



St Anne's  
Church of England Academy

The best for everyone  
The best from everyone  
We have faith in our future

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## Attendance Policy

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Review Date: Spring 2024

Policy reviewed by Headteacher

March 2021

Signed

Chris Heyes

Headteacher

ST ANNE'S CHURCH OF ENGLAND ACADEMY

HOLLIN LANE, MIDDLETON, M24 6XN.

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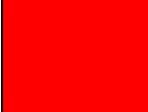
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# Attendance Matters: Is Your Child Missing Out?

## 1. Our Focus on Attendance

Research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential in education. At St Anne's Academy we wish to work in strong partnership with parents and carers to ensure we can achieve the best for and from everyone. This means we are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents and carers in resolving any difficulties or barriers to learning but we are also committed to improving attendance levels at St Anne's.

The target attendance figure for all students is a **minimum of 97%** attendance. Based on current attendance figures your child will be placed in one of the following groups below and as seen in appendix 1, diamond attendance chart:

Group 1: No Concern		The child attends for 97% - 100% of the time.
Group 2: Concern		The child attends for 95% - 96.9% of the time.
Group 3: Risk of Underachievement		The child attends for 93% - 94.9% of the time.
Group 4: Severe Risk of Underachievement		The child attends for 90% - 92.9% of the time.
Group 5: Extreme Risk of Underachievement		The child attends for 0% - 89.9% of the time.

Your child will be informed of their Attendance Group by their Form Tutor on a regular basis. St Anne's Academy are monitoring students closely whose attendance is falling and will contact you if your child's attendance does not improve. As a parent or carer, you are committing an offence if you fail to ensure that your child attends school regularly and punctually, even if they are missing school without your knowledge. It is important that parents and carers monitor single day's absence, as these days soon add up to weeks.

At St Anne's Academy we reward pupils who attend each day and whose attendance is improving. Students are also rewarded for good punctuality.

If you are concerned about our 'Focus on Attendance', there are important steps that you can take:

- Ensure your child attends school every day, on time, equipped and ready to learn. Lesson time begins at 9am. Remember, currently, during national lockdown, Year 7, 10 and 11 students should arrive between 08.15-08.30 and Year 8 and 9 students should arrive between 08.30-08.40. Students are marked late if they arrive outside of their designated time.

- Ensure school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the school. This ensures that truancy is quickly identified and helps us to safeguard your child.
- If your child is ill, contact the Academy on the first day of absence and provide an explanatory note on their return to school.
- If you wish to check that your child has arrived at the Academy contact the Attendance Officer(s). They will inform you if your child has been registered.
- If no contact is received regarding the absence, it is recorded as un-authorised. Ultimately the Academy is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record which is below expected levels.
- Ensure that medical appointments are made outside of school time.
- Avoid trivial absence such as, 'buying new shoes' or waiting for a delivery. This would not be accepted as a reasonable absence.
- Holidays should not be taken in school time. Any Leave of Absence can only be agreed by the Headteacher and only agreed in advance where there are exceptional circumstances.
- Respond to letters or telephone calls regarding attendance and punctuality.
- Contact your child's Form Tutor in the first instance if you are experiencing difficulty in getting your child to attend school regularly.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at St Anne's Academy.

The NHS has produced some guidance to help parents understand when their child can and cannot attend school which you may find useful: <https://www.nhs.uk/live-well/healthybody/is-my-child-too-ill-for-school/>.

## 2. Holidays during term time

Did you know? Students do not attend school for 13 weeks of the year. Please arrange family holidays during this time, as the Academy cannot authorise term time leave for students.

- Holidays in term time will not be routinely authorised.
- The law gives no entitlement to parents or carers to take their child on holiday during term time and you must get permission from the Headteacher.
- You can be fined for taking your child on holiday during term time without the school's permission.

Should you wish to do so, you should submit a request in writing to the Headteacher at least 4 weeks in advance. Such requests are not usually authorised, except in exceptional circumstances and it's up to the Headteacher how many days your child can be away from school if leave is granted. This is normally never more than 5 days.

In line with local and national Government guidance, the Academy does not class routine family holidays as exceptional.

The following circumstances are also not considered exceptional:

- family weddings
- parents or carers patterns of work, including holiday patterns, unless they are a member of the armed services
- reduced costs or decisions relating to finance of holidays during term time
- renewal of passports or visas overseas

'Exceptional circumstances' are considered rare, significant, unavoidable and short, and any resulting absence from school could not reasonably be scheduled at another time.

It is particularly important that students do not miss the start of terms due to extended holidays, especially in September, as this can be particularly disruptive and unsettling for children.

Please also remember that GCSE examinations do not finish until the end of June each year and students in Year 10 and Year 11 should not miss school due to holidays at any time.

Following the Isle of Wight vs Platt court case in 2016, Fixed Penalty Notice fines for holidays during term time were suspended until the Supreme Court ruled on this matter. The Supreme Court subsequently overturned the decision of the High Court. This means that Rochdale Local Authority and Educational Welfare Service have reinstated Fixed Penalty Notice fines.

