



PARENT-FRIENDLY ATTENDANCE POLICY

Working Together for Excellent Attendance

At Oswald Road Primary School, we believe that regular attendance is essential for children to achieve their full potential. Attending school every day helps children make the most of their educational opportunities, build confidence, develop resilience and establish positive routines for life.

We are committed to working closely with families to support good attendance and identify any barriers that may make attending school difficult.





Our Expectations

We expect all pupils to:

- Attend school regularly
- Arrive on time and ready to learn
- Take advantage of the full-time education to which they are entitled

We expect parents and carers to:

- Ensure their child attends school and arrives on time
- Contact the school before 9:00am on the first day of absence and on each subsequent day of absence unless previously agreed
- Tell us when their child is expected to return to school
- Provide more than one emergency contact number
- Make medical and dental appointments outside school hours whenever possible
- Work with the school when support is offered to improve attendance

Reporting an Absence

If your child is unable to attend school, you must contact the school on the first day of absence by:

- Telephone
- School Spider message
- Email

Please provide:

- The reason for the absence
- The expected date of return.

Absences cannot be authorised by parents.

The Headteacher decides whether an absence can be authorised based on the information provided.



Medical Appointments

Where possible, medical and dental appointments should be arranged outside of the school day.

If this is not possible:

- Children should attend school before or after the appointment whenever they can
- Parents may be asked to provide evidence of the appointment

Religious Observance

The school recognises and respects the multi-faith nature of our community. Requests for absence due to religious observance should be made in writing and will be considered by the school. Normally, school authorises one day for an individual occasion of religious observance. Should a parent be requesting a longer absence, please contact the school attendance team to discuss.

Punctuality Matters

The school gates are open from **8.30am- 8.45am.**

- Registration begins at 8.55am, pupils arriving after this time will be marked as present but arriving late (code L)
- Children arriving after 9:15am will receive an unauthorised late mark (code U) unless there is a valid reason, such as a medical appointment
- If your child arrives after the register closes, they must report to the school office immediately



Holidays During Term Time

Any request for leave of absence during term time, including holidays, must be made to the school in advance. If leave is not authorised and a child is taken out of school, the absence will be recorded as unauthorised. This may lead to the school requesting a Penalty Notice from Manchester City Council or considering further legal action.

Travel confirmation including details of departure and return date will be requested. Home visits may be completed as part of our standard attendance procedures.

If a child does not return from an approved leave of absence and the school is unable to make contact with parents, the child may be removed from the school roll in line with national regulations.

Support First

Poor attendance can sometimes be a sign that a child or family is experiencing difficulties. We encourage parents to speak to us as early as possible if there are concerns affecting attendance.

The earlier we know about a problem, the sooner we can work together to provide support.

Support may include:

- Attendance monitoring and early intervention
- Attendance meetings with parents and pupils
- Attendance Support Plans
- Breakfast Club where appropriate
- Early Help support
- Referrals to services such as M Thrive or Early Help Hubs
- Emotional Barriers to School Attendance (EBSA) support
- Reasonable adjustments to timetables
- Reintegration support following periods of absence
- Access to wider support services

Our approach is based on understanding each child's individual circumstances and working together with families to remove barriers to attendance.



Monitoring Attendance

The school regularly reviews attendance data to:

- Identify children who may need additional support
 - Monitor attendance patterns
 - Address attendance concerns early
- Support pupils whose attendance is becoming a concern

Legal Responsibilities

Where attendance does not improve despite support being offered, the school may consider legal action in line with Manchester City Council procedures.

A Penalty Notice may be considered when a pupil has:

- 10 sessions of unauthorised absence within a rolling 10-school-week period

Before requesting a Penalty Notice, the school will consider:

- The individual circumstances of the case
- Whether appropriate support has been offered
- Whether a penalty is the most appropriate way to improve attendance
- A Notice to Improve may be issued before a Penalty Notice is considered

Keeping Children Safe

Regular attendance is an important safeguarding responsibility.

Parents should:

- Keep the school informed of any changes to contact details
- Provide at least three emergency contacts where possible
- Inform the school of any significant changes in family circumstances that may affect attendance or wellbeing

By working together, we can ensure every child is safe, supported and able to achieve their full potential.



Need Support?

If you have concerns about your child's attendance or would like support, please contact:

Amy Nelson – Attendance & EBSA Lead

Telephone: 0161 881 4266

Email: a.nelson@oswaldroad.manchester.sch.uk

Deborah Howard – Headteacher

Telephone: 0161 881 4266

Email: deborah.howard@oswaldroad.manchester.sch.uk

A pupil is considered:

- Persistently absent if they miss 10% or more of school sessions
- Severely absent if they miss 50% or more of school sessions

Where concerns arise, parents may be invited to attend meetings to discuss support and next steps.

We are committed to working with families to support every child to attend school regularly and succeed.

Attendance:

Where do we sit on the pathway to perfect attendance?

