

St Peter and St Paul Catholic Primary School

Attendance Matters

‘The Love of Christ impels us’

Live Love Learn



‘To love one another as I have loved you’

St Peter and St Paul Catholic Primary School

Attendance Target

The school's attendance target is 96% or higher for every pupil in every class in every year.



Helpful Contact Number:

School Office:

Tel: 020 7253 0839

FOR PARENTS



Parents and carers have a legal duty to ensure their children receive education by regular attendance at school.

Children who do not attend school or who are late miss out on vital teaching. This will affect their progress and achievement.

ABSENCE

Parents and carers can explain absences but they cannot authorise them. Only the school can decide whether explanation about absence are acceptable and can be authorised.

Authorised Absence



Your child can only be absent from school if:

- They are too ill to go to school
- Exceptional reasons for which permission must be given first

If your child is unwell you must inform the school on the first day of absence by telephone or in writing. When your child returns to school you must inform us of the reason in writing.

Medical appointment should be made out of school hours where possible.



If an appointment is necessary, you need to give us a copy of the appointment letter.

- No holidays are allowed during term time.
- You will only be allowed to take your child out of school in exceptional circumstances.

Under no circumstances should you make travel arrangements unless you have been given permission first.

Persistence absence threshold is now 90%

Constant absence will result in meeting with the Head Teacher/Attendance Officer who will offer support and guidance. If there is no improvement a letter of referral will have to be made to the 'Access and Engagement Service' who may issue a penalty notice.

PUNCTUALITY



Being on time matters!
Missed lessons = missed opportunities

- Being late means you miss important information and you miss out on learning
- Being on time shows you are reliable
- It shows you are organised
- It shows you know that school matters

Late cards will be issued from the office. There is a card to show your class teacher you have had an appointment and a red card to show you are late without a proper reason. Constant lateness will result in spending time with the Head Teacher catching up on work missed.

- ❖ The gates open at 8.45am and the bell goes at 8.55am. The register is taken at 9am promptly. You need to be in the playground in good time beforehand. If you arrive after the register is taken, you will be marked late.

- ❖ If you arrive after 9:30am you will be marked as an **unauthorised absence.**
- ❖ Anyone arriving after 9am **MUST** sign in the late book and collect a late card from the office.



Employers want good time keepers.

FOR CHILDREN

Here are some of the things you can do to get good attendance:

- Go to bed in good time
- Record late TV programmes
- Have your own alarm clock
- Get everything ready for school the night before
- Get up at the same time every day
- Have a regular homework time



If you don't come to school, this is what will happen:

- '...you don't know how to do the work'
- '...you feel a bit left out'
- '...you get left behind'
- '...you have to make friends again'
- '...you lose touch'



Days off school soon add up. Missing school makes it hard to catch up and you have to work harder when you come back.



Classes with the highest weekly attendance receive a class certificate and 10mins extra playtime.

Pupils with 100% attendance receive their gold medals at the end of term and will be rewarded for their diligence.

