



*Fully valuing everyone in the love of Jesus.  
Caring and Learning together.*

## ATTENDANCE AND REGISTRATION STATEMENT OF PRACTICE

Time	Information
8:30 am	Children may arrive and receive a breakfast brioche or toast
	EY & KS1: All pupils must be supervised by an adult
	KS2: Yr 3 & 4: Pupils must arrive with an adult and be supervised
	KS2: Yr 5 & 6: Pupils have the option to arrive unaccompanied.
8:50 am	All children must be ready to line up and enter school with their teachers
9:00 am	Morning registration
1:00 pm	Afternoon registration

- **Wet mornings:** Children should arrive no earlier than 8:40 am and come straight into class, via their normal class door, with a teacher or T.A who supervises them until 8:50 am.
- **Late Pupils:** Any pupil arriving after 9:00 am, but before 9:30 am receives a late mark L. This is an authorised late absence. Arriving after 8:50 am has a detrimental effect on their education. Pupils arriving after 9:30 am receive code U. This is an unauthorised late absence. Persistent lateness and non-attendance are strictly monitored and Fixed Penalty Fines can be issued to families where attendance and punctuality are persistently poor.
- **Medical Absence:** We encourage parents to arrange medical and dental appointments out of school hours where possible. Where this is not possible, we suggest the best time for an appointment is towards the end of the school day. If your child arrives late to school following a medical or dental appointment the following codes will be applied to their attendance: Arrival before 10:30 am (morning Registration) or 1:30 pm (afternoon registration) code L will be applied. This means an authorised medical absence but attending school for the majority of the session. Arrival after 10:30 am (morning registration) or 1:30 pm (afternoon registration) code M will be applied. This is an authorised medical absence missing school for the majority of the session. We follow School Health advice for medical absences due to sickness and diarrhoea and request that children do not return to school for 48 hours after the last bout of illness.
- **Unplanned absences:** Parents/carers/guardians must contact school by phone, 01244 470860 or email [admin@st-theresas.cheshire.sch.uk](mailto:admin@st-theresas.cheshire.sch.uk) on the first morning of absence. We have a First Day Response system in place to ring families to identify the cause of a pupil's absence if we do not know the reason. If we are unable to receive an answer on the first day of absence and the pupil does not return to school the next day, we will call again and send an email if we do not receive a response. If we have circumstantial concerns, there may be an occasion where 2 members of staff will call at the home address to ascertain the reason for the pupil's absence. If no reason for the absence is received within 5 days, the unexplained absence becomes an unauthorised absence.
- **Request for Absence During Term Time:** All planned absences must be requested by completing a form (available from the school office) and submitting for the Head Teachers consideration. Following government guidelines, holidays in term time will not be authorised unless there are exceptional circumstances as set by Government guidance.
- **Unauthorised Absence:** Absences which are not authorised may be subject to a Fixed Penalty Notice Fine. This involves a court appearance and a fine of £60 per parent per child. If not paid within 21 days the fine increases to £120.00 per parent per child.
- **Attendance Monitoring:** Registers are monitored daily and all unexplained absences are pursued. Pupil attendance is monitored each half term and families with children with less than 90% attendance will receive their child's registration certificate with a request to improve their attendance. We offer support to all families who require it. Parents are advised of their child's attendance percentage at Parent's Evenings and in the end of year report. Pupils with 100% attendance each term will be awarded a star pin badge. Class attendance is reported to families on the weekly newsletter. The class with the highest attendance receives an extra break.

- **Procedure for Persistent Absences (attendance below 90%):** Parents of a child with attendance of 90% or below will receive a letter and will be offered support. If their child's attendance still does not improve, then they will be asked to meet with Mrs. Ellis, our learning mentor, to try and find a way of improving attendance and address any issues which are proving to be a barrier. If we still see no improvement, then parents/carers will be invited into the school to attend an attendance panel meeting with our Head teacher, Mrs Holland, and a member of the Governing Body. At this point, a parent contract will be drawn up, and an action plan will be put in place.
- The Attendance Lead, Learning Mentor and Head Teacher all work closely with the Local Authority and Education Welfare Officer to ensure all our pupil's attendance is good and above the Government expected average of 96%.
- Attendance and lateness are monitored by the school Governing Body and overseen by the Vice Chair of Governors Mr Sean Baker. The Head Teacher reports to the full Governing Body each term regarding attendance of the whole school and any particular events which may be adversely affecting the total attendance at school.
- Children are encouraged to be aware of the importance of attending well and being present for learning every day. Attendance is highlighted during Monday's assembly.

For our full attendance policy please see our website: [www.st-theresas.cheshire.sch.uk](http://www.st-theresas.cheshire.sch.uk)

### Attendance Codes:

The following codes are taken from the DfE's guidance on school attendance.

<b>Code /</b>	Morning present mark	Pupil is present for morning registration.
<b>Code \</b>	Afternoon present mark	Pupil is present for afternoon registration.
<b>Code B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school.
<b>Code C</b>	Authorised leave of absence: Other circumstances	This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – family funeral. Pupil has been granted a leave of absence due to exceptional circumstance.
<b>Code D</b>	Dual Registered	This code will be used if a pupil is registered at two schools.
<b>Code E</b>	Excluded	Pupil has been excluded but no alternative provision has been made.
<b>Code G</b>	Unauthorised Holiday	Pupil is absent from school for a family holiday not authorised by the school or in excess of agreed period. This absence can be subject to a Fixed Penalty Notice (FPN) charge.
<b>Code H</b>	Authorised Holiday	Pupil has been allowed to go on holiday due to exceptional circumstances.
<b>Code I</b>	Illness	Schools can request medical evidence from parents/carers if they feel the authenticity of an illness is in doubt.
<b>Code L</b>	Late arrival	Pupil arrives late before the registers close at 9:30 am
<b>Code M</b>	Medical/dental appointment	Pupil is attending a medical or dental appointment.
<b>Code N</b>	Unexplained Absence	Reason for absence not yet provided
<b>Code O</b>	Unauthorised Absence	Absent from school without authorisation
<b>Code P</b>	Approved sporting activity	This code will be used in times of approved sporting activities in school times, i.e. – training sessions, trials and sporting events.
<b>Code R</b>	Religious Observation	This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.
<b>Code U</b>	Late Arrival (after close of registers)	Arrived late to school after close of registers. This absence can be subject to FPN if more than 10 sessions are missed in a term.
<b>Code V</b>	Educational Visit or trip	Pupil is attending a school educational visit or trip.
<b>Code X</b>	Not required to attend school	School is closed or not of compulsory school age.
<b>Code Y</b>	Not required to attend school	School is closed due to an enforced closure.
<b>Code Z</b>	Not required to attend school	Pupil was not on the schools admission role and there for did not attend school (normally due to an in-year transfer)