ST BARNABAS CE PRIMARY SCHOOL



Attendance Matters

**Attendance Matters**

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and on time.

**Your child should attend school every day the school is open unless the reason for absence is unavoidable.**

**Ensuring your child regularly attends at school is your legal responsibility.**

**Why Regular Attendance is very important:**

Any absence affects a child’s education, Regular absence will seriously affect their learning. Children who have time off often find it difficult to catch up and do well. Pupil absence can disrupt teaching routines and may affect the learning of others in the same class.

**Top Tips for being on time every day**

1. Make sure your child has enough sleep.
2. Make sure your child has an alarm clock.
3. Make sure school uniform is ready the night before.
4. Ensure your child packs their school bag the night before, including swimming kit. PE kit, homework.
5. Try and arrange dental and medical appointments out of school hours.

**ABSENCES**

All schools have to log all half day absences a pupil takes away from school. This absence has to be classified by the school as either authorised or unauthorised.

Absence from school will be authorised for:

* Sickness
* Medical/dental appointments.
* Days of religious observance.
* Exceptional family circumstances, such as weddings or bereavement.
* Where the absence has been granted by the Headteacher (special circumstances)

We understand that your child may have to attend medical or dental appointments in school time. However, you should try to make routine check-ups during the holidays or after school.

Absence from school will be unauthorised where the school does not consider it reasonable.

This includes

* Parents keeping children off for shopping trips.
* Oversleeping/ tiredness.
* Day trips and holidays in term time.
* Absences where parents have not provided an explanation.

**ATTENDANCE PROCEDURE**

We would like to remind you about our school attendance procedure:

* You should contact the school before 8.45 am and no later than 9.00 am on the first day of absence and the following Monday if the child’s absence spans more than one week.
* You can contact the school on 01925 633606 to inform us of any absences. You can leave a message on the answer phone or speak directly to the office staff.
* The school will contact parents of pupils who are absent if we have not received notification of the absence.
* If your child’s absence increases and we are not aware of a good reason we will invite you to school to discuss the situation.
* IF ABSENCES PERSIST WE WILL REFER THE MATTER TO Warrington Councils Education Welfare Officer.
* If the reason for absence requires more personal contact please request an appointment with Miss J Hodgkinson or Mrs J Beddall.

**ATTENDANCE BANDS**

At St Barnabas CE Primary we expect a minimum attendance of 95% which is equivalent to no more than nine days absence per academic year.

These are our attendance bands. Each term we’ll tell you which band your child’s attendance is in.

|  |
| --- |
| Band |
| Excellent= 97%+  Your child is having less than 6 days absence a year |
| Very Good= 95%+  Your child is having less than 10 days absence a year |
| Below average 90% to 93%  Your child is missing 20 days a year. Up to a full month lost! Up to 100 lessons missed! |
| POOR 80-90%  Your child is missing up to 40 days in a school year. Up to 8 weeks off school! |

* Certificates and prizes are awarded at the end of each term and end of year for 100% Attendance

Lateness

The school day starts at 8.50 a.m. A child who arrives late:

* Disturbs the class
* Misses important parts of the lesson
* Feels embarrassed
* Is marked late in the register.

All late children must be signed in by an adult.

Contact details:

Office Manager: Mrs B Walsh

01925 633606

Headteacher: Miss J Hodgkinson

Safeguarding and Pastoral Support: Mrs J Beddall

Website: <http://www.stbarnabasceprimary.co.uk/>