

5 days absence over the whole year
97% - 100%
Good chance of success and progress

20 days absence over the whole year
90%
Less chance of success. Harder to make progress

20+ days absence over the whole year
Under 90%
Detrimental to success and progress

Every School Day Counts

100% - Perfection
0 days off school

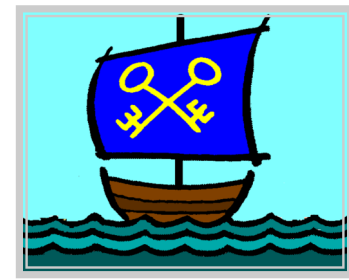
99% - Excellent
Equates to 2 days off school each year

97% - Good
Equates to 5 days off school each year

95% - Slight concern
Equates to 10 days off school each year

90% - Concerned
Equates to 20 days off school each year

85% - Very Concerned
Equates to 30 days off school each year



Get your child to school on time every day.
Their future is in your hands.

There is a link between good school attendance and high level attainment. Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/Carers are legally responsible for ensuring their child attends school on time

INFORMATION FOR FAMILIES

St Peter's Catholic Primary School
Sullington Way, Shoreham-by-Sea, West Sussex
BN43 6PJ Tel: 01273 454066

Email: office@stpetersshoreham.co.uk

Website: www.stpeterscatholicprimary.com

Practicalities

- ☺ Attendance at school is a priority.
- ☺ It is parents' responsibility to contact the school to report any absence—a reason must be provided—using any of the following -
- ☺ **Tel 01273 454066**
- ☺ **Email office@stpetersshoreham.co.uk**
- ☺ **Studybugs**
- ☺ If a child is absent in the morning and the school has not received an explanation by 9.15am, we will email and/or telephone home.
- ☺ Your child should return to school as soon as he/she is able to do so.
- ☺ If you have ANY concerns about attendance, please do not hesitate to contact the Headteacher.

Unauthorised Leave in Term Time (Holidays)

There are 190 days in a school year, which leaves 175 days to spend on family time, shopping, appointments and other things. Children must not be absent from school for -

- ⊗ Day trips
- ⊗ Shopping
- ⊗ Birthdays
- ⊗ Parent/carer or sibling illness
- ⊗ Protests

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods.

Requests for leave due to exceptional circumstances, preventing the period of leave being taken during school holidays, must be made in writing to the Headteacher.

A Penalty Notice Fine will be issued to both parents when a child has missed 10 or more sessions (5 days) for unauthorized reasons.

Every Minute Counts Lateness = Lost Learning

(figures below are calculated over a school year)

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

Be at the classroom on time at 8.40am and ready to learn!



Medical / Dental Appointments

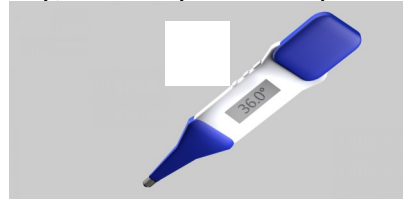
Where possible all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. School may not authorize the time off school if medical evidence is not provided.

Too Ill to Attend School?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat) over the counter medicines can be given before school. School will contact you if they become too ill to remain in school.

Children must be off school for 48 hours if they have diarrhea or vomiting.

If you are unsure how long your child should be absent from school due to an illness, please contact the School Office who will be happy to advise you. Alternatively, contact your Dr or pharmacist.



Routines

The easiest way to ensure your child attends school on time every day is to establish a

GOOD EVENING AND MORNING ROUTINE.

If mornings are hectic in your household, prepare as much as possible the night before.

Persistent Absence

Any child with attendance below 90%, regardless of the reason for the absence, is considered to be a persistent absentee.

This equates to just 2 days each month.

Is Your Child a Persistent Absentee?

Statistics show that persistent absentees are less likely to achieve their full potential and can affect GCSE grades and a child's future prospects

The Law

By law, all children of compulsory school age must get a suitable, full-time education. As a parent, you are responsible for making sure this happens.

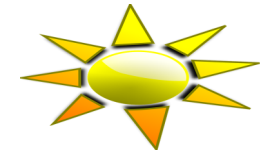
If your child fails to attend regularly, the Local Authority (LA) may take legal action against you. The following changes come into force for Penalty Notice Fines issued after 19th August 2024 -

First Offence—the first time a Penalty Notice is used for term time leave or irregular attendance the amount will be £160 per parent, per child, if paid within 28 days. Reduced to £80 per parent, per child, if paid within 21 days.

Second Offence (within 3 years) - The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child, to be paid within 28 days. No reduced rate will be offered.

Third Offence and any further offences (within 3 years) - The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court. Magistrates fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on a parent's future DBS certificate due to failure to safeguard a child's education.

The school is required to advise the Local Authority of any child who has been absent from school for 15 consecutive days.



Please check your child's attendance on their report at the end of the school year.