

Working Together Achieving Together

A Guide to our Attendance Policy



*The Birches
Specialist Support Primary School*

*Newholme Road
West Didsbury
Manchester
M20 2XZ*

Tel: 0161 448 8895

Email: admin@thebirchesschool.org



If you feel you need any support or have any concerns over your child's attendance you can contact our Attendance Lead and Assistant Headteacher Laura Whittaker.



INVESTOR IN PEOPLE

We aim to work in partnership with our families to ensure we can help our pupils reach and maintain the best levels of attendance possible. If you have any worries about your child's attendance, 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

2024-2025

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.

Equally, we want to recognise and celebrate pupils with great attendance with a number of positive reinforcement initiatives.



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 at least two weeks in advance. The school office has Leave of Absence request forms which must be completed and returned. If you choose to take a holiday in term time, you will receive a penalty notice and under new government policy these can escalate to be quite significant and even lead to court action.