why the child is off school.

Continued absence may lead to a penalty notice being issued which is a £120 fine per adult in the household, per child or prosecution, which could result in up to a £2500 fine, parenting order or imprisonment. Please be aware, if prosecuted, you will receive a criminal record. This could affect your future.





### What can I do to help my child?

1. Make sure your child attends school every day and on time.
2. Make sure they have their uniform, packed lunch and school bag ready the night before.
3. Have a clear bedtime routine so that they have a good night's sleep.
4. Allow plenty of time to get ready in the morning and have breakfast before leaving for school.
5. Allow plenty of time to get to school, if you are late an adult must sign the children in at the office.
6. Please don't keep your child off school if they have a minor ailment such as Coughs, colds, sore throat, stomach ache, headache. School will contact you to collect your child if they are too poorly to be in school, so please bring them in!
7. If they are unable to attend, report the absence via the studybugs app. <https://apps.apple.com/gb/developer/studybugs-ltd/id695307173> or ring the school office. Your child will be recorded as an unauthorised absence until you contact us or provide medical evidence (if requested by school). Any absences of 3 or more days will not be authorised without medical evidence.
8. If making an appointment for the dentist/doctor, please make it out of school hours (where possible) or after registration time in either the morning or afternoon sessions. Your child does not need to be out all day for an appointment! They could get their mark before they leave!



9. If you have an appointment, please do not ask if you can collect your child's sibling early, please try to arrange collection by another suitable adult.
10. Talk to the school, we are here to help. If you are having any difficulties that are affecting your child at school, please come and talk to us as soon as possible so we can help you. Mrs Wilkinson is our family support advisor and is available most days.

**Your child/children need to be in school for 8.45am**

Your child will receive a late mark if they arrive after the teacher has marked the register. However if your child arrives 25 minutes after the start of school they will receive a "U" unauthorised absence. This will affect your child's attendance percentage.

If your child is late for school by just 10 minutes each day, over the period of the year they will have missed more than 6 school days!

