

Attendance

Facts For Parents

**We follow in
Jesus' footsteps**

*"Education is the most powerful weapon that you
can use to change the world." Nelson Mandela*

*Headteacher
Mrs Janet Westray*

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EVERY DAY COUNTS!

At Holy Family Catholic Primary School we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best.

Each year we are set a target for attendance & this is used to compare us to other schools nationally. Our current **target is 96%** attendance.

Attending school **every day** will help give your child the best possible start in life.

Going to school every day means:

- learning new skills
- making friends
- having lots of fun
- building lasting relationships
- taking part in exciting activities

You can help us to help your child by encouraging regular school attendance.

Regular attendance helps children to develop their confidence and to make and keep **lasting friendships**.

Your child's education is very important; attendance habits established in the foundation years of education can affect their entire school life.



Holy Family Catholic Primary
School
Primary School

DID YOU KNOW?

90% attendance is
equivalent to missing
100 hour long
lessons.

If you take your child on a **2
week holiday** in term time,
attendance for the year
immediately drops to 95%.

90% attendance means 1/2 a
days absence each week; 4
weeks over the year & **half a
years
absence over 5 years!!**

90% attendance is
equivalent to a full
month off school!

**Every Day Counts but every minute is important
LOST MINUTES= LOST LEARNING**

DID YOU KNOW?

85 million days are lost
to
absence each year!

You can be **fin**ed up to **£2,500**
or given a **3 month prison
sentence** if your child misses
too much school.

Research shows that pupils
who attend school regularly
are more likely to **do well
in the future.**

Poor attendance is
sometimes due to a child
being **unhappy at
school....**Ask them about
it!!

HOLIDAYS

PLEASE THINK CAREFULLY BEFORE TAKING A FAMILY HOLIDAY DURING TERM TIME

In law you **must** ask for permission for your children to miss school.

Leave of absence may be requested but only granted under **extenuating circumstances** which will be considered by the school attendance panel. This is within government regulation and guide lines (Request forms available at the School Office).

Leave in term time **will not be agreed** when attendance already includes **unauthorised absence** &/or is already **below 95%** or will fall below that level as a result of taking holiday leave.

Parents who take a child of compulsory school age on holiday without permission from the school may be issued with a **penalty notice**

TO HELP YOUR CHILD DO WELL IN SCHOOL, YOU SHOULD:

Arrange family holidays to coincide with school holidays

Be mindful of times when there are important examinations or tests

Be aware of the potential impact on your child's education

Avoid taking your child out of school when they are just starting. This is very important as your child needs to settle into their new environment as quickly as possible.

HOLIDAYS

There are 190 statutory school days in one year. That means **there are 175 days** (weekends & school holidays) **available to use for holidays!**

There is **no** automatic entitlement in law to time off in school time to go on holiday.

School **discourage** leave of absence during the academic year only under '**extenuating circumstances**'.

Any period taken without agreement of the school, or in excess of that agreed, will be classed as unauthorised and a **Penalty Notice** issued

A **2 week holiday** in school time means your child has approximately **50 hours of missed work** to catch up on!

POLICY & PROCEDURE

- Pupil attendance will be closely monitored. The Head teacher & Learning Mentor will check pupil attendance percentages regularly to see if action is required.
- First Response calls will be made daily if a child does not attend school..
- Ensuring your child's regular attendance at school is **your legal responsibility**.
- Classes are encouraged to compete for the best attendance weekly, the winning class is rewarded.
- If attendance drops to **90%** pupils are identified as '**Persistent Absentees**'. A formal letter will be issued to parents/carers about their child's attendance record.
- A pupil becomes a '**persistent absentee**' when they miss **10% or more** schooling across the school year **for whatever reason**.
- All PA cases are also automatically made known to the **Local Authority Attendance Team**. PA cases will be closely monitored to see if further action is required.
- Attendance Officers can use sanctions such as **Penalty Notices or prosecutions** in the Magistrates Court.
- Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Absence = Missed Learning Opportunity

**We expect
regular
attendance**



Every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness or hospital appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences **are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings.**

**The best
attendees
achieve the best
grades**



HOW YOU CAN HELP

- Aim for 10 hours sleep a night for your child. This will make the following day at school easier for them to cope with.
- Make sure your child eats breakfast, it helps them stay alert at school.
- Help your child develop routines.
- Get their school bag and uniform ready the night before.
- Develop a night time routine that involves checking their homework, reading & bed.
- Only hospital appointments in school time will be acceptable. Always make sure that any medical/dental appointments are made for after school and school holidays where appropriate.
- No holidays in term time.
- If you know your child will be absent from school, write a note before the day of absence.
- If your child is ill, ring the school as soon as possible on the first day of absence. On return to school a letter of explanation for absence is required.
- **Above all, set an example for your child. Show him/her that attendance matters to you and that you won't allow an absence unless someone is truly unwell.**

Every Day Counts but every minute is important
LOST MINUTES= LOST LEARNING

PUNCTUALITY

Poor punctuality or leaving before the end of the school day is **not acceptable**.

School data shows a **link between poor attendance & under-achievement**

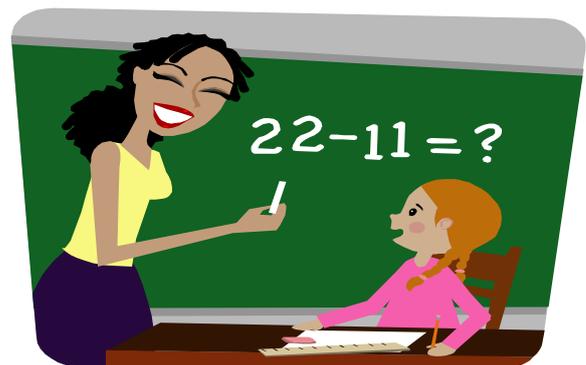


Missing just **10 mins of school a day** is the same as missing **two weeks over the year**.

Pupils who arrive late and/or leave early also **disrupt lessons**, which can be embarrassing for the child and can in turn, encourage absence. It is also extremely **disruptive for the rest of their class**.

School starts at **8.500** am & ends at **3.10** pm.

Breakfast club from **8.00** am.





Holy Family Catholic Primary School

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For further help or advice please
contact:

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**As a school we place a very high
priority on good attendance.**