CIDARI
Blackburn Diocese Multi Academy Trust

St Luke and St Philip's Primary School
A Church of England Academy
Hancock Street, Blackburn, BB2 2LZ
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www.stlukesblackburn.co.uk · **Headteacher: Mr C Walton**

St Luke and St Philip's Primary School
A Church of England Academy

Sharing Christian values, under the umbrella of God's love

Trust
Truth
Love
Peace
Thankfulness

Daily Attendance

Doors open at 8:45am and close at 8:55 am every morning.

Any time after this is classed as Late (L) and after 9:25 am is significantly late and will be marked as an unauthorised absence (U).

Please arrange appointments outside of school hours where possible. If an appointment must take place during the school day, please send medical evidence and let the office know via phone or Class Dojo.

If your child is not well enough to come into school, please inform the office before 9:25 am by either calling the office or messaging through Class Dojo.

If we do not hear from you by 9:25 am the office will call using the emergency contacts that you have provided us with until we have a reason for your child's absence. If no contact is made your child will be marked as unauthorised absence (O).

As a school we aim for our attendance to be 96% and above.

If your child's attendance **drops below 96%** we will send a letter home to make you aware.

If your child's attendance is **between 90-96%** you will receive another letter inviting you for a meeting with Mrs Etchells/Miss Beecroft (Attendance leads).

If your child's attendance **drops below 90%** this is a serious cause for concern, you will receive a final letter and a referral to Blackburn with Darwen Schools attendance team may be made, as well as possible other agencies depending on the reasons for the persistent absences and regular meetings with Mrs Etchells/Miss Beecroft will continue until there is a noticeable improvement with your child's attendance.

ATTENDANCE MATTERS
every student, every day

Attendance

There are 190 days in a school year



100% » Perfection

% equates to

4 Missed school days « 98% » Impressive

8 Missed school days « 96% » Good

9 Missed school days « 95% » Nearly there

11 Missed school days « 94% » Needs to improve

19 Missed school days « 90% » Concerns

29 Missed school days « 85% » Serious concern