

# St Paul's Catholic Primary School

## Parent Guide

### School Attendance



#### Our Mission

At St Paul's we believe **good attendance** is vital for a child to achieve their **full potential**. We aim to promote good attendance by providing a **safe and motivating environment** for all children. As a team, we will together **break down any barriers** a child or family may have to accessing their education.

**Every child matters, every day matters.**

#### Parental home agreement

Parents/carers AND school both have a legal duty for attendance. It is a legal requirement for each and every child to access regular education.

#### I need support with my child's attendance

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's Classteacher.

## **FAQ's**

### **What is PA?**

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

### **What is risk of PA?**

Risk of PA is when your child's attendance is at risk of dropping below 90%. We aim to offer early intervention support at this stage.

### **What is an EPN?**

EPN stands for 'Education penalty notices' EPN's are issued for unauthorised absences, this includes term time holidays.

### **I'll just go on holiday and pay the fine?**

EPN's have now been capped nationally at **TWO** fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500

### **What is an unauthorised absence?**

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

### **What happens if I keep my child off, and don't contact school?**

School will call home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child.

## **ATTENDANCE TEAM- Head Teacher- Mrs Worton-Geer Office Manager Mrs Beckford**

Telephone: 01992 635060

E-mail: [attendance@stpauls373.herts.sch.uk](mailto:attendance@stpauls373.herts.sch.uk)

*\*Please also refer to the full attendance policy that can be found on our school website\**

### **Punctuality**

If your child arrives to school after registration closes your child will receive an unauthorised late mark- this effects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

### **Absence**

If your child is going to be absent from school- you must contact the school office before 8.30 am to provide a reason for absence. You can either call 01992 635060 and leave a message or email: [attendance@stpauls373.herts.sch.uk](mailto:attendance@stpauls373.herts.sch.uk)

## Medical evidence

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences. This way, we can make sure absences are authorised.

## PA / risk of PA (Persistently absent)

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

## Fines / holidays

### Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays will result in a fine being issued from Herts Local Authority.

<b>100% attendance</b>	<b>0 days missed</b>	<b>No learning missed!</b>
<b>97% attendance</b>	<b>5 days missed</b>	<b>A weeks learning missed</b>
<b>94% attendance</b>	<b>12 days missed</b>	<b>2 weeks and 2 days learning missed</b>
<b>90% attendance</b>	<b>19 days missed</b>	<b>3 weeks and 4 days learning missed</b>
<b>85 % attendance</b>	<b>30 days missed</b>	<b>6 weeks of learning missed</b>
<b>80% attendance</b>	<b>40 days missed</b>	<b>8 weeks of learning missed</b>

## Every minute counts

**'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!**

Attendance:

<b>Always on time!</b>	<b>No hours missed!</b>	<b>No learning missed!</b>
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<b>5 minutes late each day</b>	<b>15 hours missed</b>	<b>3 days learning missed</b>
<b>10 minutes late every day</b>	<b>32 hours missed</b>	<b>6.5 days learning missed</b>
<b>20 minutes late each day</b>	<b>65 hours missed</b>	<b>13 days learning missed</b>
<b>30 minutes late each day</b>	<b>95 hours missed</b>	<b>19 days learning missed</b>