

# Attendance in St Silas



Dear parents/carers,

At St Silas, we firmly believe that regular school attendance is essential for the educational progress and overall well being of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy. AS you will have seen from news reports the government has implemented a new strategy for attendance with more serious consequences.

## Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

# ATTENDANCE

## WHY IS IT IMPORTANT?

**ABSENCE FROM SCHOOL**

Children are required by law to attend school 190 days per year. The Government states that every pupil's attendance should be at least 95%.

How do YOU measure up?

Attendance	Days Absent	Weeks Absent	Lessons Missed
95%	9 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 Days	13.5 Weeks	340 Lessons

89% & Below

Drastic effect on academic achievement

95%-90%

Cause for concern

100%-96%

Excellent

## Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Rehana Patel on 01254 698447.

## Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the headteacher will review it
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

## How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office before 8.30am to inform us about your child's absence
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records

## Term-time holidays

Term-time holidays are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

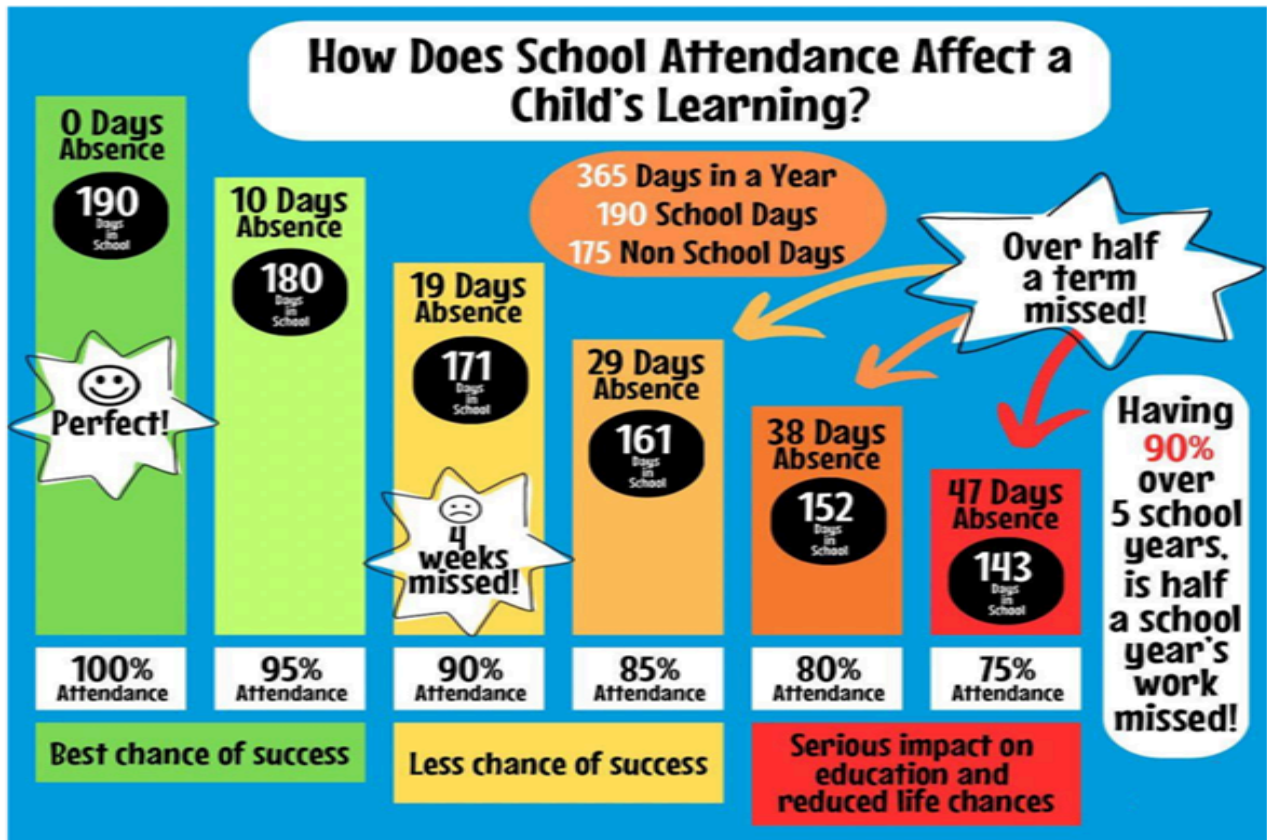
We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

## Sanctions for unauthorised absence

The headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.



### Punctuality

School starts at 8:40am with gates opening at 8:30am.

It is very important that all children arrive at school on time so that they can be met by their teacher, and can start their morning activities. Being in school on time has a positive impact on your child's friendship groups, learning and also mental health.

If your child is regularly late, you will be asked to attend a meeting to discuss how punctuality can be improved

On time each day	0 learning lost
5 minutes late each day	3 days of learning lost
10 minutes late each day	6.5 days of learning lost
15 minutes late each day	10 days of learning lost
20 minutes late each day	13 days of learning lost
30 minutes late each day	19 days of learning lost

If you struggle to get your child to school on time in a morning, have you thought about them attending our Breakfast Club?

## **Perfect Week and 100% badges**

Our children love receiving their Perfect Week stickers when they have attended school everyday and have had no behaviour incidents. Please check to see if your child has received one every MOnday and celebrate their success with them.

Children are excited when they receive a metal 100% badge for 100 % punctuality and attendance at the end of each term. One successful term leads to a bronze badge, two successful terms lead to a silver badge and if your child has no absences all year they will receive a gold badge. All badges are given in front of the whole school in an assembly.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours sincerely,

Michele Battersby