



Baguley Hall Primary School

Attendance Policy for Parents

2024-25



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 an 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, or has been, off school.

Continued absence may lead to a penalty notice being issued. This is a £160 fine per adult in the household, per child, or prosecution. This could result in a higher fine, Police caution or imprisonment.

Please be aware, if prosecuted, you will receive a criminal record. This could affect your future.

Please see Statutory Action Escalation Pathway



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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. Give them some children's paracetamol or ibuprofen, and bring them to school. School will always contact you to collect your child if they are too poorly to be in school. If you are worried they are unwell, let us know and we will keep a close eye on them.
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. The absence will be recorded as unauthorised 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 one child has an appointment and you need to collect early, please do not ask if you can collect your child's sibling early, please try to arrange collection by another suitable adult.
9. If you have an appointment, please do not ask if you can collect your children 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.





Registration begins at 8:45 am

Classroom doors will close at 8.55am pupils arriving after this time will be marked as present but arriving late (code L).

The register will close at 9:25am. Pupils arriving after the close of the register will be recorded as late (code U). This is not authorised.

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!



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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Absence Process flowchart

Ring school or report your child absent via study bugs



If we have not heard from parent /carer and child is marked absent in the register an automatic Study bugs message will be sent
Recipient should reply to study bugs message or contact school as soon as possible



If no response to study bug message absence phone calls will be made to Parent /Carers and all other contacts we hold for the child



If no response a home visit will be made



If no one answers then a letter will be posted to ask you to get in touch with school to report the child's absence


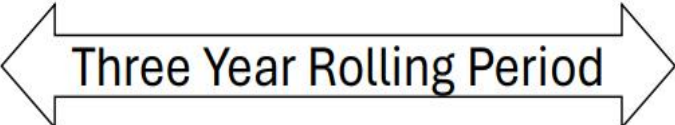



If still no contact is made the child will be referred to the safeguarding team





Statutory Action Escalation Pathway

 MANCHESTER CITY COUNCIL		Statutory Action Escalation Pathway		
1. Support First	2. Notice to Improve	3. First Action (£80)	4. Second Action (£160)	5. Final Action
<p>Manchester adopts a 'support first' principle.</p> <p>All families should be offered good support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated Approach.</p>	<p>Sporadic Absence: Issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered a (4 or 6??) week period to improve their attendance and engage with support.</p> <p>Holidays Not used for unauthorised holidays taken in term time</p>	<p>Sporadic Absence: Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p>Holidays Issued for a first unauthorised holiday taken in term time.</p> <p>PENALTY: £80 per pupil, per parent if paid within 21 days. £160 up to 28 days. If unpaid within 28 days, it will proceed to court</p>	<p>Sporadic Absence: Issued for second period of 10 sessions missed over a 10-week period <i>within a 3-year rolling time frame</i></p> <p>Holidays Issued for a second unauthorised holiday taken in term time over a 3-year period</p> <p>PENALTY: £160 per pupil, per parent. If unpaid within 28 days will proceed to court</p>	<p>Weekly Panel will meet to decide appropriate next steps for pupils who reach this stage of the escalation pathway. Options include:</p> <p>PACE Face to Face PACE by Post Direct Prosecution Section 1 Direct Prosecution Section 1a Formal Caution No Further Action</p> <p>Pupils coming into this stage of the pathway for a second time will be taken to a monthly multi-agency panel which will include children's social care.</p>
<ul style="list-style-type: none"> - Link to Code of Conduct (web link) - Link to 'Statutory Action Request' Form (web link) 		 <p style="font-size: 2em; font-weight: bold;">Three Year Rolling Period</p>		
<p>0161 219 6986  statutoryaction@manchester.gov.uk</p>				



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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

