

# Attendance and Punctuality Guidelines

**ST. JOHN'S CATHOLIC PRIMARY SCHOOL**



*“Christ is the Centre of our School Community  
where we Live, Love and Learn together”*

## What does the law say?



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.

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

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.



## 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
- 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



**All schools have a duty to monitor attendance.** If your child has poor attendance the following steps will be followed:

- Carry out 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.

For minor illnesses, 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.

## **Holidays and Trips Away**

Holidays and trips away during school time will not be authorised and you may be fined.

## **Rewards**

To encourage excellent attendance and punctuality, pupils will be celebrated/rewarded for best attendance and most improved attendance. There are many attendance reward systems in place:

- Class piggy banks – classes with 98% and above receive £5 in piggy bank each week which they spend on a whole class treat at the end of the year.
- Termly certificates and prizes for best attendance and improved attendance.
- Termly attendance hampers.
- Weekly attendance charts and weekly attendance raffle.
- Class reward systems are also used to celebrate great attendance.

## **Reporting your child's absence**

**If your child is absent, you must contact school and inform us with a reason for the absence. You can do this by calling the office on 0151 922 1924/ 3106.**