

We are all Responsible for Attendance

What the law says:

As a parent, ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason is an offence and may result in referral to the Education Welfare Service, who may issue Penalty notices, fines and eventually prosecution.

How you can keep track of your child's attendance:

Each half term school will email parents with your child's attendance rate. We will also notify you in writing if we feel that attendance needs to improve to prevent further action being taken.

Who is responsible for attendance in school:

The senior leader with responsibility for attendance is Mrs Sailsbury

Other staff who can help:

Other members of staff who you may have contact with in relation to absence is: Mrs McLaughlin, Mrs Smith or Mrs Brown

What to do if you are having difficulty getting your child to school:

We are best placed to support you with any issues that you are experiencing. It is very important that you speak to us as soon as possible to resolve any identified difficulties. We can support and advise strategies to assist.

What can happen if your child has poor attendance:

Penalty notices can be issued if your child has had 10 sessions (5 school days) of unauthorised absence in a 10 week rolling period. Penalty notices of £160 (reduced to £80 if paid within 21 days) for the first offence can be issued to each parent for each child. A second notice issued within a three year period will result in a £160 fine per parent, per child. If a third offence is committed the matter may be referred to the local authority for prosecution via the Magistrates Court.



#EVERYDAYCOUNTS



Our Lady & St. Edward's Catholic Primary School

Attendance and Punctuality

Our school is dedicated to ensuring every pupil attends school, arriving on time, every day. Regular attendance is crucial for academic success, social development and overall well-being.



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Punctuality

Getting Your Child to School Really Matters



Did You Know... ?

In a School Year, If Your Child is Late Every Day By... Your Child Would Have Lost Approximately... or They Would Have Missed Approximately...

5 Minutes	3.5 Days from School	20 Lessons
10 Minutes	7 Days from School	41 Lessons
15 Minutes	10 Days from School	55 Lessons
20 Minutes	14.5 Days from School	82 Lessons
30 Minutes	22 Days from School	123 Lessons

Please Encourage Punctuality to Maintain Attendance

Children who regularly do not arrive on time or have poor attendance are missing out on vital learning time.

Our School gates open at 8.45am and children should be in their classroom ready to learn for 8.55am.

On arrival at their classroom all children are greeted by their class teacher, registers are taken at 9am and learning starts.

F1 start their day with a welcome group chat and story time.

F2 start their day with phonics and reading.

Year 1 and 2 start their day with phonics and reading.

Year 3 to 6 start their day with maths fluency.

Arriving late to school results in lost learning. Maths and English are crucial for your child's development as they build the fundamental cognitive, communication, and life skills needed for all other subjects and future success.

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Attendance



Good Attendance is 96% or above. All children should strive for 100% and be an attendance hero! We have a range of incentives for children who achieve 96% or above.

What to do if your child will be absent:

Parents must report their child's absence on each day. This can be done by leaving a message on our absence line 0151 652 3366 option 1 or emailing the school office schooloffice@ourlady-saintedwards.wirral.sch.uk before 9am.

What to do if your child has an appointment:

All routine appointments should be made outside of school time. When this is not possible please provide us with your appointment letter.

Failure to provide a reason for absence on the day or an appointment letter will result in an unauthorised absence.

Leave for exceptional circumstances:

Headteachers can only authorise absence in exceptional circumstances and can only do so in advance. For this type of leave please email your request to the school office.

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