

Attendance

Parent Information

- If your child just has half a day off a week (which is one session of absence) your child will have an attendance of 90%. **Any child whose attendance is below 90% is classed by the government as a persistently absent child.**
- If your child has attendance **below 94%** your child's attendance will be **closely monitored** and you may be invited in for an **Attendance Panel meeting** with the **Attendance Officer, a Senior member of School Staff, the School Nurse and the Family Support Worker** to ensure your child's attendance improves.

Category	Attendance	What does it mean?
Green	97%-100%	Excellent attendance
Amber	94%-96.9%	Attendance has room for improvement
Red	Below 94%	Attendance is a concern and will be closely monitored

Excellent Attendance = Happy, confident child who can achieve their full potential!

Unauthorised absences:

Parents are not allowed to keep their children off school for any of the following reasons: family birthdays, leave/holidays in term time, visiting relatives, looking after other family members, watching sporting events, shopping etc. All these reasons will be UNAUTHORISED and marked with an **O**, **U** or a **G**. Only a few unauthorised absences are required before a **Penalty Notice can be issued by the Local Authority. This can result in an automatic £60 fine which will rise to £120 if not paid within the required time period.**

One day is marked as two sessions (am/pm) = 2 unauthorised absences

Authorised Absence

If your child is sick or has a legitimate reason to miss school, we will authorise the absence as long as the parent/carer notifies the school and can provide medical evidence of absence when requested. Please call school on **0161 226 2066** before 9.30am each day your child is absent.

What absence can be authorised:

If your child is sick, we will give them an **I** mark. Reoccurring illness will need medical evidence i.e. Appointment cards/ Hospital letters/a copy of a medical prescription. A **Medical absence** will be marked with a **M** as long as an appointment card/letter/prescription are shown but should, **where possible be made out of school time.**



Claremont
Primary School