

September 2021

Dear Parents and Carers

As stated in my letter to you in July, regular and punctual attendance at school is a legal requirement and it is essential in order for pupils to reach their full potential. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance. Therefore as we start the new academic year I wanted to write to you to outline the attendance expectations for all of our pupils and the procedures we will take for pupils whose attendance is of concern.

The School Day

- The school day for pupils begins at 8.30am, by this time all pupils should be on the school's premises.
- The first session begins at 8.40am when the 'Registration Bell' is sounded; pupils should be on their yard and lined up by this time.
- Pupils entering the school premises after 8:40am are late to school and will be given an afterschool detention.
- Afternoon registration takes place within Period 4 at 12:30pm.
- The School day ends at 3:05pm.

Pupils Leaving School during the School Day

- Pupils who need to leave the premises during the school day will need to bring a letter from their parents notifying the Head of Year of the reason. The school will then contact the parent to ensure authenticity before releasing the child.

Absence Procedures

- Parents must contact school prior to 8:30am on **each day** of absence by ringing **0161 432 8162** and selecting option 1. You must provide the reason for absence.
- If you do not supply us with this information, we have a duty to contact you so that we may be sure of the child's whereabouts as this is a safeguarding concern.
- When the child returns to school all absences **must be supported by a written letter from the parents or guardian of the child**. The letter should explain the reason for the absence and be handed to the form tutor.
- The pupil's form tutor will also have a conversation with the pupil, to ensure the reason for absence is not due to an issue requiring further support from the Pastoral Team.

Types of Absence

Illness

Where we have concerns over excessive absence patterns through illness we will need to discuss this with parents in order to gain a better understanding of the problems and to offer support – for example by involving the School Health Service.

Unauthorised Absence

The following reasons are not acceptable reasons for allowing a child to miss school:

- shopping visits
- care for family members or parental illness
- days out to theme parks or to attend concerts/shows
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)

Medical/Dental Appointments

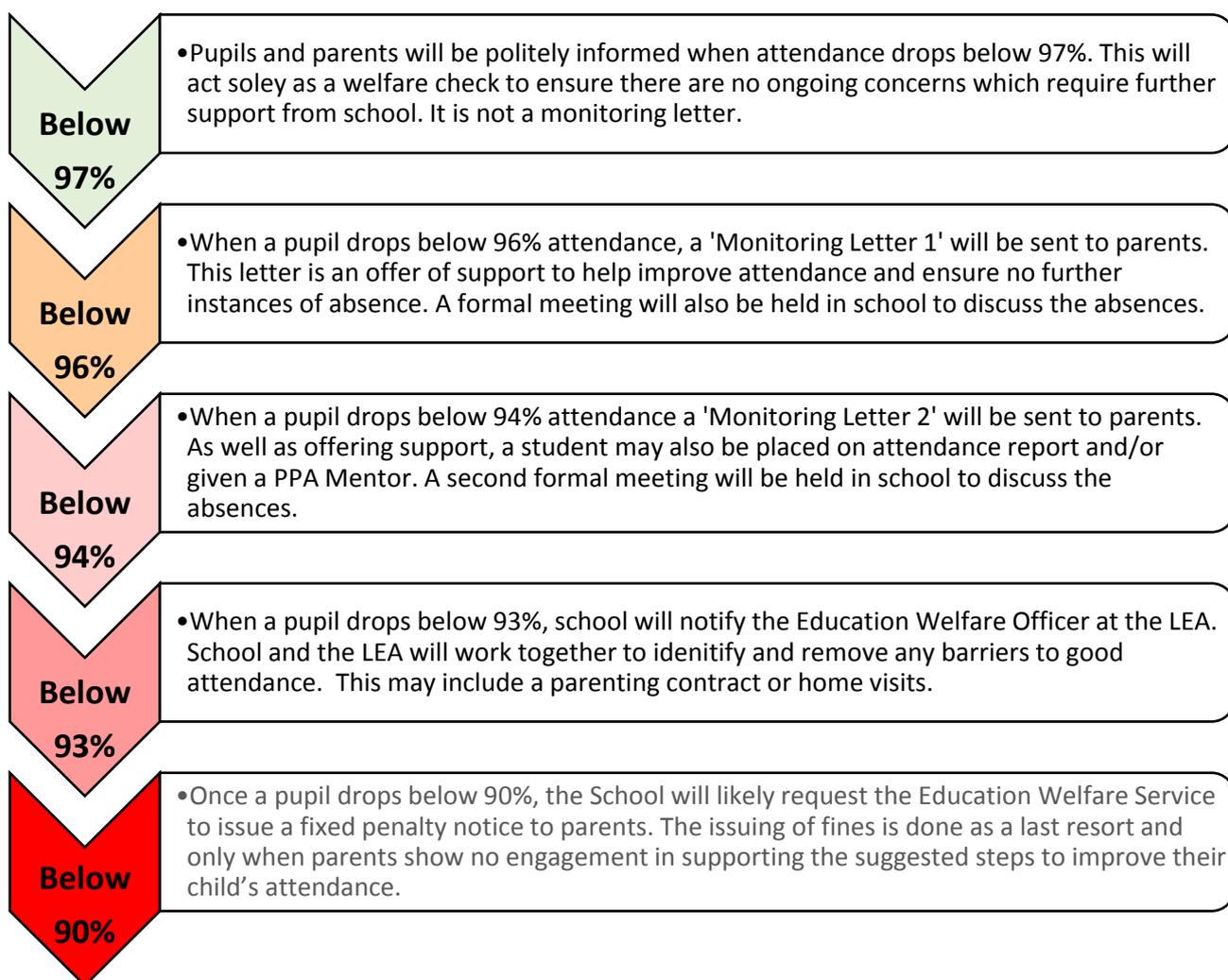
- Appointments must be made **outside of school hours** other than in **very exceptional circumstances**.
- Any necessary appointments in term time should be made before 9:10am or after 1:00 pm to ensure the amount of learning missed is kept to a minimum
- Proof of medical appointments will be requested from pupils with poor attendance

Leave of Absence

Leave in term time will not be authorised by us at any time unless circumstances surrounding the request can be evidenced. Any requests for authorised absence should be made in writing to the Executive Headteacher. Only the Executive Headteacher can approve leave of absence.

Attendance Monitoring Procedures

Pupils with attendance above 96% will be celebrated termly through rewards, prizes and/or trips. We understand some of our pupils have exceptional circumstances which may prevent them from achieving this and therefore their Heads of Year will work with them to ensure their effort is still rewarded.



I hope that these notes will help you to have a clear understanding about the School's expectations in this matter. If you have any concerns or questions about your child's attendance at school please contact your child's Head of Year as a matter of urgency. Intervention and support for pupils struggling to attend school, is much more successful if put in place early. Further advice regarding school refusal can be found via the St Anne's Safeguarding Padlet - http://bit.ly/stannes_safeguarding.

Yours faithfully,

Mrs. Sarah. Hibbert
Assistant Headteacher - Safeguarding