

# **A Punctuality and Attendance guide for Parent and Carers**

At St Patrick's Catholic Primary School we believe that good punctuality and regular attendance are crucial if children are to establish good habits for life and take full advantage of their education. If children do not attend school regularly they cannot use their previous learning to enable them to make progress and therefore fall behind the other children in their class and do not reach their potential. Our lessons are carefully planned to ensure that each lesson builds on the one before. If a child regularly misses lessons, they may become confused and less confident in applying the skills they have previously learnt.

### **Every school day counts but every school day is equally important**

Below is a table of how school absence could affect your pupil's ability to access the curriculum.

<b>Above 97%</b>	<b>Above 97%.</b> Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
<b>95% and below</b>	<b>95%.</b> Less than 10 days' absence in a year: Attendance needs to improve! Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
<b>90%</b>	<b>90%.</b> 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
<b>85%</b>	<b>85%.</b> 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve their best.
<b>80% or below</b>	<b>80%.</b> Pupils with this attendance are missing the equivalent of <u>1 day for every week</u> of school. It will be almost impossible to access all of the curriculum.

As part of our initiative to constantly improve and recognise good attendance, we are working with the School Council upon encouraging and rewarding class attendances on a half-termly basis. This includes a weekly class teddy bear competition and fun activities at the end of each half term for the classes with the best attendance.

### **Times of our school day:**

Gates open between 8.30- 8.40am at the start of the day. Pupils arriving after this time should report to the school reception via the Ling Forest Road site.

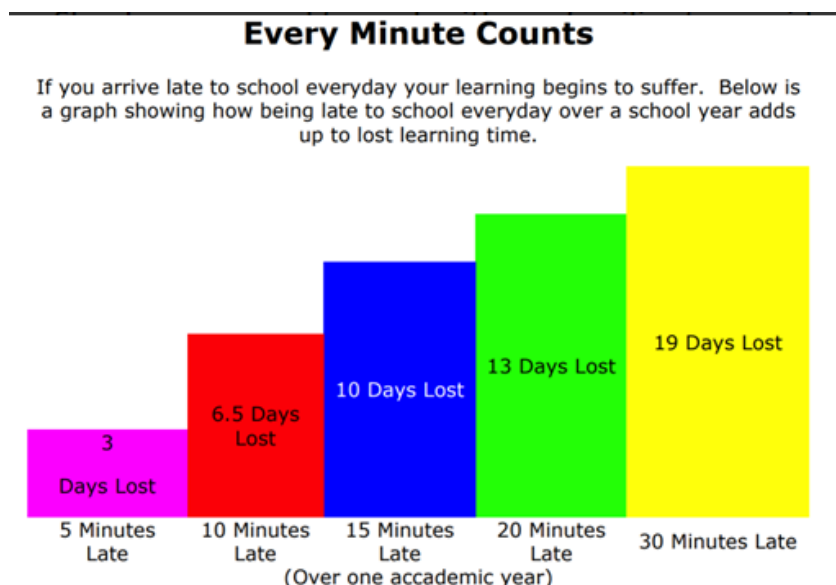
Gates open at 3.20pm at the end of the day for pupils to be collected.

### **Parents/Carers can help with your child's punctuality and attendance by:**

- Making sure your child attends school as much as possible and arrives between 8.30-8.40am each day. This ensures a calm, settled start to the day completing early work tasks.
- Ensuring medical appointments are not made during school hours when possible and bringing your child back to school after an appointment if they are well enough.
- Not taking family holidays during term time.

### **Punctuality**

Your child has the best possible start if they arrive on time each morning. Children who arrive late on a regular basis often miss out on the introduction to the lesson and are then unsure as to what to do.





### **Attendance procedures**

All schools have a legal duty to record the attendance of every pupil or record them absent or late. The register is completed at the beginning of the morning and afternoon sessions. If your child is absent from school you must notify school by telephoning 01623 478090 and speaking to a member of staff in the main office giving the reason why your child is unable to attend

Every child's attendance is monitored on a daily basis, if school have any concerns you may receive a phone call. If your child is struggling with attendance, please speak to your child's class teacher and support will be made available from the Senior Leadership team and the Child and Family Support Worker.

### **Taking Children out of school during term time**

The current law does not give parents any entitlement to take their children out of school for a holiday during term time. Any application for leave must only be in exceptional circumstances and the Head teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. In exceptional circumstances, a request for absence must be made in advance to the Head teacher who will inform you of her decision, prior to booking your term time leave. If a request for leave is not authorised by the Head Teacher and the child goes on term time leave, the absence will be recorded as unauthorised. The regulations do stipulate that fixed penalty fines may be issued and parents will have to pay £60 within 21 days or £120 within 28 days. Fixed penalty notices will be issued to all parents who have parental responsibility.