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# Mowmacre Hill Primary School

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## Attendance Protocol

School Attendance Target 100%

First day calling for all absences  
Where possible home visit made by school



**Trigger point 1 – 95% and below – Initial concern letter (1) to be sent to all**

\*Appropriate number of days authorised according to Health Protection Agency (no Public Health England) guidance



**Trigger point 2 – 90% and below – Second concern letter (2) to be sent to all. At this stage request medical evidence for all future absences (not received = unauthorised)**

\*Appropriate number of days absent authorised according to HPA guidance



**Trigger point 3 – Below 90% or no improvement made since Trigger Point 2 – Referral to Local Authority & Education Welfare Officer – School meeting / home visit needed.**

\*Completion of parent contract



Further unauthorised absences will result in a **Police And Criminal Evidence (PACE)** meeting.



Further decline OR unauthorised absences will result in **Court Action** and a **Penalty Notice**

\*£60 per child per parent, rising to £120 per child per parent if not paid within 21 days

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## Punctuality / Lateness

**School starts at 08:55**

- ALL lates are recorded as 'L' beyond 5 minutes after register closes.
- ALL lates beyond 15 minutes after register closes will be recorded as 'U' (unauthorised absence).

2 lates

Late gate discussion with parent but continue to use 'L' and 'U' code.

3 or more

Late reason to be recorded in book with time of arrival. Minutes late to be recorded on electronic registration system. Continue to use 'L' and 'U' code. **Issue Letter.**

\*5 lates

Discussion with Senior Leadership Team / meeting in school / parent contract. Record communication with parent for future legal action.

\*U codes

Accumulation of 'U' codes – referral to Local Authority & Education Welfare Officer

## **School Attendance – What parents can do to help!**

Good attendance at school is crucial if children are to achieve their full potential. The school is committed to supporting all families in maximising attendance. Parents can also play their part by working with the school and their children to promote good attendance. The following points will help parents to improve their child's attendance.

- Phone school on your child's **first day of absence** and only allow days off for genuine illness.
- Ensure your child attends **on time** and **every day**.
- Where possible, try to arrange **medical appointments out of school time**. Always ensure your child attends school immediately **before and after medical appointments** that are unavoidable.
- **Avoid holidays** in term time.
- **Know your child's attendance figure** and talk to them about it.
- **Support your child's participation in class**.
- **Encourage your child to contribute towards class attendance incentives**.
- **Talk to the school very early on** if you have any problems in relation to your child's attendance or if any issues arise.
- **Praise and reward your child's good attendance!**

### **Let School Help!**

Children and young people can get worried about going to school. They may say they feel unwell. You may notice a pattern or find they are worried about a particular lesson, homework, friends or bullying. Children need to know that school staff will always help to resolve any problems they encounter. It is better to inform the school early so that it can be dealt with quickly.

### **Parents Can Help By:**

- Listening to your child's concerns.
- Reassuring them that together we can sort the problem out.
- Speaking to the school about the problem.
- Being firm about attendance. If they are not in school, the problem cannot be resolved.
- Talking to your child about school and how they feel about it.
- Looking at your child's homework and praising their efforts.