

Attendance and Punctuality Guidelines

Authorised Absences

Authorised absences are only permitted for valid reasons such as

- Illness
- Medical Appointments (appointment cards must be provided)
- Family Bereavement



Unauthorised Absences

- Absences which have not been explained
- Day trips or family outings
- Birthdays and holidays
- Forgetting school term dates



Holidays

Holidays taken during school time will not be authorised. You can be fined if you take your child on holiday during school.

Rewards

To encourage good attendance and punctuality pupils will be celebrated/rewarded for 100% attendance. There will be:

- Weekly stickers for 100% attendance
- Half Term Certificates for 100% attendance
- Trophy for 100% throughout the year
- Weekly attendance charts
- Celebration for a significant improvement in Attendance
- Pupils with 100% attendance will be entered into a prize draw each half term.
- Movie afternoon for best class attendance each half term



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Reporting your child's absence

On your child's first day of absence please inform school before 9am. You can do this by calling the office on 0151 236 9505 or emailing k.flanagan@holycrossprimaryschool.co.uk

Attendance

Good attendance and punctuality are vital for success at school. It is important that Parents/Guardians support school to encourage children to attend school regularly and on time.

Any time missed from school can have an impact on your child's education.

- 95% attendance means 10 school days missed
- 90% attendance means 19 school days missed
- 85% attendance means 29 school days missed
- 80% attendance means 38 school days missed

Punctuality

It is also extremely important that your child arrives on time for school each day. Even being a few minutes late disrupts their education as well as other children in their class.

- Arriving 5 minutes late each day means 3 school days lost
- Arriving 15 minutes late each day means 10 school days lost
- Arriving 30 minutes late each day means 20 school days lost



We have a statutory duty to monitor your child's attendance. If your child has poor attendance we will:

- * Complete a home visit if you fail to provide a reason for your child's absence.
- * Send you a letter so you have the opportunity to support your child to improve their attendance.
- * Unauthorise all absences unless medical evidence is provided.
- * Hold attendance meetings in school
- * Issue penalty notices or start court proceeding

To encourage good attendance pupils will be celebrated/rewarded for 100% attendance whether this is weekly, monthly, termly or for the whole year.

For minor illness children can still be brought into school, all staff are first aid trained and we can call you to collect your child if they are unwell during the school day. Any medication prescribed by your doctor can be given to children throughout the day. A medication form can be completed in the school office.



What does the law say?

All children of compulsory school age— must receive a suitable full-time education. As a parent, you are responsible for ensuring that this happens.

Once you have registered your child at a school, you are legally responsible for ensuring that your child attends school regularly. If you fail to do this legal action can be taken against you by the Local Authority.

Legal action can involve a penalty notice or being taken to court. Parents also face the risk of imprisonment and parenting orders. A penalty notice may be issued as an alternative to prosecution.

