

How to report a child's absence.

16

CALL 0161 775 2937

Please leave a message on the answerphone and give the child's name, class and the reason for absence.

From 8:15 onwards you can speak directly with a member of the Reception & Education Welfare Team.

You can also email the school using:
office@partingtoncentralacademy.co.uk

Contact us in writing at:
Partington Central Academy
Central Road
Partington
Manchester M31 4FL

Chief Executive: Mr Tarun Kapur CBE
Academy Director: Mr Barry Bridden
Executive Head teacher: Miss Anita Edwards

As a school we place a very high priority on good attendance—this means at least 97% or above.



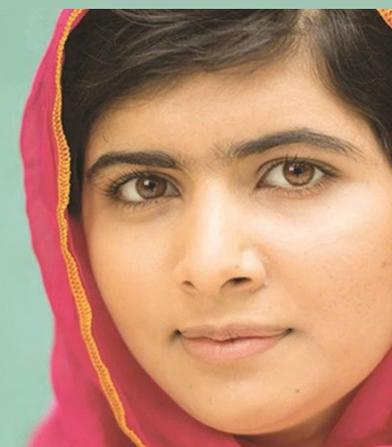
THE DEAN TRUST
Believe Achieve Succeed

Partington Central Academy Attendance Handbook

An Information guide
for parents and carers
Academic Year 2018/19

**ONE CHILD,
ONE TEACHER
ONE BOOK & ONE PEN
CAN CHANGE
THE WORLD.**

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She Believed, Achieved & Succeeded

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TERM DATES 2018 / 2019 Partington Central Academy

Autumn Term

Tuesday 4th September 2018 to
Friday 19th October 2018
34 teaching days

Monday 29th October 2018 to
Thursday 20th December 2018
39 teaching days

Spring Term

Thursday 3rd January 2019 to
Friday 8th February 2019
27 teaching days

Monday 18th February 2019 to
Thursday 28th March 2019
29 teaching days

Summer Term

Monday 15th April 2019 to
Friday 24th May 2019
27 teaching days

Monday 3rd June 2019 to
Friday 19th July 2019
34 teaching days

Punctuality

School starts at 08:45am promptly.

Lessons and activities start at this point too. Teachers start teaching and children start learning. The school day has begun.

Children arriving after this time, i.e. 08:46 onwards, are LATE and may be marked as such by the school.

If late arrival at school is excessive, typically more than 30 minutes late after registration—your child will be given a 'U' code. This code means that statistically they have missed the whole session and will be counted as an 'absentee'.

It is also extremely disruptive for the rest of their class when pupils arrive late.

Poor punctuality or leaving before the end of the school day is **not acceptable** without good reason. Early leavers are also monitored and required to sign a book at reception with reasons for early departure.

Persistent late arrival at school means that the child concerned is NOT getting a full education. Late arrival and absence are consequently treated in a similar manner.

LOCAL AUTHORITY SANCTIONS

Persistent & significant lateness or absence such as being on holiday without authorisation or absence for illness without medical proof—may be recorded by the school as an **UNAUTHORISED PUPIL ABSENCE**. The local authority will issue penalty notices after five days or more of such unauthorised absence in any 100 day period. Penalty notices will apply to both parents of a child and costs of £60 incurred by each parent. If unpaid, charges may increase. Other more severe legal penalties may be decided by a magistrate if there is no improvement.

**School starts at 8:45am
& ends at 3:05 pm.**

How You Can Help

Aim for 10 hours sleep a night for your child. This will make the following day at school easier for them to cope with.

Establish a nightly 'going to bed' routine that makes sure that you, as the parent, are in control of the time established. Do not enter into negotiations, bribes or other incentives for staying up late.

At bedtime, make sure that your child's bedroom is FREE from all electronic gadgets and toys. Reading together and story-telling may help your child sleep

Mobile phones should be physically removed and turned OFF for the evening at 8pm. Any other devices, consoles or games that can connect to the Internet should not be allowed in the bedroom under any circumstances.

Similarly access to ALL social media accounts should be restricted to children of legal age to hold accounts (currently 13 years old).

Make sure that the 'household' is awake in time for everybody to get ready for school. Children need support waking up so it is the adult's responsibility to set alarms.

Make sure your child eats a healthy breakfast, it helps them stay alert at school. Fruit, cereal, yoghurt, toast and eggs are ideal.

Help your child develop routines and to be aware of when they need to leave home to get to school on time.

Get their school bag ready the night before and check school diaries and any inserts / letters / requests from school that may need dealing with.

Try & make sure that any medical/dental appointments are made for after school.

Never take holidays in term time.

