

# St James' C of E Junior School

Developing the love of life and learning in a caring Christian community  
Learning to love and loving to learn



## Attendance Information for Parents and Carers

### Absence and lates - the facts

#### Attendance affects achievement

Did you know? Research shows that higher student attendance at school is associated, on average, with higher student achievement.

#### 90% attendance or below is classified as persistent absence

- Children find it harder to meet the expected grades in English and maths.
- Your child will be forecast to drop one exam grade when they are in secondary school.
- Children who continually attend at 90% will miss one whole year of their education by the end of secondary school.
- A deciding factor for secondary schools when offering places on appeal is the child's previous attendance. Better attendance leads to better chance of winning an appeal.

St James' considers **96%** attendance as regularly coming to school. We understand that 100% attendance may not be easy to achieve.

#### We can help:

Please feel free to speak to Mrs Faulkner or Mrs Jones if you need some help or support with your child's attendance or punctuality.

Our Attendance team meet with parents/carers of any child whose attendance has fallen below 90%, or if a child has been persistently late; an improvement plan will be agreed.

#### You can help:

- Please encourage your child to come to school even if they have a cold, headache, tummy ache or sore throat. School will send them home if they are ill.
- Please remember to call, text or email the school as early as possible on the first morning of absence. Please explain in full the reason for absence on any message, unwell or ill is not acceptable and they absence may be put down as unauthorised.
- Please call, text or email **every day** of the absence, in order to keep us informed.
- Please only take holidays in the 175 days your child is not in school.
- Please make all regular medical/dental/optician appointments outside school hours.

#### Set a routine:

- Have a set bedtime and morning routine.
- Have uniform and school bag ready the night before.
- Set a time for daily homework and out of school activities.
- Speak about school positively.
- Be firm! Send your child to school every school day, including their birthday and the first and last day of term.

## Lateness has a negative impact

Being late can:

- Disrupt lessons
- Affect achievement
- Embarrass/upset your child
- Mean they miss part of the input into the lesson

Being late adds up to loss of learning:

- 5 minutes late every day adds up to **3 days lost each year**
- 10 minutes adds up to **6 days lost each year**
- 15 minutes adds up to **10 days lost each year**
- 20 minutes adds up to **13 days lost each year**
- 30 minutes adds up to **19 days lost each year**

## Being on time means not missing out!

At St James' our aim is that every child is as successful as they can be. Having a good attendance and punctuality ethic will set the children up to be good citizens with the best chance of getting and keeping good jobs. Working together, we can provide the best chances for your children

## Holidays in term time

Holidays during term time **are not permitted**. Holidays in term time **will not be authorised** unless there are exceptional circumstances. Holiday request forms are available from the office. After you return from holiday a penalty notice will be requested by the Local Authority and a fine will be processed from them. Each adult with parental responsibility can be fined even if they do not live in the same house as the child. Adults who do live in the same residence can also be fined as they have responsibility for the child to come to school.

If your child does go on holiday without filling in a holiday request form you can still be fined.

At the present time fines are £60 per child per adult eg. a single parent with two children = £120, two adults with two children = £240. The fine doubles if not paid within this timescale. ***Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.***

## Attendance Team

**Mrs Faulkner (Inclusion Lead), Mrs Jones (Engagement Co-ordinator) and Mrs Hayward (School Administrator)**

