

Moorside Primary School
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Dear Parents/Carers

At Moorside Community Primary School we believe that attendance and punctuality at school is not only a legal requirement, but is fundamental to the child's development and attainment. Local Authorities, Schools, Parents and the wider community all have a role to play in improving attendance. At Moorside we have implemented procedures designed to ensure that all our pupils attend regularly.

Absence Reporting Procedure

We expect the parent/carer to make contact with school before 9.30am on each day to report that their child will be absent from school. It is the school's decision to classify the absence as either authorised or unauthorised. The school has a first day response system in place in which the following happens:

Day One: Text message sent to 1st contact for an absent child

Day Two: Telephone call sent to 1st contact if no response to text message.

Day Three: Further telephone call. If there is still no response a letter will be sent to the child's known home address.

The school may make the decision to carry out a home visit if a child is absent with no contact from their parent/carer. Absence without contact from parent/carer will be recorded as unauthorised. Should a child be absent from school for 5 or more days consecutively medical evidence must be provided for the absence to be recorded as authorised. Should no medical evidence be received the absence will be recorded as unauthorised and a referral to the Educational Welfare service will be submitted where a penalty notice may be issued.

Medical Appointments

Should a child have a medical appointment, it is expected that they return to school to complete the school day. Appointment cards with times and dates should be shown to school when taking your child out. As much as possible medical appointments should be made for out of school hours.

Managing Absences

If there are any attendance concerns it is the responsibility of the parent / carer to inform the school.

This enables the school to work in partnership with the parent/carer by identifying what the issues are and devising a joint action plan to implement interventions that can improve the situation.

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*To go further than we thought
possible
To run faster than we
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To reach higher than we
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To be the best that we can be*



Through reviewing the plan on a regular basis and through listening to the views of all parties, it is anticipated that there will be improvements and good working relationships established based on honesty and trust.

Holidays in Term Time

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly and is consistently punctual.

Holidays in term time must be requested by completing the 'Holiday in Term Time' request form which can be obtained from the school office. Once completed the parent / carer must return the form to the office. The Head Teacher will then indicate on the form whether or not the request has been authorised. This will then be returned to the parent / carer.

Under legislation from the DfE, holidays during term time are not permitted except in exceptional circumstances and under the discretion of the Head Teacher. Unauthorised holidays of 5 days or more taken during term time may result in a £60 fine per pupil per parent. If the fine is not paid within 21 days, the fine will increase to £120. If a child's absence has been recorded as sickness but is later proven that an unauthorised holiday has been taken, a fine can also be issued after the child returns to school.

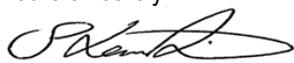
Should a holiday be taken when no written request has been made, a request for the implementation of a penalty notice will be made to the Local Authority.

Persistent Absence

Pupils are categorised as being 'Persistently Absent' if they accumulate 10%, or more absences. For children whose attendance falls into the 'persistent absence' category, parents/carers will be contacted as detailed in the Attendance Policy and/or they will be invited into school where an action plan will be compiled with input from the parent/carers, school and pupil.

Should you feel the need for support to ensure your child attends school every day on time please do not hesitate to contact our Attendance Officer, Mrs Howarth.

Yours sincerely



Mr S Lawler-Smith
Head Teacher

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