

Attendance Information for Parents and Carers

Why is attendance important?

At St. John's Church of England Primary School, we have high expectations for children's attendance. We aim for each child to have an attendance figure of 96% or better. If your child attends, school regularly and maintains a pattern of good attendance throughout their school career it will allow them to reach their full potential in all aspects of their development.

- ✓ To learn
- ✓ To have fun
- ✓ To make solid friendships
- ✓ To experience new things
- ✓ To develop awareness of other cultures, religions and ethnicities.
- ✓ To achieve
- ✓ To develop new skills
- ✓ To build confidence and self-esteem
- ✓ To have the best possible start in life

Understanding types of absences

Authorised Absences- examples:

- ✓ Illness
- ✓ Medical or dental appointments which unavoidably fall in school time
- ✓ Emergencies

Unauthorised absences –examples:

- ✓ Unclear absences
- ✓ Accompanying parents/ siblings to appointments
- ✓ Holidays in term time

Holidays in term time:

There is no longer any entitlement in law for pupils to take time off during term time to go on holiday. Headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances.' Taking one or multiple holidays during a school year will be unauthorised and may be referred for a penalty notice or prosecution in line with Sefton attendance procedures. All absent requests are considered on a case by case basis.

What should I do if my child is absent?

If your child complains of a mild ailment (slight sore throat, slight cough or cold, minor aches, slight headache) they should come into school. If their condition worsens during the school day, the school will contact you. We recognise that occasionally your child may be too ill to come to school or an unforeseen circumstance has arisen. Should this occur please follow the procedure below for every day the child is absent.

- ✓ Contact the school office if your child is absent by 8:55am, every day your child is absent. There is an option to leave a voicemail if you call before the office is open.
- ✓ If your child is to be absent because of illness, you must let us know the nature of the illness.
- ✓ If the illness continues, please update the school daily.

If we have not heard from you by 9:30am, we will contact you or someone on your contacts list. If necessary, we will make a home visit. The school office must be informed of absences known in advance such as dental appointments and you will be asked to provide proof of the appointment (e.g appointment card, letter or text) your child is too ill to come into school. Below are helpful ways to ensure your child maintains good attendance

Do I need to keep my child off school?



| | | | | | |
|---|---|--|--|---|--|
| Chicken Pox Until all spots have crusted over | Conjunctivitis No need to stay off but school or nursery should be informed | Diarrhoea & Vomiting 48 hours from last episode | Glandular Fever No need to stay off but school or nursery should be informed | Hand, foot & mouth No need to stay off but school or nursery should be informed | Impetigo Until lesions are crusted & healed or 48 Hours after commencing antibiotics |
| Measles or German Measles 4 days from onset of rash | Mumps 5 days from onset of swelling | Scabies Until after first treatment | Scarlet Fever 24 hours after commencing antibiotics | Slapped Cheek No need to stay off but school or nursery should be informed | Whooping Cough 48 Hours after commencing antibiotics |
| Flu Until recovered | Head Lice No need to stay off but school or nursery should be informed | Threadworms No need to stay off but school or nursery should be informed | Tonsillitis No need to stay off but school or nursery should be informed | | |

When joining our St. John's family, parents are making a commitment to ensure that their child comes to school each day unless there are extenuating circumstances, for example if

How will I be kept updated about my child's attendance?

You will receive an attendance update sheet three times a year, during each term. This sheet will inform you of where your child's attendance currently lies and have grouped all children according to our level of concern categories which can be seen in the table below. We aim for all children to sit within the category of **No Concerns**. If your child's attendance falls below 93% we will contact you to discuss your child's attendance and offer support to ensure that it improves. If your child's attendance is below 90% an attendance support plan with monitored targets will be implemented to ensure swift improvement.

| Attendance Level | Level of concern |
|-------------------------|-------------------------|
| 85% and below | Very serious concern |
| Above 85% and below 90% | Serious concern |
| Above 90% and below 93% | Concern – target group |
| 93% to 95.9% | 'On watch' group |
| 96% + | Great job – no concerns |

St. John's Attendance Team



Mr Thomson – Headteacher











Mrs Thomas- Deputy Head/
Attendance Lead



Miss Bishop
Pastoral Support Advisor

How can you help your child to have good attendance?

| | | |
|--|--|---|
| <p>Make sure your child attends school every day and builds a good habit!</p>  |  <p>Notify the school as soon as possible every day your child is off. There is an option to leave a voicemail. A member of the attendance team may call you if a further discussion is required.</p> | <p>Try to make all medical appointments (doctors, dentist and hospital) out of school time.</p>  |
| <p>If you are struggling with your child's attendance, please come and talk to us, we will always offer support!</p>  | <p>HEAD TEACHER</p> <p>Leave of absence during term time is not a parental right. If there are exceptional circumstances, please contact the Headteacher and complete an absence request form and a decision will be made if the absence can be authorised or not.</p> | <p>Discourage your child from staying overnight with family/ friends during the week. This can sometimes lead to them being tired, late or not attending at all the next day.</p>  |
|  <p>Talk positively about going to school. Remind your child of all of the fun and friends they have at school.</p> | <p>Ensure your child has a good bedtime routine on a school night. This will ensure that they have enough sleep and will not be too tired to get up in the morning for school.</p>  |  <p>Remember Attendance Matters!</p> <p>We aim for all children to have attendance of 96% or above.</p> |