If you know your child will be absent from school, write a note before the day of absence.

The Law and School

You must make sure your child gets a full-time education that meets their needs. Children must get an education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. If the authorities suspect that a child is not attending school on a regular basis, then they have powers to remedy the situation.

There are only two valid reasons why a child can miss school, namely that they are too ill to attend or the absence has been prearranged.

Parents must make sure that they register their child at a school, and they must then make sure that they attend on a regular basis. If the local authority believes that a child is not getting a full time education then they will step in. If a child is missing school regularly then a parent may be visited by a member of the Education Welfare Service, who will discuss why the child is missing school. If absences continue, there are a range of legal penalties that can be used to signal the legal requirement of regular schooling.

This school Offers 190 days of tuition a year.

This leaves 175 days a year for family and social activities.



Every Day Counts!

At Partington Central Academy we know that regular attendance is the key to successful schooling and we believe our pupils can be amongst the best.

Attending school every day will help give your child the best possible start in life. There are many studies into the relationship between school attendance and successful life outcomes. They show that children are safe in school and are more likely to succeed both socially and academically.

Going to school every day means:

- learning new skills
- making friends
- having lots of fun
- building lasting relationships
- taking part in exciting activities
- feeling proud and a sense of achievement
- building confidence & self-esteem

You can help us to help your child by ensuring regular school attendance. Avoid allowing your child to take odd days off school, for example their birthdays or if they are in a bad mood or perhaps relatives are visiting.

Regular attendance helps children to develop their confidence and to make and keep **lasting friendships**. Your child's education is very important; attendance habits established in the early years of education can affect their entire school and later adult life. All children should aim to attend school 100% of the time.



Every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is **always** required.

Authorised absences are mornings or afternoons away from school with a valid reason, such as illness of medical treatment which unavoidably fall in school time.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave permission' has been granted. This type of absence can lead to the school and Trafford Council using sanctions and / or legal proceedings.

You may be asked to provide medical evidence relating to your child's illness from your GP or some confirmation from your pharmacist that they have been given medication for their condition.

You may also be visited in your home to check up on a child that is ill as part of our welfare and attendance programme.

You will be challenged about why your child is not in school as it is a legal requirement for children to receive and benefit from a full time education. Not being in school means their education and life chances are being damaged.



Policy & Procedure

Pupil attendance is closely monitored on a daily basis. This is important so that we know which children are in school and we can act quickly to identify any missing students.

If you have not advised the school that your child will be absent from school, we will contact you by phone or we may make a personal visit to your home to see what is wrong.

These 'First Response' phone calls and visits will be made if your child is not in school by 9:45am.

Ensuring your child's regular attendance at school is **your legal responsibility as a parent or carer.**

Classes are encouraged to compete for the best attendance in a weekly 'Attendance Race' and can win awards, small prizes and certificates. The winning class at the end of term will receive a reward such as a 'pizza day' or party.

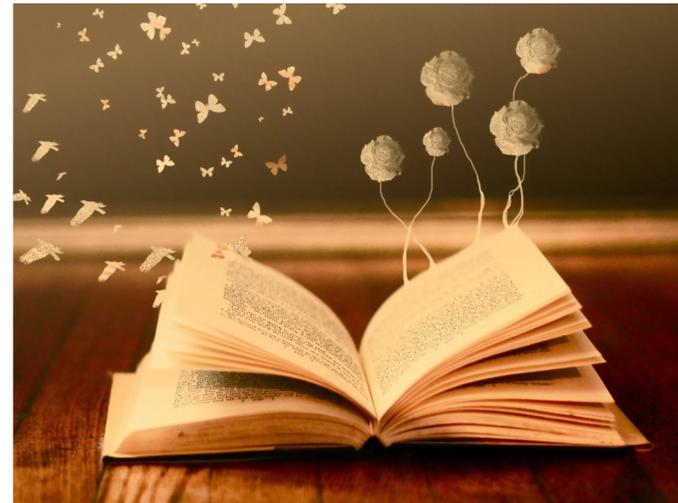
If attendance drops below 95% you will receive a letter from school notifying you of your child's attendance level and our concern. This is an informative letter at this stage.

If attendance continues to drop and is close to, or below 90%, these pupils are identified as '**Persistent Absentees**'. A formal letter will be issued to parents/carers about their child's attendance record, and you will be invited in to a meeting to discuss future actions.

A pupil becomes a '**persistent absentee**' (PA) when they miss **10% or more** schooling across the school year **for whatever reason**. This is a UK national standard.

