



Attend today: Achieve tomorrow

Good attendance and punctuality are vital for success at school. The pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage, compared to those with the lowest attainment.

Establishing positive habits is important from an early age.

Parents and carers should promote good attendance and work in partnership with the school.

Through regular attendance, children can:

- Build strong friendships;
- Develop life skills;
- Engage in learning and reach their full potential.

What the children say:

Why is it important to be in school?

“You may miss a very important event if you are not in”

“To make friends” “ To have fun”

“You will know stuff when you go to secondary, college and university”

“To understand what you are learning”

“If you miss days, you will not understand the next day..... it makes you worry”

Attendance

At St Mary's we strive for all children to achieve **100%** attendance. We understand though that children can catch bugs, so we consider satisfactory attendance to be over **97%**.

Illness

Occasionally pupils are too unwell to attend school. When deciding whether or not your child is too unwell for school, ask yourself:

- Is your child well enough to carry out the activities of the school day?
- Does your child have a contagious condition that could be passed on to different pupils or staff?

If you are unsure, contact school for advice.

Please remember to phone school if your child is unable to attend so that the absence can be authorised.

School phone number: 01278 422691

Before 8am, you can leave a message.

After 8am, you will be able to speak to a member of the office staff.

PLEASE DO NOT SEND DOJO MESSAGES TO TEACHING STAFF TO INFORM OF ABSENCE.

Absence due to medical and dental appointments

Medical and dental appointments should be made outside school hours or during the holidays. If this is not possible, please inform the office and bring in the appointment card or letter, or show a member of staff a screenshot if the information is on your phone.

Unauthorised Absences

An unauthorised absence is any absence that the Headteacher has not given permission for. Here are some examples:

- Oversleeping or arriving at school after the register has closed
- Day trips/family outings
- Birthdays
- Holidays
- Minor ailments or feeling tired
- Waiting for a delivery or a phone call
- Parent too unwell to bring children to school
- Weather

Absence due to family holiday or events

All requests for a leave of absence during term time, must be made to the Headteacher, Mrs Dunstan, using the request form available from the school office. Absence will only be authorised for exceptional circumstances, e.g. religious festival, terminal illness, weddings. Even in exceptional circumstances, Mrs Dunstan may only authorise a certain number of days. You will receive a reply confirming whether the absence from school has been authorised.

Monitoring of attendance

Mrs Layton's role is to monitor and analyse attendance patterns, in order to intervene early to reduce the risk of persistent absenteeism (90%).

Your child's attendance will be reported to you in two ways:

- Reports (Autumn and Spring Snapshot and end of year)
- Attendance letters (if your child's attendance drops below 96%)

If there is a concern about your child's attendance, Mrs Layton will work together with you, to try and understand your child's barriers to attendance. This is a supportive relationship.

If there is no improvement, then the school may need to refer the family to other professionals.

Education Penalty Notices

An Education Penalty Notice can be issued by the Local Authority for the following reasons:

- At least 10 sessions of absence (am or pm, each school day is split into two sessions) within a period of no more than one term or two half terms following a warning letter from the Local Authority;
- At least 10 sessions (am or pm) of unauthorised leave of absence following a request for leave that was not an exceptional circumstance;
- Leave of absence taken during term time without parents requesting authorisation from the school;
- A pupil arrives after the registers have closed (marked with code 'U') on 10 or more separate occasions in any one term.

Our school Day

Time	
8.35am	Gate opens
8.45am – 8.50am	Register taken
8.51am -9.15am	Children will receive a late mark (L)
9.16 onwards	Arriving after this time, unless agreed in advance, children will receive an unauthorised mark (U)
10.30am – 10.45am	KS1 playtime
10.50am – 11.05am	KS2 playtime
12pm- 1.00pm	FS and KS1 lunchtime
12.15pm- 1.15pm	KS2 lunchtime
1.00pm-1.05pm	KS1 and FS register taken
1.15am – 1.20am	KS2 register taken
3.10pm	FS children collected
3.15pm	Y1- Y6 children collected

Punctuality at the beginning and end of the day

Pupils should be in school every day, arriving promptly. If pupils arrive late, then they need to go straight to the office. The office will log how many minutes late they are. Arrival after 30 minutes late will be recorded as an unauthorised absence (U).

Pupils should be collected promptly. Very occasionally, we understand that you will be unavoidably late. If this happens, please contact the school office.

A printed copy of this leaflet can be found in the school office.

Please see the current government guidance for more information.

[Working Together to Improve School Attendance](#)