



**ST. MARGARET'S ANFIELD CHURCH OF ENGLAND
PRIMARY SCHOOL**
WITH TUEBROOK CHILDREN'S CENTRE
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TRAFFIC LIGHT ATTENDANCE INITIATIVE

Rationale

St Margaret's Anfield CE Primary School aims to maximise attendance rates in order to ensure that all learners get the greatest benefit from their education in school. It is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers.

Good Attendance during the full school term is extremely important but there are a few months which are especially important and **will** diversely affect a child's education if they are not in school. These include; September because children are settling into new classes, making new friends and beginning a new programme of learning, March and April because children are preparing for school assessments and May when they will be undertaking their assessments.

A letter or telephone call from a parent/carer does not, in itself, authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised. Improving attendance at St Margaret's Anfield CE Primary School is the responsibility of everyone in the school community – pupils, parents/carers and all staff.

St Margaret's Anfield CE Primary School

- Expects pupils to attend school regularly and on time and in a fit condition to learn.
- Will encourage good attendance (through the Traffic Lights Attendance Initiative) and will investigate all absenteeism.
- Staff will set good examples in matters of attendance and punctuality.
- Will work closely with pupils and parents/carers should attendance/punctuality give cause for concern.

Parents/Carers

- Are responsible for ensuring their child's regular and punctual attendance
- Must be aware that if school do not receive notification of absence it will be classified as **unauthorised** and they will risk facing a Fixed Penalty Notice or Court Action.
- Can expect the school to keep them informed of their child's attendance and punctuality.

Pupils

- Will ensure that they attend school regularly and on time
- Will be listened to and respected
- Who experience attendance difficulties will be offered prompt and sympathetic support through the Traffic Lights Attendance Initiative.
- Who have excellent attendance, or move up a level will be sent a letter home to acknowledge their achievement
- Whose attendance is dropping into a lower level will be sent a letter home to make parents aware of the effect of this on their child's education
- Who have 100% attendance for a full term will receive a certificate in celebration assemblies.

School

- Staff will endeavour to encourage good attendance and punctuality through personal example.
- Attendance is the responsibility of all school staff
- Will employ strategies outlined in the Traffic Lights Attendance Initiative

Absence is authorised if:

- The pupil is ill.
- The pupil has a dental or medical appointment and has shown a medical card to school. Pupil is present for registration and returned to school as soon as possible.
- The absence occurred on a day set aside for religious observance.
- There is bereavement in the family.
- A 'Request for Absence from School' form has been completed and the absence is for a reason other than a 'holiday' which has been agreed with the Head Teacher, taking into consideration the child's age, the time of year, the nature of the visit, the child's progress and overall attendance.

Absence is unauthorised if:

- No explanation is received by school after the 'Procedures for explaining absence' have been followed – see below.
- The school is dissatisfied with the explanations given
- The pupil stays at home to look after siblings.
- The pupil is shopping during school hours.
- The pupil is absent for unacceptable occasions, eg, birthdays.
- Parent/carer is ill
- **A Fixed Penalty notice can be issued after 20 unauthorised sessions (10 days)**

Procedure for explaining absence

1. Parent/Carer must telephone or call into school on the first day of absence before 9 am. When child returns to school they must hand in a letter to explain the reasons for their absence.
2. If a telephone call or explanation for absence is not received on the first day away, the child's main carer will receive a telephone call from the school asking for a reason for absence.
3. If no contact is made in 1 or 2 above the school must receive a letter explaining absence as soon as possible and school will continue to try and contact main carer via telephone.
4. After 5 days of no contact from main carer a letter will be sent from school requesting an explanation, this must be completed and returned to school.

Procedure for Doctors and Dentist Appointments

- Parent/Carer informs the school office and show appointment card/letter.

TRAFFIC LIGHTS ATTENDANCE ZONES

Green	Above 95%
Amber	85% to 94.9%
Red	Below 85%

Initial Advice of Attendance Zones

Each pupil will receive a letter informing them of their attendance zone at the end of each term. If a pupil's attendance is in the **Red** Zone a letter will be sent home explaining that their attendance will be monitored closely, see continued absenteeism.

Continued absenteeism

Pupils who fail to improve their percentage attendance or who are in the **Red** and **Amber** Zones will be investigated using the following strategies:-

- Monitoring by Head Teacher
- Invitation to parent/carers to attend an Attendance Meeting or school to visit parent/carers at home.
- If parents cannot attend the first meeting an invitation to a second attendance meeting/home visit will be given.
- If there is no attendance by parent/carers to the second meeting this may lead to legal proceedings.

Acknowledging improving or excellent attendance

Certificates will be given out at the end of each term to all pupils maintaining excellent attendance i.e. in the **Green** zone or those who have moved up, to the **Amber** or the **Green** Zone.

100% Attendance certificates will be awarded to children for a full term when they have attended school every day during that term.