

Improving Children's Attendance & Punctuality

If a child's attendance is below 90% this will be monitored by our Admin Staff and Educational Welfare Officer.

Other Strategies for improving attendance and punctuality include:

- Attendance Letters*
- Early Bird phone calls and visits*
- Improved Attendance Certificate*
- Involvement from Inclusion Team (Education Welfare Officer)*
- In extreme cases of poor attendance and punctuality Penalty Notices and Parenting Contracts will be issued.*

For further information about attendance issues please speak to Mr Armitage.

Authorising Absence

School will authorise absence for:

- Illness if notified by an adult carer*
- Medical Reasons*
- Other Circumstance agreed by school*
- Holidays in line with the Bury Local Authority criteria*

Absences will not be authorised if:

- No explanation has been given from the parent/carers*
- The school is not satisfied with the explanation*
- The child is absent on their birthday*
- The child is on holiday within the first two weeks of the academic year or during SATs week where relevant*
- The child is on holiday without permission*
- The child's attendance is below 93%*
- The child is on holiday for more than 10 school days- or if the reason for holiday does not meet Bury LA criteria.*

**MERSEY DRIVE
COMMUNITY PRIMARY
SCHOOL.**



A GUIDE TO OUR ATTENDANCE POLICY



0161 766 6298

Mersey Drive C.P. School Attendance Policy

Mersey Drive is committed to maximising the achievement of all our pupils. There is a clear link between good attendance and educational achievement. At our school we aim to promote regular attendance and good punctuality in order to ensure all pupils achieve their potential.

Through this policy we aim to:

Recognise and reward good attendance and punctuality

Monitor and track children's punctuality.



SCHOOL TIMES



*Morning Registration
begins at 8:50am
and closes at 9:00am.*

*Afternoon registration is
At 1:15pm.*

One day counts as two sessions!!

What can you expect of us?

*The promotion of good attendance.
Regular, efficient and accurate
recording of attendance.*

*First day contact with
parents/carers if a child is absent
without notification.*

*Close liaison with our Educational
Welfare Officer and our Parent
Support Advisor.*

What do you need to do?

- Encourage your child to attend school*
- Contact School on the 1st day of absence before registration.*
- Keep school informed during an absence if over 3 days*
- Ensure your child arrives on time*
- Inform school of any problems which may affect attendance.*
- Take holidays and make appointments out of school time*
- Inform school and seek authorisation for any appointments or holidays*

*Please give at least 2 weeks' notice
for any request for holiday.*

Incentives for Good Attendance

*There are many
incentives used to
promote and recognise
good attendance.*



These include:

- 1) 100% attendance certificates
each term*
- 2) Name on attendance tree*
- 3) Special Trips for Full Year
attendance to cinema,
bowling etc.*