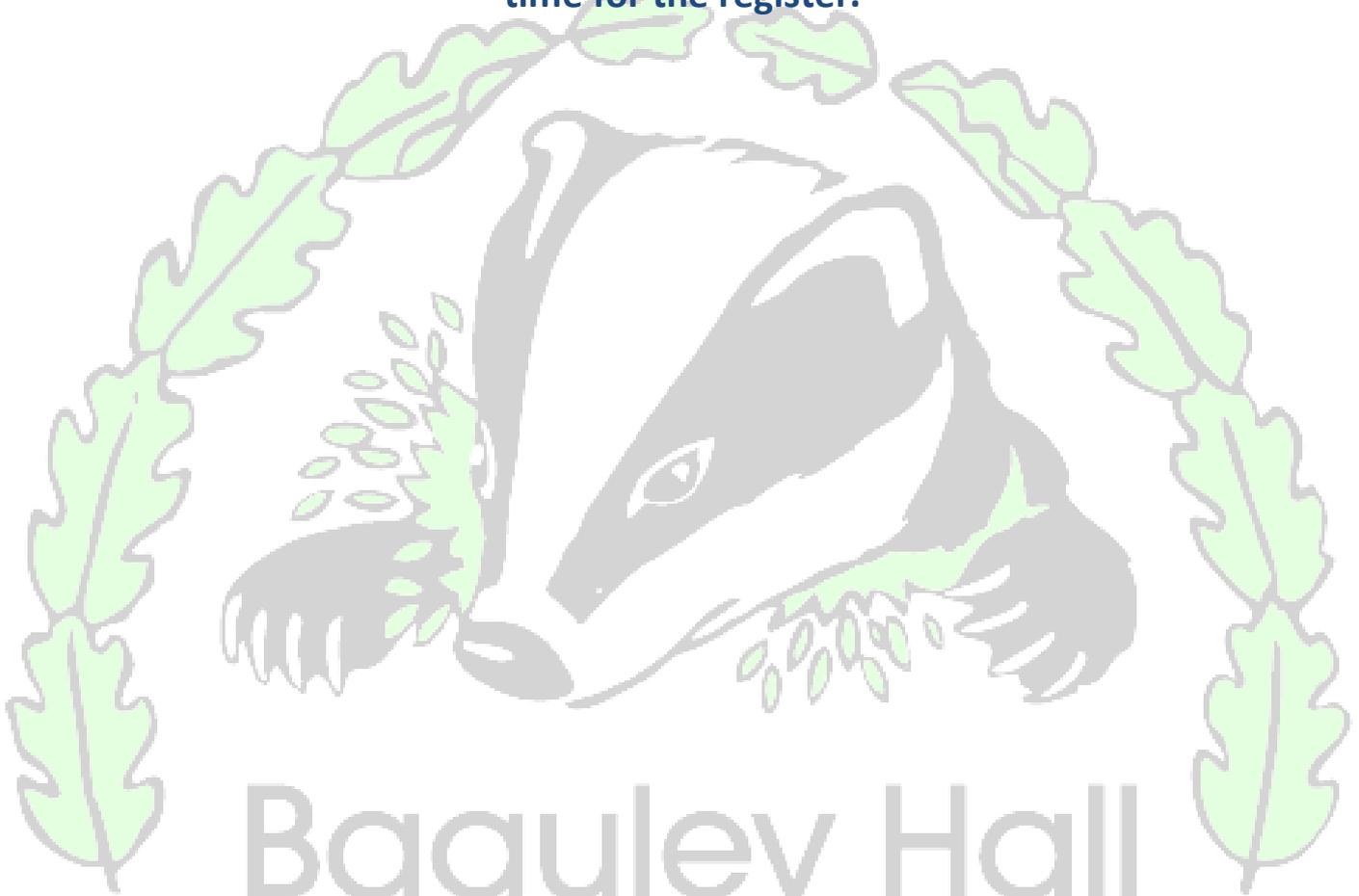
Baguley Hall  
Primary School



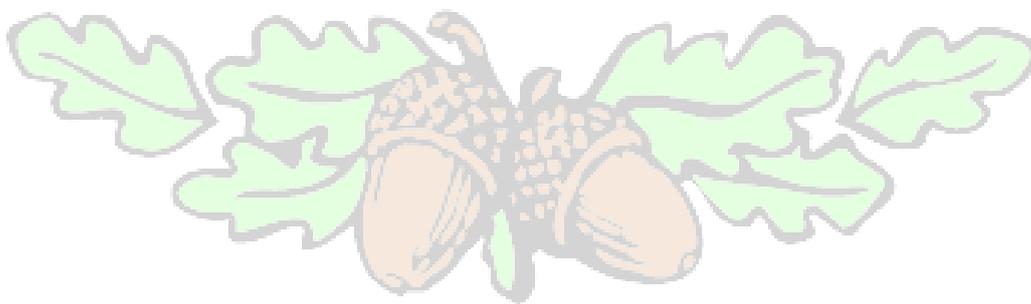
The attendance flowchart on the next page explains the procedures school have to legally follow as directed by the Local Authority.



**Please note. Attendance rewards are given for Attendance and Punctuality. Attendance percentages will be based on the number of days that a child has been in school, on time. To qualify, children must arrive in their classroom in time for the register.**