Parents and carers will therefore receive a Fixed Penalty Notice fine from Rochdale Local Authority if they take their child out of school during term time without authorisation from the Academy for 10 sessions (5 school days) or more. The fine is currently £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days. Failure to pay the fine could lead to prosecution in Magistrate's Court.

No warning will be given by the Local Authority prior to a fine being issued because all parents have been informed via the Academy website.

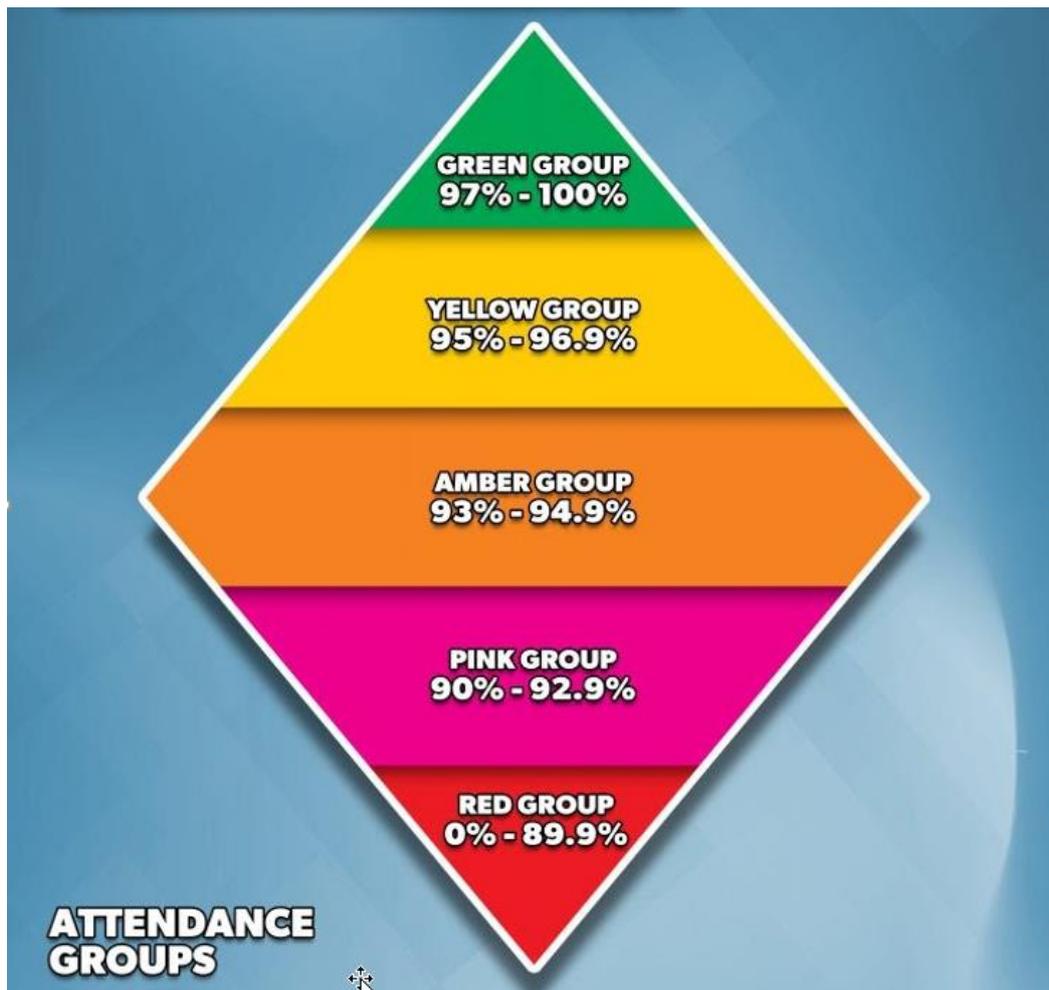
The Academy fully appreciates that there are a number of reasons why a family may seek a holiday during term time, including the financial difficulties that some parents face when booking holidays during school holidays. However, the Local Authority continues to monitor all school absences and will challenge all schools and parents that do not adhere to Government legislation. They do this to secure improved attendance and educational achievement for all students in the borough.

Further information on this matter is available at the Department for Education's website:  
<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Should you need to discuss holidays during term time or fixed penalty notices you should contact your child's Pastoral Year Leader or the Attendance Officer, Miss Kenny: [akenny@stannesacademy.org.uk](mailto:akenny@stannesacademy.org.uk)

You can also contact the Education Welfare Service in Rochdale by telephone: 01706 925 115. The Academy's link Educational Welfare Officer is Mrs Taylor. She can be contacted by email: [etaylor@stannesacademy.org.uk](mailto:etaylor@stannesacademy.org.uk)

Appendix 1 "SOL" diamond attendance



# Attendance Matters



Sol Attendance  
Sustainable impact



**Maximise your potential.  
Attend the Academy Every Day.**