

SCHOOL HOURS

St. Paul's Catholic Primary school gate opens at 8.40am. The entrance gate will be closed at 8.45am. All children arriving after this time must enter through the gate by reception. Children arriving after 8.45am will be marked as late (L) in line with DfE recommendations. Any child arriving after 9.15am will be marked as U. This will count as a missed morning session. The children have 380 sessions in an academic year. Each day includes 2 sessions.

ABSENCE DUE TO ILLNESS

We understand that all children get sick and we would ask that all parents / carers email the school office or leave a message on the school answerphone as soon as possible. The system can then be updated to reflect your child's illness, and a potential return day. If you advise a reason, it will be marked as an authorised absence. If you do not contact and advise us of a reason, the sessions will be marked as unauthorised (O). If your child has 10 unauthorised sessions within a 10 week period, a penalty notice may be issued. Full details are in our attendance policy. Please be advised that ALL illness related absences will count towards your child's overall attendance, but only unauthorised absences (O) will count towards a penalty notice.

ABSENCE MONITORING

Your child's absence will be monitored throughout the school year. If we are concerned about the level of attendance, we will contact you. Your child's attendance will be impacted by holidays, appointments and illness, regardless of whether you have given a reason for the absence.

THE LOCALITY ATTENDANCE OFFICER

The school attendance officer works closely with the LAO from the Local Authority. The DfE now upload the school attendance on a daily basis, and the LAO has access to this. If your child's attendance falls (and stays) lower than 361 sessions you may be invited in for a Pupil Panel Meeting to discuss how the school can support you in increasing your child's attendance. It is important that the parents / carers communicate with the school regarding this. Persistent failure to engage with the school, especially if your child's attendance continues to fall, can result in Penalty Notices being issued.

ADDITIONAL SUPPORT OFFERED

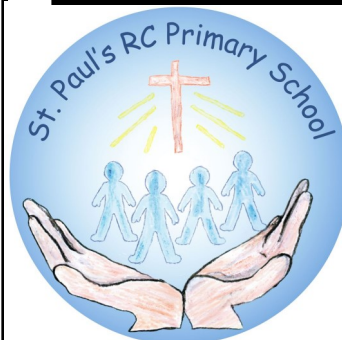
All of the staff at St. Paul's will support your child to help them achieve good attendance. The Headteacher and the rest of the staff have many different strategies to encourage the children to attend school. These include attendance stickers, class treats and each child who has no absences for a full week is entered into a weekly draw to win a family prize. The more full weeks they attend, the more times they go into the draw! If you are having issues getting your child into school please do not hesitate to contact the school office and the relevant staff will be informed.

GOOD ATTENDANCE

IS

368 SESSIONS

OR ABOVE



APPOINTMENT ABSENCE

If your child needs to be absent from a session, please email the school office to advise. You will be asked for documentation from the doctors, dentists etc, so the system can be updated to reflect any medical or dental appointments that could not be made outside of school hours. Please be advised that if an absence is marked as an appointment (M) on the system that this missed session will still count towards your child's overall attendance. We would ask that all non-emergency appointments are made outside of school hours, to protect your child's attendance.

ABSENCE DUE TO HOLIDAYS DURING TERM TIME

Headteachers can only authorise absence in exceptional circumstances and can only do so in advance of any absence. If you believe there are exceptional circumstances for your holiday, please complete the relevant form and the Headteacher will inform you whether the request has been authorised. Please note that by authorising a holiday, the missed sessions will not count towards a penalty notice but the absences WILL count towards your child's overall attendance.

PLEASE REMEMBER

368 sessions and above is considered good attendance.

342 session attendance is the equivalent of missing 1 afternoon off school each week or 4 weeks off school each year or 28 weeks over the time spent in primary school.

Only 35% of pupils with 342 sessions a year attendance or lower obtain 5 GCSE's with grades A—C