

WHAT SCHOOL WILL DO

- School will monitor the attendance of all children regularly.
- School will telephone or text if no reason for absence has been given, records of this will be kept. A home visit will be carried out if there is still no response from the above.
- School will work with Parents/Carers to ensure their children have good attendance. A Parent Support Advisor will monitor attendance and offer help to all.
- An EHA or parenting contract can be put in place to support you with your child's attendance.
- The children will be grouped according to their level of attendance as follows.

Gold Band: children who have 98 – 100% attendance

Green Band: children who have 96.1% -97.9% attendance

Amber Band: children who have 95.1% - 96% attendance

Red Band: children with 95% and below attendance.

Gold Band: Excellent attendance will be celebrated with prizes, class of the week, certificates and half term reward.

Green Band /Amber Band: Our Inclusion Lead will work with parents/carers, children and staff to identify reasons for why attendance is lower and the affects this will be having on your child's progress. Meetings will be arranged and home visits will be carried out when necessary.

Red Band: If your child is regularly in this band it is considered that he/she is persistently absent from school. An Early Help Assessment or Parenting Contract may be set up and/or a penalty notice may be issued – a fine of £120 reduced to £60 if paid within 14 days.

CAUTION

Failure to pay may result in prosecution under
section 444 of the Education Act 1996



ATTENDANCE ~~MATTERS~~

One of the most important things you can do for your child's future is to make sure they go to school.



**Be in line for
quarter to nine**



**Good school attendance =
better job prospects**

KNOW THE LAW

**If your child is between 5 and 16 years old
and is a registered pupil at a school it is
your legal responsibility to make sure they
attend school regularly**

Absence

Absence MUST be recorded by school every day.

They are recorded as:

Authorised Absence: where a satisfactory explanation for the pupils absence has been given by the Parent/Carer

E.g.

- Illness—with an expected date of return.
- Medical appointments where the appointment card has been provided before the appointment.
- Exceptional circumstances such as family bereavement (when written permission has been provided by the Head Teacher)



Please note-

- If your child is ill for 5 days or longer or if your child has been having lots of occasional days then medical proof will be required and you will be invited into a panel meeting involving school health

Unauthorised Absence: where no satisfactory explanation has been given for child/children's absence:

E.g.

- Holidays taken during term time
- A pupils/family member's birthday
- Haircuts
- Arriving at school after 9:25am will be recorded as an unauthorised absence



All absences affect your child's attendance

WHAT PARENTS/CARERS SHOULD DO

1. Telephone school on the first day of absence to let us know the reason and expected date of return. If you do not know when your child may return then please call school everyday until they do.



2. If your child has an appointment please bring in their medical card before they go. If you have misplaced it, a card that can be stamped at the appointment is available from the office. Children should attend school before the appointment and return after it. Wherever possible please try to make appointments outside of school hours.

**2.5 days unauthorised
Absence will trigger a
Penalty Warning letter**

**5 days
absence =
97.4%**

Contact details for school

**Telephone: 0161 998 3075, option 1 where a
message can be left**

E-mail: attendance@benchill.manchester.sch.uk

Text: 07912 203 521

**Via the Studybugs App, please see Miss Icely
for further details**