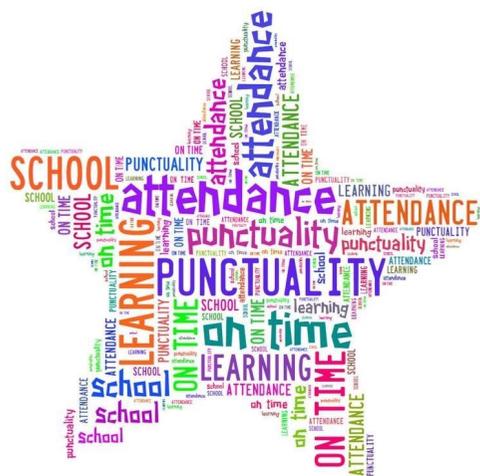


Working Together Achieving Together

# A Guide to our Attendance Policy



*The Birches*  
**Specialist Support Primary School**  
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If you feel you need any support or have any concerns over your child's attendance you can contact our Attendance Lead and Deputy Headteacher Farzana Shah.



## **Attending School During COVID 19**

According to Government advice all schools are expected to be fully open to all pupils from September 2021.

We have worked hard to make sure our school is as COVID safe as possible with strict hygiene protocols and bubble working. We will adapt these methods as government advice changes. As a school we are doing all we can to keep your child safe.

If you have any worries about attendance or school in general we can support you via an Early Help Assessment.

We would like to thank you for your support in helping your child to achieve good attendance and punctuality in school. We look forward to working together and achieving together!

**Attendance**  
**Target**  
**2021-2022**

**92%**

## Attendance

### **Promoting partnership with parents**

At The Birches School we believe that regular school attendance is the key to enabling children to achieve their full potential.

It is essential for children to attend regularly and punctually. Parents and Carers play a crucial role in the attendance of our pupils. Staff are committed to working with families to promote good attendance.

We have a duty to tackle poor attendance. We will work with families to identify reasons for attendance issues and work together to resolve difficulties.



## Key information:

School starts at 9.00am  
School ends at 3.15pm

Please make sure you bring your child to school on time as punctuality is very important.

We would also be grateful if you could collect your child in good time as being picked up late can be a cause of distress for some children.

### Reporting Absence

If your child is absent you should call school as soon as possible in the morning and before 9am. You can leave a message on the answering machine if it helps.

It is the responsibility of Parents and Carers to inform school of their child's absence each day before school starts.

### Appointments

Where possible appointments should be made outside the school day. Where this is not possible please inform school in advance and provide an appointment card or letter.

## Persistent Absence

As of September 2015 a pupil will be considered to be in Persistent Absence if their attendance is **below 90%**.

Any pupil in Persistent Absence will be monitored closely by the Attendance Team. This may require parents and carers to attend regular reviews and where relevant may lead to penalty notices.

Attendance Percentage	Days missed over a school year
100%	0 days
95%	10 days
90%	20 days
85%	30 days
80%	40 days

## Requests for Leave of Absence

Leave of Absence during term time will not be granted unless in exceptional circumstances. Holidays will not be granted in term time. All requests for Leave of Absence must be made in writing to the Head teacher at least two weeks in advance. The school office has Leave of Absence request forms which must be completed and returned.