

Parent Attendance Information

At St. Paul's CE Primary School, we believe that pupils need to attend school on time every day to learn, develop and thrive. As a school, we want to work together with you to ensure that your child is happy, enjoys coming to school and accesses learning that enables them to develop new skills and socialise with their peers.

Every child has the right to go to school and learn and the right to be the best that they can be.



Punctuality Counts

Your child needs to be in school by 8:55am each day. After this, they are marked as late.

If they arrive after 9:10am, they receive a late mark in the register. If your child receives 10 or more of these marks, you are in danger of receiving a letter from the council.

Being late after 9:10am means your child is classed as absent for the morning session. Please ensure your child arrives to school on time.

What school will do to support your child's attendance:

- We will celebrate good attendance
- We will work together with pupils and their families
- We will keep you informed about your child's attendance and punctuality
- We will conduct home visits to discuss your child's absence
- We will invite you to meetings to discuss attendance concerns and work together to put plans in place and set targets

How parents can support their child's attendance:

- Talk to your child about their school day and celebrate their achievements
- Remind your child that their attendance is important
- Avoid unnecessary absence by making medical appointments outside of school hours and not going on holiday in school time
- Ensure your child gets to school on time each day.

It is your legal responsibility to ensure that your child attends school

Holidays in term time will **NOT** be authorised. If your child has unauthorised absences from school, you may be at risk of a penalty notice fine or a referral being submitted to the Local Authority for prosecution.

Penalty notices incur a fine of £160 per child, per parent, which is reduced to £80 if paid within 21 days of the notice being served. Failure to pay this fine may result in legal action.

100-96%	0-8 Days off	Good
95-94%	9-13 Days off	Requires Improvement
93-90%	14-20 Days off	At Risk of Persistent Absence
Below 90%	20+ Days off	Child in Persistent Absence

Absence Procedures

If your child is going to be absent from school, you must ring and inform school before 9:00am on each day of absence by calling: 0161 921 2065 . This is part of our safeguarding procedure to ensure we know where all our pupils are if they are not in school. If contact is not received, we will ring home. If no contact is made our school staff may visit you at home to ensure you and your children are well and to discuss reasons for absence.

Did you know?

We will request medical evidence if your child is unwell and their attendance is concerning us.

Leave of absence in term time will not be authorised and you may receive a penalty notice

Pupils whose attendance is below 90% is considered by the DFE as a "persistent absentee"

Percentages Matters...

If your child's attendance is 90% by the end of the academic year, they have missed 19 days of learning!

Punctuality Matters...

If your child is late by 10 minutes each day, by the end of the week they have missed nearly an hour of learning!