

Did you know?

Best Chance Of Success – GOOD ATTENDANCE

100% = 0 weeks of learning missed

95% = 1 week and 4 days of learning missed

POOR ATTENDANCE

90% = 3 weeks and 4 days of learning missed

85% = 5 weeks and 3 days of learning missed

VERY POOR ATTENDANCE

80% = 7 weeks and 3 days of learning missed

75% = 9 weeks and 1 day of learning missed

LATE ARRIVAL

When your child arrives late at school, they will miss the most crucial part of the day and the start of their learning. Your child may feel embarrassed at having to go into their classroom late and they may find it harder to settle. **This WILL also disrupt the other the children in their class.**

Frequent lateness will have a negative impact on your child's achievement.

<i>Minutes Late Per Day</i>	<i>Days lost learning</i>
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Classroom doors open at 8.45a.m.

Be early and start the day with a smile!

As a parent/carer, you are legally responsible for making sure your child gets a suitable full-time education.

What should I do if my child is absent?

By law, schools must record absences and the reasons given. You are therefore required to contact the school immediately if your child is absent for whatever reason (**before 10am on the morning of the absence**). If your child is to be absent due to illness, you must let us know the nature of the illness. If the illness continues, please contact the school office daily to inform us of the child's progress. If your child is absent and we have not heard from you by 10am on the day of the absence, we will contact you to ascertain the reason for the absence.

On their return to school you must then send a letter explaining the reason for the absence.

The school office must be informed in writing of absences known in advance such as dental appointments and you will be asked to provide proof of the appointment (e.g. appointment card, appointment letter, etc)

School Approach to Attendance

We emphasise to all children the need for good attendance.

- We reward good attendance at both class and individual level.
- We do not authorise absences without a good reason.
- We will ring you if your child is absent and we have not heard from you by 10am
- We monitor attendance carefully and contact you and the attendance officer if your child's attendance is of concern.
- We monitor lateness carefully and if your child is consistently late (5 times), we will contact you and the attendance officer.

St. Helen's Catholic Infant School



ATTENDANCE 2025-26

Information for parents and carers

- A** attendance is compulsory.
- T** together we can achieve the best for each child.
- T** there is support to improve attendance.
- E** establishing good habits from the start.
- N** not being in school affects life opportunities.
- D** on't take holidays in term-time.
- A** arriving late is disruptive.
- N** notify the school when & why your child is absent.
- C** celebrate good attendance.
- E** every day counts!

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Being at school is a crucial part of your child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. The expectation of Governors and the Headteacher at St. Helen's Catholic Infant school is that children will attend school every day unless they are ill.

As parents or carers it is **your legal responsibility** to make sure that your child makes the most of this opportunity by attending regularly aiming for at least 95% attendance.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Reducing absence is a vital and integral part of the schools' mission to:

- Ensure every child has access to the full-time education to which they are entitled.
- Ensure that children succeed whilst at school and establish a positive working ethos early in life.
- Ensure that children have access to the widest possible range of opportunities when they leave school.
- Promote children's welfare and safeguarding.

There are two types of absences:

Authorised absences are authorised by the Headteacher, in line with government legislation. This occurs when your child is absent from school for a good reason like illness, medical/ dental appointments or emergencies which unavoidably fall during school time.

Unauthorised absences are those which the school and the governors, following Government guidelines, do not consider reasonable. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings including penalty notices and fines. This includes:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night, non-infectious illness or injury that would not affect their ability to learn.
- Unexplained absence.
- Shopping trips.
- Looking after other children or children accompanying siblings or parents to medical appointments.
- Their own or family birthdays.
- Holidays in term time, including extended weekend breaks.

Holidays in Term Time

You do not have a legal entitlement to take your child out of school during term time to go on holiday. The Headteacher will not grant any leave of absence during term time unless there are exceptional circumstances.

Further information can be found in our Attendance Policy, available on the school website.

The following absences will **NOT** be authorised, **EVEN** in exceptional circumstances:

- At any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- At any time in April, May and June.
- At the end of the academic year.
- When a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

All requests must be made at least 4 weeks in advance using the correct form. Along with the request you will need to attach a letter outlining the 'exceptional circumstances' for which a term time holiday is being applied for. If this is not provided, the school will be unable to consider the request. In addition, you may be asked to supply copies of travel documents and where applicable a letter from a place of work agreeing holiday cannot be taken at any other time.

Government legislation on attendance:

<https://www.gov.uk/school-attendance-absence>