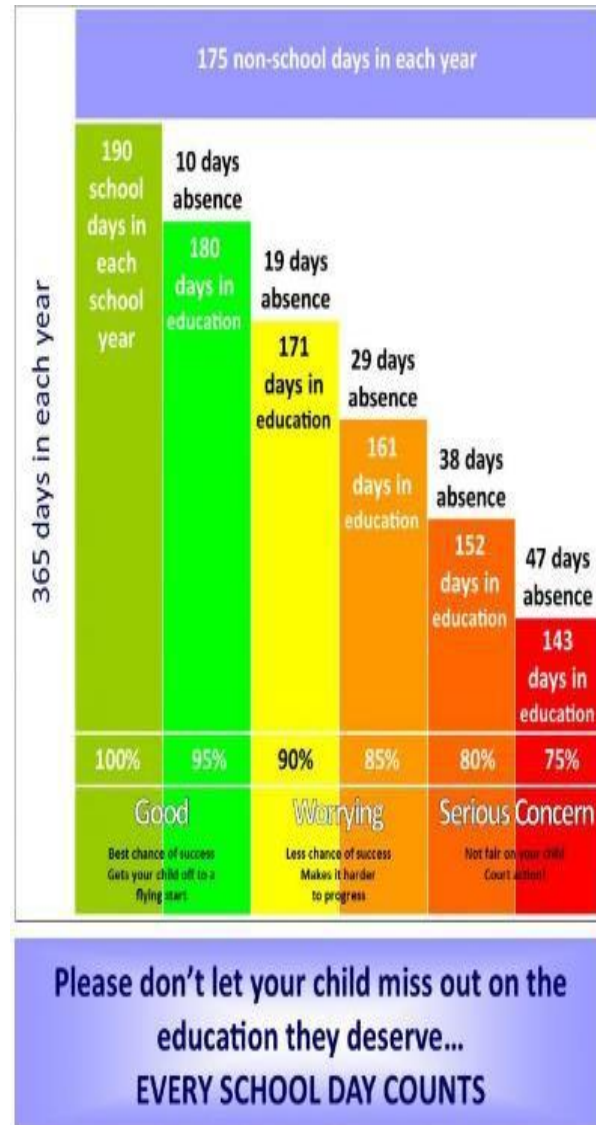


## Why is Good Attendance important?

There is a link between good school attendance and a high level of attainment. Regardless of the reason, if your child is absent from school it will impact on their learning. Parents/carers are legally responsible for ensuring their child attends school on time every day.

It is essential for pupils to get the most out of their school experience, including for their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 (GCSE) have higher rates of attendance over the key stage compared to those with the lowest attainment. The overall absence rate of pupils **not** meeting the expected standard in Year 6 was higher than among those meeting the higher standard (4.7% compared to 2.7%). Missing days disrupts the flow of learning and your child's ability to build on prior knowledge. They also miss out on the social aspects of school.



## St Catherine's C of E School



## Attendance Guide for Parents



### **'Ensure your child attends every day the school is open except when a statutory reason applies'**

The School gates into the playground open 8.40 am and pupils go straight to classrooms.

The gates are locked at 9.00am.

Pupils arriving after 9.00 am should go through reception where they will be asked to sign in on the Ipad and give a reason for their lateness.

Arrivals between 9am and 9.15am will be recorded as 'late'. Arrivals after 9.15 will be recorded as 'unauthorised absence' for the morning session.

**Over one academic year**



### **'Notify the school as soon as possible when your child is unexpectedly absent (e.g. illness)'**

Please send a Dojo message or call and leave a message on the automated system 01566 772198 each day of absence.

If we do not receive a reason we will contact you, if we do not hear from you we will contact the other contacts on your child's school record. If no reason is given, the absence will be recorded as 'unauthorised'.

### **Too ill to attend school?**

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sorethroat), over the counter medicines can be given before school or we can administer top ups during the day with written permission. School will contact you if they become too ill to remain in school. Children should be off school for 48 hours if they have sickness or diarrhea.

### **'Only request leave of absence in exceptional circumstances and do so in advance'**

Requests should be made in writing/email to the Headteacher. A decision will be made as to whether the absence is recorded as authorised or non authorised. Term time holidays are not classed as exceptional circumstances and will not be authorized.

### **'Book any medical appointments around the school day where possible'**

We appreciate this is not always possible. Please bring evidence of the appointment to the office in advance so that we can record the absence as authorised.

The School meets with the Educational Welfare Officer on a termly basis and cases of persistent absence are discussed. The EWO may then contact the family to offer support in improving attendance for the benefit of the child.

New statutory policies have been brought into place which may mean unauthorised absences result in a penalty notice.