



St Peter's
Catholic
Primary
School

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Attendance Newsletter

WELCOME

Welcome to our first attendance newsletter. The idea behind our newsletter is to keep you informed of our attendance procedures in school and to promote the importance of good attendance. Our school target is 96%

When a child's attendance gives cause for concern, we will send you an attendance tracker at the end of each month. This report will give you a summary of the number of days your child has been in school and crucially, the number of days they have been absent. The purpose of this report, is to keep you informed on a regular basis of your child's attendance and to help you keep track of it.

It doesn't take many days of absence to quickly build up a high number of missed lessons. This is why it is so important to attend school every day, to ensure positive social relationships, confidence and academic success.

INSIDE THIS ISSUE

Reporting an absence....	2
Every day counts	2
Illness guidance.....	3
Opening times	4
Punctuality	4
Did you know—facts.....	5
Holidays.....	6
Holidays.....	7
Working together.....	8
Policy & procedure.....	9
How you can help.....	10
Targets.....	11

EVERY DAY COUNTS

REPORTING AN ABSENCE

To report an absence please telephone or complete an on-line absence form, by 9.15am

Tel: 01253 734658 opt 1

<https://st-peters-pri.lancs.sch.uk/absence-reporting>

Contact will be made by text, email or telephone call for any unreported absences.

At St Peter's, we know that good attendance is the key to successful and happy schooling.

Although we aim for 100% attendance, each year we set a target for attendance & this is used to compare us to other schools nationally. Our current target is 96%.

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 and beyond.



Is my child too ill to be at school?

It can be tricky deciding whether or not to keep your child off school when they're unwell. These are the government guidelines for parents to help them to decide whether to keep their child off school.

COUGHS AND COLDS It's fine to send your child to school with a cough or common cold. If they have a high temperature, keep them off school until their temperature is back to normal. Encourage your child to throw away any used tissues and to wash their hands regularly.

HIGH TEMPERATURE If your child has a high temperature, keep them off school until it goes away.

VOMITING & DIARRHOEA Children with diarrhea or vomiting should stay off school until they have not been sick or had diarrhea for at least 2 days (48 hours).

CHICKENPOX If your child has chickenpox, keep them off school until all the spots have dried up and have a scab over them. This is usually about 5 days after the spots first appeared.

SLAPPED CHEEK SYNDROME You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious. It is important to let school know if you think your child has slapped cheek syndrome.

SORE THROAT You can still send your child to school if they have a sore throat but if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of tonsillitis.

THREADWORMS You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

HAND, FOOT AND MOUTH DISEASE If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

HEAD LICE There's no need to keep your child off school if they have head lice. You can treat head lice without seeing a GP.

IMPETIGO If your child has impetigo, they'll need treatment from a GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

RINGWORM If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

SCARLET FEVER If your child has scarlet fever, they'll need treatment with antibiotics from a GP, otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

CONJUNCTIVITIS You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID-19 If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school. Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms.

EAR INFECTION If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

KINDERGARTEN DO HAVE THEIR OWN POLICY WHICH MAY DIFFER TO THE ABOVE



Be a Hero!

Here **E**veryday

Ready **O**ntime

Our school day
begins:

9:00am

Doors are open
from:

8:45am

Lessons begin:

9:00am

School finishes:

3:30pm

Arrivals after
9am, please
enter via main
school
entrance.

PUNCTUALITY




School data shows strong links between poor
attendance and under-achievement

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



Pupils who arrive late or leave early cause disruption
to lessons. Where possible, please try to make
appointments outside the school day

DID YOU KNOW?

90% attendance is equivalent to missing 100 hour long lessons

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

90% attendance means 1/2 a day 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 in a year!

Around 85 million days are lost to absence each year!

You can be fined up to £2,500 or given 3 months prison sentence if your child misses too much school.

Poor attendance is sometimes due to a child being unhappy at school...ask them about it and then talk to school. We are here to support you!!

