

Attendance Matters



Manor Wood
Primary

MANOR WOOD PRIMARY "WHERE IT ALL BEGINS... "

-INFORMATION FOR PARENTS AND CARERS-



We understand that there can be tricky times and so we offer our full support with any attendance issues. **keeping us in the loop is the key.** We will do everything that we can to make attending school as simple as possible. If there are ever any problems, please do not hesitate to speak to school.

On Time, On Track: Your Guide to School Punctuality

8:30 am	School gates open to families	Gates Open
8:45 am	Children are expected to arrive in the school playground ready to go into school for 8:45 am promptly .	Expected Arrival
8:50 am	Morning Registration takes place. Class teachers enter a present or absent mark. KS1 and KS2 doors will close promptly at 8:50 am.	Present Mark: (I)
After 8:50 am	Any children arriving after 8:50 am must be signed in by parents via the school office	Late Mark: (L)
9:30 am	Registration Close. Any children that arrive after 9.30am will receive a (U) mark , which translates to an unauthorised absence .	Unauthorised Absence Mark: (U)
1:00 pm	Afternoon Registration takes place	Present Mark (I)

Department for Education guidelines class any child with attendance of 90% or below as persistently absent.

Manor Wood Primary has an attendance target of 96%

PARENTAL RESPONSIBILITY FOR REPORTING ABSENCE:

If your child is absent it is an expectation that you must inform the school of the reason for absence on 0113 268 9160 by 9am On each day of absence. Alternatively you can report it directly to school reception

Medical evidence may be required if your child has had above average illness (below 90%) this could be a copy of prescription appointment card or labelled medication.

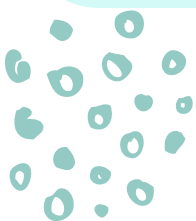
SCHOOL'S RESPONSIBILITY WITH SUPPORTING ATTENDANCE:

If your child is absent we will:

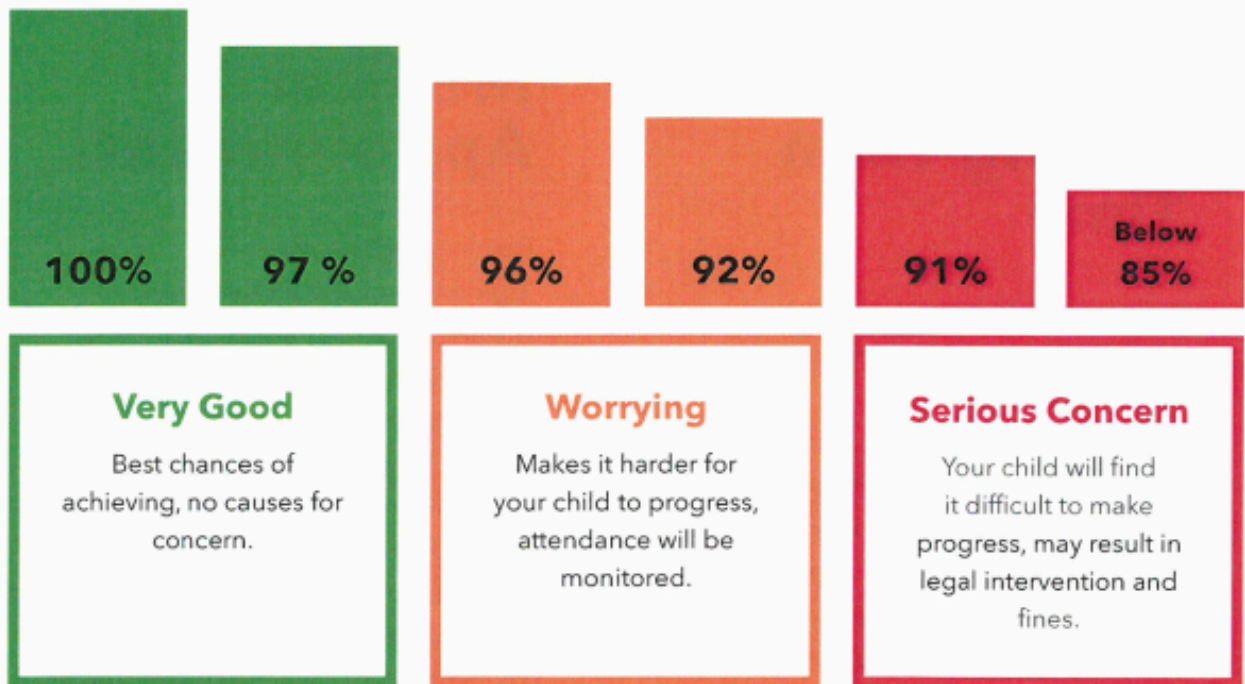
- Make contact with you by telephone, text or home visit, if we have not heard from you, this is because we have a duty of care to ensure your child's safety

IF YOUR CHILD MISSES 10 SESSIONS (5 DAYS) IN A TERM, THEY MAY BE PLACED ON THE FAST TRACK INITIATIVE.

If absence falls below 90%, we may be requested to refer the matter to the Attendance Team .Before this we will offer support and make you aware of our concerns about attendance. This may be by a phone call, meeting and/or letter.



Good attendance means being in school at least **97%** of the year



There are 175 non-school days a year for holidays, appointments and spending time with family.

NOT AN EXCUSE FOR ABSENCE
WILL BE CODED AS
UNAUTHORISED ABSENCE

BIRTHDAYS



BAD WEATHER



TIREDNESS



SHOPPING



SLEEPING IN



POSSIBLE REASON FOR ABSENCE
THESE WILL BE CODED AS
AUTHORISED ABSENCE

ILLNESS



BEREAVEMENT



RELIGIOUS OBSERVANCE
(NO MORE THAN TWO
DAYS PER
ACADEMIC YEAR)



MEDICAL/DENTAL
APPOINTMENT



TERM TIME HOLIDAYS WILL NOT BE AUTHORISED

IF WE BELIEVE THAT YOUR CHILD IS ABSENT DUE TO A HOLIDAY YOU WILL BE ISSUED WITH A PENALTY NOTICE,

Penalty Notices are issued per parent, per child
(For example, if there are 3 children in a family, each parent may receive 3 separate penalty notices).