All PA cases are also automatically made known to Trafford Council's Attendance Team. All pupils with poor attendance will be closely monitored to see if further action is required. Parents or carers may be required to sign an 'Attendance Improvement Contract' or be issued with a penalty notice or a court may require attendance at parenting classes.

Attendance Officers can use sanctions such as **Penalty Notices or prosecutions** in the Magistrates Court.



Preparing for Success

As a parent or carer, it's up to you to establish the rules and expectations for regular school attendance. Children will adapt and enjoy the regular routines and will easily accept going to school. They should attend school on time, every day without question.

Don't pass on any of your negative experiences and feelings from your own school days. (If you have them).

Make sure that learning is seen as a positive part of your child's development and growing up.

Model behaviours that show your child how knowledge and qualifications can open up their world and give them access to many more opportunities later in life.

Make sure that your child understands that some things at school might be hard at first, but teachers are there to help overcome any problems and help everyone gain new skills.

Reading is crucial to all children's' educational development. Make sure your child is a member of the local library and has access to quality reading materials at home. Read with them at least once each day for a minimum of 20 minutes.

Talk to your child about their school day and help them deal with any difficulties they experience early on. Get help from school if there are any major concerns such as bullying.

Attendance Overview & Targets

If your child is not in regularly in school, regardless of the reason—they are missing out on their education. There are no second chances as education and development go hand in hand as a child grows. Gaps in knowledge and a lack of confidence can be barriers to future success. Each child has the right to succeed in life and nobody has the right to stop them from grasping the opportunities that they are given.

That means being in school every possible day.

<p>0 of days lost</p> <p>100%</p> <p>190 days of education</p> <p>The best chance of success and progress. Your child will be a FULL member of the school community.</p>	<p>10 days lost</p> <p>95%</p> <p>180 days of education</p> <p>You should expect good progress and learning. Most gaps in learning can be recovered. Your child will feel part of the school.</p>	<p>19 days lost</p> <p>90%</p> <p>171 days of education</p> <p>Your child may find some gaps in their knowledge and struggle to keep up in class. Coming to school will be harder and joyless feelings of belonging.</p>	<p>PERSISTENT ABSENTEE FROM SCHOOL</p>
<p>GOOD</p> <p>Great progress likely and the best possible chance for your child to succeed.</p>		<p>SERIOUS C</p> <p>Start of school address poor attendance likely referral to</p>	

PLEASE THINK VERY CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME

By law you **must** ask for permission for your children to miss school.

Absence during term time **will not** be agreed for term holidays. Children should only ever be absent from school for **significant illness** and unavoidable **medical appointments**.

You can request “leave in term time” for your child if there are *genuine and exceptional circumstances* that apply to you or your family.

Requests will **ONLY** be considered using the form available at the school’s reception or downloaded from the website.

Requests by letter or email will **NOT** be considered at all. Please give at least 4 weeks notice of your intention to apply for a leave of absence for your child.

TO HELP YOUR CHILD SUCCEED IN SCHOOL, YOU SHOULD:

Arrange family holidays to coincide with school holidays.

Never take your child out of school when there are important examinations or tests, (Year 2 and 6 are especially sensitive in this regard).

Be aware of the potential impact on your child’s education. Avoid taking your child out of school when they are just starting school. This is very important time as your child needs to settle into their new environment as quickly as possible.

Unauthorised holidays of 4 days or more may result in penalty notices being issued by Trafford MBC. These cost £60 for each parent and each child absent from school.

Holidays in Term Time

Guidance for Parents & Carers Regarding School Attainment & Holidays in Term Time

British law determines that children of compulsory school age (between 5 & 16 years old) should receive a comprehensive schooling offer. In essential terms this means being IN school for 190 days each year.

Some families may choose to book holidays during term time because it is more convenient for them or perhaps better value than at other times of the year. However, cheap holidays may come at a price! This is why they are not allowed and children will be given an unauthorised absence mark and a penalty notice. This may lead to prosecution.

Children missing school are really missing out. They miss out on the lessons and learning that take place in school whilst they are absent. They also miss elements of a carefully designed curriculum that builds on itself as a continual foundation for the next learning phase. Absent children will struggle to catch-up on lost learning and new topics will not be understood. Teachers do not have the time to repeat any of the lost lessons. Children's social relationships are weakened while they are absent from school and opportunities for prizes, school trips and exam preparation lost forever.

Children will also learn a bad life lesson that 'rules' can be 'broken' at the convenience of adults. We expect children to show respect to their school and its rules. Teachers model and encourage great attendance and punctuality. What conclusions will a child gain from being taken out of school knowing that this is against the school's rules and ethos?

