



15<sup>th</sup> July 2024

Dear Parent/Carer

## School Attendance at St Michael's

Full attendance at school is very important to a child's academic progress.

**Children who are 5 years of age (Reception) or above are required by law to attend full time education. St Michael's expectation is that all pupils reach and exceed an attendance of 96.5%.**

Pupil's attendance at school is monitored daily by our school attendance officer Mrs V Hallam and regularly by the school's Education Welfare Officer (EWO) Mrs Donna Cox.

To enforce this target, the school's policy clearly states that the EWO will be informed if a child's attendance falls below 95%. This may be due to persistent absence or unauthorised absence. The official procedure is outlined below:-

- Stage 1:** The EWO is informed if a child's level of attendance falls below 95%.
- Stage 2:** A letter of concern is issued by the EWO to notify parent/carers if their child's attendance continues to fall and shows no signs of improvement.
- Stage 3:** If, following this letter, there is still no sign of improvement the parent /carer will be invited in to meet with Mrs Hallam and the Education Welfare Officer. At this stage an Early Help Assessment may be offered.
- Stage 4:** If parent/carers fail to support or co-operate with the school regarding the attendance concerns the matter is referred to the Local Authority, who will consider legal action under the Education Act 1996 and begin proceedings for prosecution.

At any point, a decision may be made in your absence.

In addition to the procedures outlined, we also run a Focus Group every term which supports children with attendance falling below 93%. Weekly reports are sent home to encourage parents to monitor their child's attendance with school and we offer additional support if identified as necessary. If your child is placed on the school's focus group no further absences will be authorised without medical evidence.

Children who are in school and on time are regularly rewarded for their attendance. An attendance prize is drawn every half term and children are given attendance badges (the colour of badges is stated below) at the end of each term to reward attendance of 96.5% and above, as well as certificates for improved attendance. Class rewards are also given to celebrate regular class attendance.

<b>GOLD</b>	Attendance is 99% and above. Your child is giving his/herself the best chance of achieving their full potential at school. <b>Congratulations – they have achieved Gold!</b>
<b>SILVER</b>	Attendance is 97.5 - 99%. Your child has very good attendance and every opportunity to achieve at school. <b>Well done!</b>
<b>BRONZE</b>	Attendance is 96.5 - 97.5%. Your child's level is good. Let's aim for Silver next time!

[stmichaelsceprimaryschool@wolverhampton.gov.uk](mailto:stmichaelsceprimaryschool@wolverhampton.gov.uk) [www.stmichaelscofeprimary.co.uk](http://www.stmichaelscofeprimary.co.uk)





Parents are regularly informed of whole school attendance in our school newsletter and on the school website and are welcome to check their own child's attendance at any time with Mrs. Hallam.

## Leave of Absence

If parents believe they have exceptional circumstances for taking their children out of school they must submit a 'Leave of Absence' request form, in advance of the leave. This form is available from the school office. Following submitting your request, you will receive a written letter informing you whether the leave has been authorised. **Please be aware that family holidays taken in term time are not classed as exceptional circumstances and will not be authorised.** Parents should be aware that unauthorised absence may lead to prosecution by the Local Authority.

**From September 2024, a the new National Framework for issuing penalty notices will apply. There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (5 days) of unauthorised absence within a rolling 10 week period. The sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The ten week period can also span over different terms.**

**Please see attached further information regarding the new National Framework for issuing penalty notices from September 2024.**

## Illness/Medical Appointment

If your child is off school due to illness, parents/carers must contact the school as soon as possible on the first day of absence either by phone or email. If you do not contact school and we are unable to ascertain why your child is absent from school our Education Welfare Officer will be notified and a home visit will be carried out.

Wherever possible we request that parents/carers attempt to book medical and dental appointments outside of school hours. We do appreciate that this is not always possible, in which case we ask to see the appointment card, letter or text message in school so that your child can receive a 'medical' mark for the absence. Pupils must attend school before and after the appointment wherever possible.

## Alternative Arrangements

If for any reason parents/carers are unable to bring their child/ren to school, alternative arrangements MUST be made. If alternative arrangements are not made and your child does not attend school, an unauthorised absence mark will be given.

If you have any questions regarding school attendance, please speak to Mrs Hallam (School Attendance Officer).

Yours sincerely,

Mrs K Jackson  
Headteacher

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