Absence Procedures

Parents and Carers
You are responsible for ensuring that your child/ren attend school regularly, punctually and properly equipped to learn.

Notification of absence
If your child cannot attend school on a given day you are required to notify school, giving an explanation, by 9am on the first day of absence. A return date may be discussed (e.g. where stipulated by infection control guidance), otherwise parents should keep in **daily contact with school.**

How to report an absence:

- via the school website - https://www.st-michaels.cumbria.sch.uk/absence-reporting
- via phone 01228 711544 - answer phone available

Lateness
If a child is going to be late, parents are required to notify school before 9am, providing an explanation, which is recorded on the register. If your child is persistently late we will contact you to discuss how to improve this.

Medical Appointments
Where possible, non-urgent appointments should be made outside of the school day. If a child is attending an appointment during the school day, advance notice should be given and a copy of the appointment card/text/letter should be shared.

First-Day Calling Procedure

Actions by School Office Staff

1. Registers taken and saved during registration.
2. Children arriving after register marked as 'late'.
3. Absence calls listened to/emails checked and added to register.
4. Text message sent to all absent pupil's parents/carers by 9:30am asking for contact to explain absence.

Further Action taken by Office Staff

5. If no response to text, start calling first name on contact list before 10am.
6. Ring down contact list until reply is received.
7. Alert Headteacher/Designated Safeguarding Lead that a child is absent and no response has been received.

Action by Headteacher/DSL

8. If no reply, send second text and emails to first and second contacts.
9. Home visit made if possible/appropriate by school or other agency involved to ensure welfare of child/family.
10. Contact Police if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number

St Michael's C of E Primary School

School Attendance

Important Information for Parents and Carers

2025 - 2026

Tips to help with good attendance...

1. Establish good routines in the mornings and evenings so your child is prepared for the day ahead.
2. A good night's sleep followed by a good breakfast can make a big difference. Primary school age children should be getting 9-12 hours sleep
3. Arrive on time for school - punctuality is important. The children start their learning as soon as they arrive, missing just 10 minutes a day is the same as missing 2 weeks over a year!
4. Talk to your child about what they have done at school; praise and celebrate your child's achievements.
5. If you have a concern or there is an issue around attendance, please contact school straight away - we want to help.
6. Good attendance at school is key to your child doing well and will set them up with good routines for later life and the working world.

Did you know?

- Good attendance is important to your child's future. Children who miss school frequently fall behind in their work and make less progress academically.
- Attending school 90% of the time is the same as missing half a day of school per week. Over one year this equates to four lost weeks of school.
- Where a child's attendance has fallen below 90%, parents/carers will be contacted. Attendance will then be monitored for a half-term period. Parents may be invited to an attendance meeting.
- Attendance of 96% and above gives your child the best chance of success!

Days off school add up...

100% attendance	0 weeks of learning missed	Outstanding
96% attendance	1 week, 4 days of missed learning	Good
92% attendance	3 weeks of missed learning	Needs to improve
90% attendance	3 weeks, 4 days of missed learning	Cause for concern
Below 90% attendance - persistent absentee		Poor attendance

What if my child is ill?

We know that sometimes absence from school through illness cannot be avoided.

Please contact the school if you are in any doubt, and follow procedures within the leaflet. Thank you.

If your child requires medicine following an absence or medical appointment, staff can administer **prescription medicine** only and a form needs to be completed.

Holidays during Term Time

Schools are not permitted to authorise holidays in term time unless there are 'exceptional circumstances'. Where there are 5 days or more unauthorised absences then you may be at risk of a fine.

If you wish to take your child out of school during term time, your request must be submitted in writing using our 'Absence Request Form' (available on the school website/from school office) at least two weeks prior to the date requested.