

ATTENDANCE FOLLOW UP PROCEDURES

CONSECUTIVE DAYS

Day 1 of absence

Parents/Carers must contact the school office - **01536 485500** - by 8:30am with reason for absence on all days of absence. Office staff will contact all contact numbers if no reason is given.

Day 1 of absence cont.


Every day the school office will inform the school's Inclusion team of who is absent by 10.30am. The School inclusion team will then triage the absence and may contact parents for more information or suggest support.

Day 3 of absence or sooner if concerned

Inclusion team will conduct a home visit.

Day 5 of absence or sooner if concerned

Child missing in Education referral will be made to the council. The council will investigate the absence and further advise the school.

 **You must notify the school office - 01536 585500 - every day that your child is absent.**

OUR LOCATION

St Mary's CEVA Primary, Fuller Street
Kettering, NN16 0JH

01536 485500

www.stmarysprimarykettering.co.uk

office@stmarysprimarykettering.co.uk

If you are concerned about the school absence of your child or wish to talk about any worries or concerns you may have about anything to do with your child/family at school or at home, please contact a member of our **safeguarding team**.

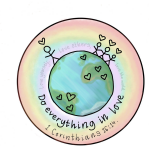
Meet Our Safeguarding Team

 Mr. Ben Collins DSL, Parenting Support, Mental Health First Aid	 Ms. Hannah Starkey DSL, Deputy Headteacher, Senior Mental Health Lead	 Mrs. Michelle Dix DSL, SEN Support	 Mrs. Diane Wright Headteacher
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ST MARY'S CEVA ACADEMY

EVERY SCHOOL DAY COUNTS
SCHOOL ATTENDANCE PROCEDURES





TERM-TIME ABSENCE

The Headteacher will only grant leave of absence for exceptional or specific circumstances; such as an important medical appointment. The Headteacher will not authorise any holiday during term-time. If a child is taken on holiday without the authorisation of the Headteacher, the parent may be liable to pay a fine and/or be prosecuted for non-attendance.

First Penalty notice = £160 per parent per child
*reduces to £80 if paid within 21 days.

Second penalty notice (within 3 years) = £160 per parent per child *no reduction

Third offence (within 3 years) = Court procedure = up to £2500 per parent per child

Penalty notices will be considered when there has been 10 sessions of unauthorised absence (5 days) within 10 weeks

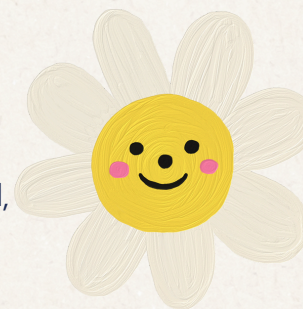
PERSISTENTLY ABSENT PA STUDENT

If a child takes too much time off school, they will become categorised as PA or **persistently absent**. Meaning there attendance is **below 90%**.

Missing school will put the child behind in their learning, impacting their academic progress and achievement.

This table shows how many days missed each half-term will make a student persistently absent

How many days off will make my child persistently absent?	
Half term 1	3.5 days (7 sessions)
Half term 2	7 days (14 sessions)
Half term 3	10 days (20 sessions)
Half term 4	12.5 days (25 sessions)
Half term 5	15.5 days (31 sessions)
Half term 6	19 days (38 sessions)



ATTENDANCE MONITORING – CUMULATIVE DAYS

Attendance Promotion

High expectations & celebration through MAJ.

One off event (family holiday, medical procedure) = Parents must complete a request of absence form. Parents will be notified via letter if unauthorised. If over 5 days in length, parents may be referred to the local authority for a fixed penalty notice.

PA Students

If a child flags as a PA student at one of our termly attendance checks, then parents will be invited into school to discuss reasons and solutions to the child's persistent absence. The school will not authorise any absence whilst attendance is under 90%.

North Northants County Council Legal Interventions

If attendance does not improve with School support then the school will refer to the council for further support - this can include; Education Supervision Order, Notice to improve, Penalty notice, Prosecution,, Parenting Order.