APPLICATION FOR LEAVE OF ABSENCE/ HOLIDAY DURING TERM TIME

Should you wish to apply for a planned leave of absence from school e.g holiday/special event, please complete an

application for leave form

as early as possible, which can be found on our website via link [HERE](#) or a hard copy can be requested from the school office.

HOLIDAYS DURING TERM TIME

Holidays during term time will not be authorised and penalty notices will be issued unless in exceptional circumstances.

Exceptional circumstances include situations such as:

- Service personnel returning from active deployment
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems, medical evidence must be provided.

We appreciate some of the reasons families may wish to book holidays during term time, in particular the financial difference compared to peak holiday time. However, these are not exceptional circumstances and school attendance has to be our priority. We will of course look at every application for leave on an individual basis however, please be aware that school attendance is being made a greater priority by the Dfe (Government and Department for Education) in all schools and we are required to implement these procedures accordingly.

TO HELP YOUR CHILD DO WELL IN SCHOOL...

- Arrange family holidays to coincide with school holidays
- Never take your child out of school when there are important examinations or tests
- Be aware of the impact on your child's education and the amount of your child's learning.
- 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 and school holidays) available to use for going away

There is no legal entitlement to take time off during school time for holidays

Head teachers cannot authorise any leave in term time unless there are exceptional circumstances

A 2 week holiday during term time means your child will miss 50 hours of work.
In the vast majority of children, this causes anxiety

WORKING TOGETHER

In order for children to develop a love of learning and achieve their best, we encourage all children to have high levels of attendance and punctuality. This also helps children to develop good habits and practices which will equip them for secondary school and their working lives as adults.

At St Peter's, we monitor children's attendance closely and liaise with our school attendance support officer, Dominic Palmer.

Children who are persistently absent from school will develop large gaps in their learning which impacts on their progress and their ability to meet age related learning expectations. High absence also has a negative impact on children's social and emotional development and friendships.

When children are persistently absent from school, we will carry out a home visit. We will then work closely with you in making a referral to our school nurse who will then be able to liaise with your GP regarding your child's overall health. This is to ensure that the child's education is not impacted by their ill health and that they can return to school as soon as they are well enough to do so. It also enables us to build a profile around the child to highlight any recurring health issues so that we can ensure that you and your child are fully supported.



If your child is unhappy in school, please contact us straight away in order for us to identify and resolve issues as quickly as possible

Who to contact if you have concerns about your child's attendance?

You can speak to your child's class teacher or contact Katy, our Family Learning Mentor, see contact details below.

Katy Seed—Family Learning Mentor—katy.s@st-peters-pri.lancs.sch.uk

POLICY & PROCEDURE



- Pupil attendance will be closely monitored. The Local Authority, Head teacher & Attendance Lead will check pupil attendance percentages regularly to see if action is required
- First response calls/text will be made daily if a child does not attend school
- Ensuring your child's regular attendance at school is **your legal responsibility**
- 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
- **Persistent absentees** are automatically made known to the Local Authority Attendance Team, who then closely monitor to see if further action is required.

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 ready the night before
- Develop a night time routine that involves checking their homework, reading and bed
- Try and make sure that any medical/dental appointments are made for after school
- Never take holidays in term time
- If you know your child will be absent from school, inform school before the day of absence
- If your child is unwell, please telephone the school as soon as possible or complete the on-line absence form—

<https://st-peters-pri.lancs.sch.uk/absence-reporting>



Good school attendance
supports children to feel
confident and happy about
school and learning

As a parent you can support your
child to enjoy school life to the
full by ensuring they **attend
school EVERY day and also
arrive on time.**

ATTENDANCE TARGETS

96%

“Education is the most powerful weapon that you can use to change the world”

.....Nelson Mandela

ATTENDANCE TRACKER REPORT

CLASS	ATTENDANCE TOTAL YEAR SO FAR
RECEPTION	92%
YEAR 1	95%
YEAR 2	94%
YEAR 3	95%
YEAR 4	94%
YEAR 5	95%
YEAR 6	96%