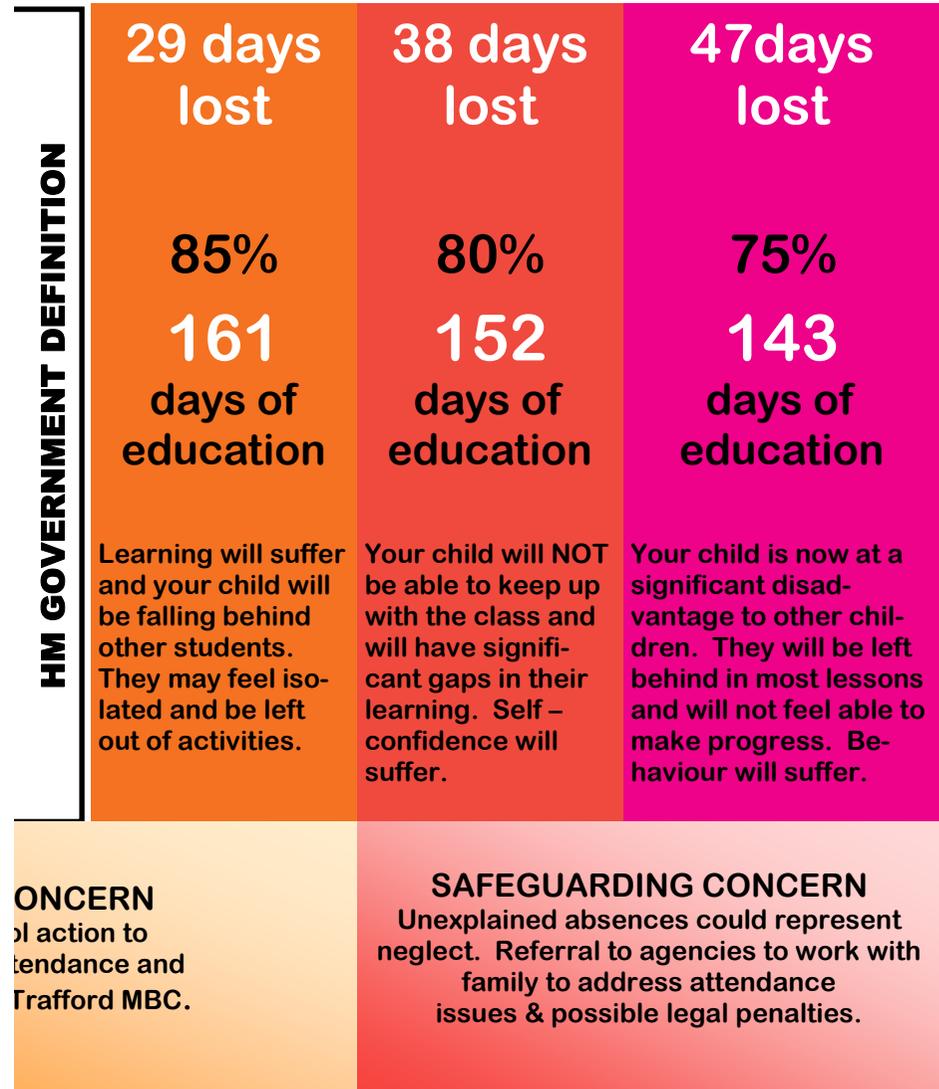
All available research shows that time off school means reduced learning and poorer outcomes for the children concerned.

A two week holiday represents 6% of the total year's learning and is estimated to reduce student attainment by 15%.

Every family deserves a holiday but NOT at the expense of a child's education.

At Partington Central Academy we are passionate about providing a safe and stimulating learning environment where every child can thrive and achieve their very best.

Our target for attendance is 97%. We believe that as a school we can achieve this with your support. We have some excellent attendance already and many children are rewarded with certificates and prizes. Our recently introduced 'Family Day Out' prize draw has proved very popular and will continue. We are working hard every day towards our attendance goals.



The following statements may come as a surprise to you?

90% attendance is equivalent to missing 114 lessons.

If you take your child on a **2 week holiday** in term time, attendance for the year **immediately drops to 94%**.

90% attendance means 1/2 a days absence each week; 4 weeks over the year & half a years absence over 5 years!!

90% attendance is equivalent to a full month off school!

Holidays are **NOT** allowed in term time and **WILL NOT** be authorised. You are likely to get a fine from the Magistrate!

You can be **fined** up to **£2,500** or given **3 months prison sentence** if your child misses too much school.

Research shows that pupils who attend school regularly are more likely to **do well in the future.**

Poor attendance is sometimes due to a child being **unhappy or worried**....Ask them about it!!