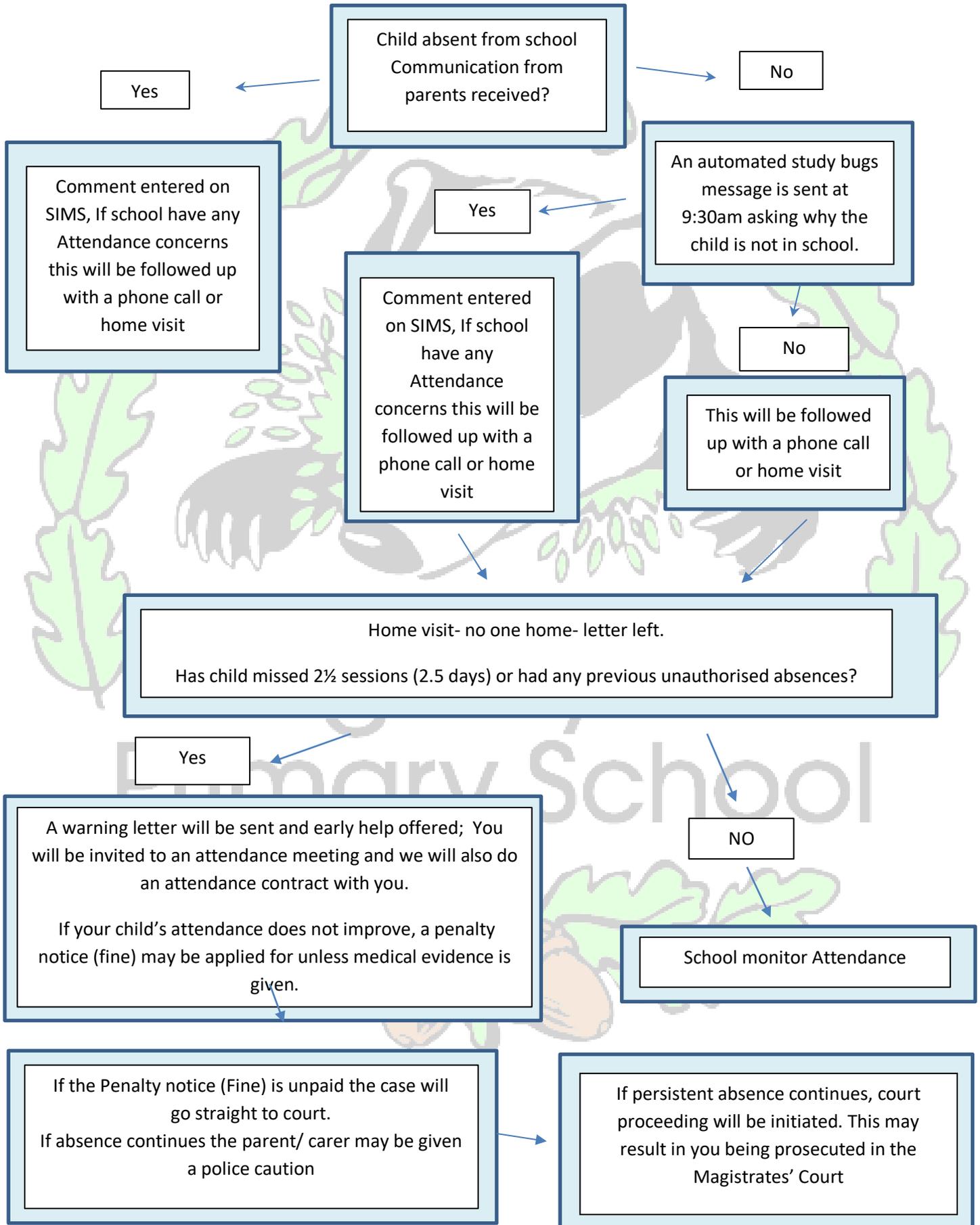


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Attendance flowchart



## **Weekly rewards:**

Children that are in school on time every day of the week will be entered into a class raffle for a small prize.

## **Half Term rewards:**

Children achieving 100% Attendance will receive a choc ice and a certificate

## **End of year rewards:**

Children achieving school target of 97% and above will receive a choc Ice and a certificate

**Please remember to download the studybugs app**

<https://apps.apple.com/gb/developer/studybugs-ltd/id695307173>

**and use it to notify school of any absence.**

**School Phone Number – 0161 998 2090**



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