

Attendance Information for Parents

Why is attendance important?

- It is a legal requirement for your child to be in school on time daily and because in partnership with you we, we care greatly about your child's education,
- Poor attendance will have a negative effect on your child's learning, outcomes and overall wellbeing and mental health.
- We want our children to make the most of their experiences in school reaching their potential.

What is an example of an authorised absence?

- Your child is too ill to attend school (proof of illness from your doctor **may** be requested in some instances)
- An unavoidable, allocated medical appointment (proof of appointment **may** be requested in some instances)
- An agreed leave of absence (Note: A Leave of absence request must be completed prior to absence).

What is an example of an unauthorised absence?

- A family holiday in term time
- Sleeping in; and arriving late
- Staying off school because a sibling or parent is unwell
- Taking the day off because it is your birthday, you have a wedding or other day out planned
- Staying home for deliveries
- Any other similar reasons

What do I do if my child is unwell?

Please notify the school **EACH DAY** your child is ill. Through the school office numbers **01744 671909/908**, school email stannesrc@sthelens.org.uk

or **Study Bugs App**, or **Study Bugs** via the **top bar on the school website**.

If you have not contacted the school, we will ring you prior to 9.30am. If we are unable to get in touch, a member of school pastoral/attendance team or the Education Welfare Officer may visit your home.

What does Good attendance mean?

99% - 100% = Excellent

97% - 98% = Good

95% - 96% = Average and below gives serious cause for concern



When does it become a concern?

If your child's attendance falls below 95%, school will send you a letter and attendance will then be monitored closely.

If your child's attendance falls below 90%, we will refer to the Education Welfare Officer.

Lots of lateness is also a concern and this will also be monitored. If lateness becomes a concern Arriving at school later than 8.45am frequently, we will contact you to discuss.

Let's work together to ensure all of our children are in school, on time, every day.