



# ATTENDANCE MATTERS

*Every school day counts!*



**Children need to attend school regularly to benefit from their education. At St John's Infants we firmly believe that every lesson counts, as does every day at school. For a child to reach their academic potential high attendance at school is essential. We expect children to attend school if they are fit enough to do so. We believe that our children should enjoy coming to school and we provide a caring and rewarding environment for the children to learn. This letter is to provide parents/carers with information about our attendance policy.**

## How parents and carers can help-

- ❖ If your child is fit and well make sure they are in school
- ❖ Contact us on the first day of absence (before 9.30am) if your child is ill
- ❖ Provide a written explanation as to why your child has been absent from school
- ❖ In line with government legislation do not take family holidays during term time
- ❖ Talk to us if you are concerned about your child's attendance
- ❖ Don't let the age of your child be an excuse for keeping them off school

## At St John's Infants we will-

- ❖ Aim to provide a welcoming, exciting and rewarding place to learn so our children want to come to school
- ❖ Reward attendance which is above 95% by giving certificates and rewards – e.g. weekly, termly and end of year rewards
- ❖ Provide you with information about your child's attendance which is simple to understand (see overleaf)
- ❖ Provide support and advice from external agencies if there are issues preventing good attendance at school e.g. School Nurse, Family Toolbox
- ❖ Treat all applications for absence from school on their own merits



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## **Reporting to parents/carers**

Parents/carers will be provided with a termly information on their child's attendance. Attendance will also be discussed at Parent/Teacher meetings in October and March. A traffic light system will be used to inform parents/carers how their child is doing.

### **GREEN = Good! Keep it up!**

All children with 95% attendance or higher will be rewarded with a green certificate to bring home. Consistently high attendance across the school year will be celebrated and rewarded at the end of each term. The children will have a say as to what this treat might look like!

### **AMBER = Early Awareness Raising**

Attendance between 92% and 95% would raise concerns for pupils' progress and parents/carers will be alerted with an 'amber' letter, which may help to identify patterns of absence which would be addressed through phone call home and monitored by class teachers

### **AMBER Worrying**

Attendance between 90% and 92% would raise concerns for children's progress and parents/carers will be alerted with an 'amber' letter, which may help to identify patterns of absence which will be addressed with 1:1 meetings. Concern would be alerted to Senior Staff

### **RED = High Risk**

For attendance which falls below 90%, parents/carers will receive a red letter outlining absences for the term, and highlighting the serious impact that this would have on progress if it continued and to raise awareness of Fixed Penalty process in cases of unauthorised absence, meetings with parents/carers would continue along with school support

### **RED – Serious Concern**

For attendance which falls below 80%, parents/carers will receive a red letter outlining absences for the term, and highlighting the serious impact that this would have on progress if it continued. The Education Social Welfare Officer will become involved and a Fixed Penalty may be issued by the Local Authority.

## **Remember the school day begins at 8.45am and ends at 3.15pm**

If a child arrives late to school they are less likely to be ready to engage in learning and valuable time is being lost. Even though you might think 5 minutes is nothing to worry about, 5 minutes late everyday means that your child misses approximately 15 hours over the year.

*If a child arrives late after the registers are closed on 10 or more separate occasions a Fixed Penalty Notice may be issued .*

**Our attendance figure for 2022-2023 was 94.89% which was slightly below the national expectation of 95%.**