

Here at Abbey Hey Primary Academy we have the highest expectations across all areas of school life, including attendance. We value positive relationships between both staff and pupils and want all pupils to feel they belong here and are valued. We work with our pupils to ensure that they have the highest possible attendance at school. We believe that this is the best way for them to succeed and to get the most out of all we have to offer.

Research shows there is a clear link between academic outcomes and school attendance. We want all pupils to achieve excellent outcomes which will enable them to be successful as their journey continues beyond Abbey Hey.

It is vital we work together to teach our pupils the value of attending school each and every day. However, we do appreciate that at times, pupils may not be able to attend school. We ask our parents and carers to follow the processes below. They support our safeguarding procedures.

It is also important to us that pupils arrive at school on time. Our doors open at **8.30am** and pupils must be at school by **8.45am**. After this time, they will be marked as late.

Absence through illness or unforeseen circumstances

Parents/carers must contact the school when their child is absent to explain why. This can be done as follows;

- telephone call to the school office (0161 223 1592),
- dojo message to the office staff or class teacher
- email to attendance@abbeyheyprimary.org.uk

giving the following details:

- name of pupil
- pupil's class
- name of person reporting absence and relation to child
- reason for absence


Where a reason for the absence is not received by 10am on the day of the absence, the school will contact the parents on the same day to understand the reason for the absence.

Please schedule dental and non-urgent medical appointments outside of school hours.

New government guidance

As you may have seen in the news, the government have updated their guidance to schools in relation to school attendance.

Manchester have introduced the following escalation pathway to support good school attendance.

 MANCHESTER CITY COUNCIL				
Statutory Action Escalation Pathway				
1. Support First	2. Notice to Improve	3. First Action (£80)	4. Second Action (£160)	5. Final Action
<p>Manchester adopts a 'support first' principle.</p> <p>All families should be offered good support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated Approach.</p>	<p><u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered a 6 week period to improve their attendance and engage with support.</p> <p><u>Holidays</u> Not used for unauthorised holidays taken in term time</p>	<p><u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p><u>Holidays</u> Issued for a first unauthorised holiday taken in term time.</p> <p>PENALTY: £80 per pupil, per parent if paid within 21 days. £160 up to 28 days. If unpaid within 28 days, it will proceed to court</p>	<p><u>Sporadic Absence:</u> Issued for second period of 10 sessions missed over a 10-week period within a 3-year rolling time frame</p> <p><u>Holidays</u> Issued for a second unauthorised holiday taken in term time over a 3-year period</p> <p>PENALTY: £160 per pupil, per parent. If unpaid within 28 days will proceed to court</p>	<p>Weekly Panel will meet to decide appropriate next steps for pupils who reach this stage of the escalation pathway. Options include:</p> <p>PACE Face to Face PACE by Post Direct Prosecution Section 1 Direct Prosecution Section 1a Formal Caution No Further Action</p> <p>Pupils coming into this stage of the pathway for a second or multiple times will be taken to multi-agency panels such as Early Help Allocations or Advice & Guidance</p>

We are keen to support any pupils and families who may be struggling to attend school every day and we will continue to monitor attendance and contact families once it drops below 97% to offer support.

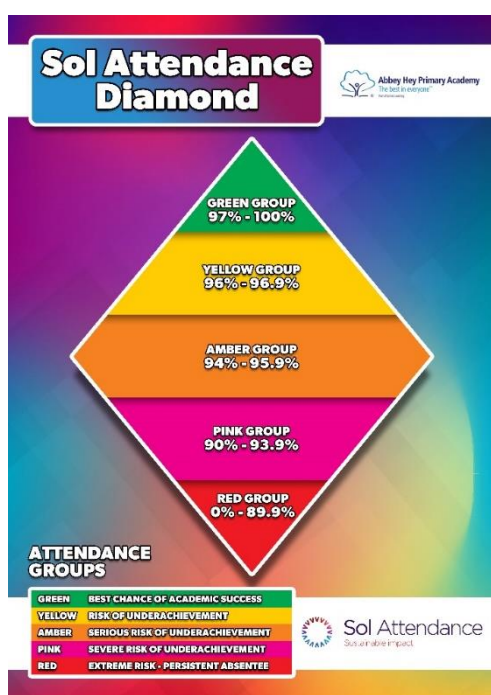
We believe in strong partnerships across all parts of school life including attending school so if you have a concern about your child's attendance, then we ask that you contact us to discuss this.

If you wish to discuss your child's attendance, then please contact one of the attendance team;

Mrs Short – attendance lead (Class Dojo, 07784 012722 or senco@abbeyheyprimary.org.uk)

Mrs Bowcock – attendance admin (0161 223 1592, Class Dojo or attendance@abbeyheyprimary.org.uk)

Clancey Chronnell – (Class Dojo, 07946 153866 or clancey.chronnell@abbeyheyprimary.org.uk)



The full attendance policy can be found on the school website, paper copies are available from the school office