

Working with Families

We will always seek to support families to ensure that your child has a good attendance. Support could include access to Breakfast Club, parenting courses or pastoral support for your child in school. We can also recommend other agencies and make referrals that may support specific issues such as bereavement or mental health.

Claire O'Sullivan is our Family Support Worker and is always willing to listen to any issues you may be experiencing with attendance and help you overcome these. Claire can be contacted by calling the school office or by email: cosullivan@smsg.uk.com

Parental Responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Contact the school on the day of the absence and each subsequent day of absence.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Provide evidence for absences when requested.

Promoting Good Attendance

In school we promote good attendance in a variety of ways.

Each site has an attendance display which indicates the percentage attendance of each class for that week. It also highlights the class with the best attendance for the week across the whole school.

Each term an Attendance Cup is awarded to the class on each site which has had the best attendance for the term.

Children who have achieved 100% attendance for a term will be celebrated in assembly and receive a certificate. There may also be special attendance certificates awarded where children have good levels of attendance in exceptional circumstances.



For further attendance information please see the attendance policy on the school website:
<https://www.smsg.uk.com/policies/>

Attendance Information for

Parents & Carers

October 2023

Every Child is a Gift From God

Psalm 127:3

Attendance Information for Parents & Carers



**Missing school means
missing out!**

Attendance at St Mary and St Giles School.

Missing school means missing out! .

At SMSG, we value the importance of attendance and seek to ensure that every child registered with us is able to attend school happily.

If your child misses school they are missing learning opportunities, missing important social interactions and missing out on further opportunities which enable our SMSG children to develop and flourish. We will always try to work with families to overcome barriers to good attendance.

Aims

Our whole school culture and ethos values good attendance. Our attendance aims are:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Promoting and supporting punctuality.

Absence

If your child is absent please contact the school office either by phone or email before 8,30am. You will be able to leave a message on the answerphone. Please explain why your child is absent and when they are expected to return. **Please report your child's absence everyday.**

North Site - 01908 562186,
office@smsg.uk.com

South Site - 01908 562955
southoffice@smsg.uk.com

If we do not hear from you we will try to contact you by phone and text. If we still do not make contact we will do a home visit and follow our safeguarding procedures.

Punctuality

Children can arrive at school from 8.30am and are expected to be at school by 8.40am when the registers are taken at 8.45. **Any child arriving after 8.45 the parent/carer will be expected to sign the late book which is regularly monitored.** Any persistent lateness will be raised in a conversation with parents/carers and further support offered.

Leave of Absence

Leave of absence must be requested prior to the event and is subject to the Headteacher's approval. **Leave of absence will not be given for family holidays in term time** and may result in a fine being issued by the Local Authority.

Promoting Good Attendance

Our whole school attendance target is 96%. Attendance of all our pupils is monitored regularly and conversations will be held with parents/carers should you child's attendance fall below 96%.

There is a staged approach we use to address attendance:

Initially you will receive a phone call to advise you of your child's attendance percentage and offer support to help this improve.



If there is no improvement then a **Stage 1 Letter** will be issued to formally offer you support.



If there is no further improvement a **Stage 2 Letter** will be issued inviting you to a meeting to discuss the issues around your child's attendance and look at ways of overcoming these.



If there continues to be no improvement, a **Stage 3 Letter** will be issued where you will be required to come to an Attendance Panel with the Headteacher and Attendance Governor to discuss the matter further. The outcome of this meeting may result in a fine being issued by the Local Authority.

Further information on this process can be found in our Attendance Policy and the IFTL Attendance Core Values Policy which are both available on the school website.