



# Attendance Matters at Holy Family



At Holy Family, attendance is monitored rigorously each day by our Learning Mentor to ensure that all pupils are in school and to examine and follow up on pupils' absence. All children are expected to have an attendance rate of **97% or above**, unless medical conditions or exceptional circumstances prevent this.

If your child is unwell and cannot attend school, you must let us know each day on **ParentApp**. If you are unable to access this, please contact the school office on 0151 424 3926. If you do not inform us, a member of our Attendance Team will call you to find out the reason for absence. If we are unable to contact you, we may feel that it is necessary to visit your home.

## Illness, appointments and holidays

- If in doubt, send your child in and we will contact you if your child is unwell. Please ensure contact numbers are updated when necessary.
- With sickness and diarrhoea, your child must be kept at home for **48 hours** after their last bout. (See further detail on the website)
- Medical appointments should be made out of school hours if at all possible. If your child has to see a doctor or dentist in school time they should attend school for as much of the day as possible. It is not permitted to take a whole day off school for a medical appointment unless the appointment lasts all day.
- In line with Authority policy, **we do not authorise any holidays** during term time. If you choose to take your child out of school for any reason, an 'Application for leave of absence in term time' form on ParentApp must be completed at least 2 weeks in advance to inform us of any plans.
- Only in exceptional circumstances will permission for leave be granted.

## Punctuality

Schools are legally required to take a register of pupils first thing in the morning and at some point in the afternoon. If a pupil is late but the register is still open they are marked as late. If the register has already closed when a pupil arrives late and without a satisfactory explanation, it will be classed as late after the register has closed which will count as an absence. **Our registers close at 9:10am.**

Continual punctuality is important because if, for example, a child arrives 15 minutes late at school each day, they lose almost 2 weeks of education a year. Regular Absence due to lateness (after 9:10am) may be referred to the Education Welfare Officer.

***The link between attendance and attainment in school is clear.  
The more a pupil is in school the more they increase their opportunity to fulfil  
their potential.***

### **For your information:**

- **Classroom doors are open from 8.45 and close at 8.55am.** If your child arrives after this time, please enter through the main entrance where they will be recorded as late. *(They will be given the code L on the register).* We monitor punctuality and will address concerns over persistent latecomers.
- **Registration closes at 9.10am.** If your child arrives after this time, they will be recorded as late after register has closed and will not receive a morning attendance mark, which will affect their overall attendance. *(They will be given the code U on the register for that session).*

### **We have many initiatives in place to facilitate good attendance, such as:**

- Our Clubhouse Breakfast Club is open from 7.30am.
- Our Learning Mentor, Debbie Featherstone, is available to discuss any problems or concerns you may have about attendance.
- Weekly, termly and annual recognition and celebration awards/ assemblies for attendance and punctuality.
- All staff have a responsibility for promoting good attendance and children know the reasons

### **What should I do if I'm worried about my child's school attendance?**

The first thing to do is to contact school to discuss your concerns. Mrs Featherstone will happily meet with you to discuss any issues or barriers to good attendance.

### **What are my responsibilities regarding my child's school attendance?**

As a parent/carer it is your responsibility to ensure that any child of compulsory school age attends school both regularly and on time. The local authority has a duty to make sure that all parents/carers fulfil this responsibility.

### **Family holidays during term time**

From 1 September 2013, the Department of Education changed the regulations regarding requests for family holidays during term time. The changes to the Education (Pupil Registration) (England) (Amendment) Regulations 2013 mean there is no legal entitlement for parents to take their children on holiday during term time. The new regulations also make it clear that headteachers may not authorise leave during term time unless there are exceptional circumstances. Headteachers would not be expected to class any term time holiday as exceptional.

All requests for leave of absence in term time must be made in advance in writing on the leave of absence request form – available from the school.

The approval of leave of absence does not set a precedent for similar future requests and the frequency / duration of such leave periods will be considered as factors in any decision.

The council will use the full range of sanctions available where leave of absence is taken without the permission of the school. The council will regularly monitor school absence during term-time and will work with headteachers to ensure parents adhere to the new legislation.

### **What if my child's school attendance does not improve?**

Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444 or 444(1A) of the Education Act 1996 and the Local Authority may issue a Penalty Notice or take enforcement action through the Courts to secure regular attendance.

### **Levels of attendance and action school will take:**

#### **Below 90% attendance: Persistent Absentee (PA).**

Pupils are identified as persistent absentees if they miss 10% or more of their possible sessions. Local Authority Welfare Officers will be advised. Formal intervention and referral can be actioned.

#### **90% - 92%: At risk of becoming a Persistent Absentee (PA) pupil.**

If your child is at this level, you will be made aware of the fact. You may be asked to attend a meeting, or receive a home visit regarding this low level of attendance. Attendance targets set.

#### **92% - 94%: Needs improvement.**

If your child's attendance reaches this level, you may be invited into school to discuss strategies to improve your child's attendance.

#### **94% - 96%: Satisfactory.**

#### **97% - 100%: Good.**

It is expected that all children should reach at least 97% attendance.

### **Why is high attendance important to my child's education?**

As a parent/carer you want the best for your children. Having a good education is an important factor in opening up more opportunities in adult life.

School gives your child a wide range of opportunities and experiences in the form of academic lessons, educational trips and school clubs allowing them to develop their interests and achieve their full potential. Regular school attendance means that your child can make the most of their education.

As a parent/carer you want the best for your children. Having a good education is an important factor in opening up more opportunities in adult life.

### **Did you know that:**

- A child who is absent a day of school per week misses an equivalent of two years of their school life
- 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all
- Poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable
- Poor school attendance is also closely associated with crime a quarter of school age offenders have truanted repeatedly.
- at least 1 million children take at least one half day off a year without permission
- 7.5 million school days are missed each year through unauthorised absence.

### **Absence at any stage of your child's education leads to gaps in your child's learning. This in turn can:**

- mean that they fall behind in work
- affect their motivation
- affect their enjoyment of learning
- lead to poor behaviour
- affect their desire to attend school regularly
- affect their confidence in school
- mean they miss out on the social life of school and extra curricular opportunities and experiences
- affect their ability to have or keep friendships.

NUMBER OF DAYS ABSENT FROM SCHOOL	CHILD'S ATTENDANCE AT THE END OF THE YEAR
If your child has 1 day off school during the year...	...their attendance will be 99.5%
If your child has 2 days off school during the year...	...their attendance will be 99%
If your child has 5 days off school during the year...	...their attendance will be 97.4%
If your child has 10 days off school during the year...	...their attendance will be 95% This is below target.
If your child has 15 days off during the year...	...their attendance will be 92.4% School will now monitor attendance on a regular basis. Letters home will be sent and you will be invited in for an attendance panel meeting
If your child has 20 or more days off during the year ....	... their attendance will be below 90% and school will now be in contact with Education Welfare Service of Knowsley Local Authority. This may lead to sanctions, court and penalties against the parents