

# The Importance of Good Attendance and School Procedures

“Loving and Learning Together as Jesus Taught Us”



*At St Catherine's School we take attendance and punctuality very seriously. With your support we want to give all our children the best possible start in life and to maximize all of their learning opportunities, so that they can fulfill their potential.  
Everyday matters.*

### **Why your child should be in school?**

- It is the law.
- They will make the maximum amount of progress both academically and socially.
- They will find learning more satisfying and enjoyable.
- Have an easier transfer to secondary school.
- Help their class win a trophy for good attendance.
- Win a medal for 100% attendance.

### **What happens when your child is not in school?**

- They will miss lessons and may not reach their academic potential.
- They will fall behind with their work and there will be gaps in their learning.
- Socially, your child may feel excluded and friendships can be impacted.
- The Educational Welfare Officer may be informed.
- You could receive a fine.

### **What should I do if my child is off school?**

- Please telephone the school office before 09:00am on the first day of their sickness to let us know why your child is absent.
- A letter explaining your child's absence will be required upon your child's return.
- We would appreciate if you could arrange medical appointments out of school times. However, if it's an urgent appointment during school times then please inform the School Office and provide evidence as soon as possible.
- If you know in advance that your child will be absent, please contact the School Office.

### **Illnesses that will prevent your child from coming to school**

- Vomiting and diarrhoea (your child can return to school 48 hours after the last episode)
- High temperature with a diagnosed infection
- Hospital admission
- Dental surgery
- Medical emergency

### **Example illnesses that will not prevent your child from coming to school**

- Mild cough
- Cold/Sneezes
- Tiredness

## **Authorised and Unauthorised Absences**

### **Authorised absences**

- Proof of illness from GP/Hospital; letter explaining illness from parent.
- Proof of medical appointment.
- Religious days.
- Permission given from Headteacher following a written request for exceptional leave of absence.

### **Unauthorised absences**

- Holidays
- Days out
- Birthdays
- Parent or sibling unwell
- No reasonable explanation received from parent/carer

Holidays in term time will not be authorised under any circumstances, as we see every day that a child is not in school as a day's learning lost. Everyday matters.

### **Penalty Notice**

It is important for all children to attend school. Parents/Carers commit an offence if their child doesn't attend school regularly and, the absence is not agreed by the school. A Penalty Notice costs £60 per parent and per child, if payment is made within 21 days. £120 if paid after the 21 days, but within 28 days.

### **Punctuality**

School starts at 08:50am, after which your child will be marked in the register as late.

It is important that your child is present for registration because it will help them prepare for lesson and also lessons will not be interrupted. Punctuality is monitored and parents will be notified if their child's punctuality needs improvement.

### **Early Collection**

In order to avoid early collections we recommend that you make appointments during school holidays or after school. Parents or sibling appointments are not acceptable.

<b>95% Attendance</b>	9 days of absence	Best chance of success – Well Done!
<b>90% Attendance</b>	19 days of absence	Poor attendance Cause for concern Educational Welfare Officer will be contacted
<b>85% Attendance</b>	27 days of absence (almost half a term)	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted
<b>80% Attendance</b>	36 days of absence (half a term missed)	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted
<b>75% Attendance</b>	45 days of absence (one whole term missed)	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted

If your child's attendance is below the target of 90%, a meeting with Ms Martin, will be made to discuss your child's absence.

It is vital that parents and school work together to improve attendance.

***Ms Martin***

***School Attendance Officer and Learning & Pastoral Mentor***