



HOLY TRINITY CATHOLIC VOLUNTARY ACADEMY

ATTENDANCE INFORMATION FOR PARENTS



Your child's future is in your hands...

- **Get your child to school on time every day**

There is a direct link between good school attendance and a good level of attainment. Regardless of the reason, if your child is absent from school it will impact on their learning. Please get off to a good start right from your child's first day at school and they will have the best possible start to their education.



We begin school at 8:45am – please be on time! This is the time that your child must be in the playground or in the classroom, so you need to ensure that your child is coming through the school gate at 8:40am.

It is important to arrive on time because the first few minutes of the day are often used to give out instructions or organise school work for the rest of the day.

If your child does not arrive in time for the register, they will receive an 'unauthorised absence/late' in line with DfE guidance.

GOOD ATTENDANCE IS IMPORTANT BECAUSE:

- Statistics show a direct link between under achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school work and homework easier
- Regular attenders find learning more satisfying
- Regular attenders have an easier transition to secondary school
- Regular attenders are more likely to have a good set of friends
- Regular attenders have more chance of meeting the expected standard and will therefore have a better chance of going on to achieve good grades at GCSE

- Attendance Incentives



We have a variety of rewards for good attendance at Holy Trinity. Each week, the class with the highest attendance % will receive the highly coveted 'Attendance Trophy'. The class with the highest attendance at the end of each half term is can choose a special treat.

Children who achieve 100% attendance every term are also awarded with special stickers or certificates to celebrate their achievement!

- Medical Appointments

Wherever possible, all appointments should be booked outside of school hours. Where this is unavoidable, the amount of school time missed should be kept to a minimum. Please ensure that you inform the school office in advance and present evidence of your appointment.

- Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, coughs, colds etc). We can administer Calpol with your permission – please ask the office and complete a permission form. We will always contact you if your child is too ill to stay in school. Please do not keep your child off school 'just in case'. If your child has a sickness bug please keep them off school for 48 hours. Children should also be kept off school for infectious or contagious diseases such as Chickenpox etc. It is also a good idea to keep your child off school if they have a high temperature. Your doctor or pharmacist can advise as to how long your child needs to be absent from school.

IF YOUR CHILD NEEDS TO BE ABSENT FROM SCHOOL DUE TO ILLNESS PLEASE CONTACT THE SCHOOL OFFICE BEFORE 9:00AM ON EACH DAY OF ABSENCE

- If your child is off school due to illness, parents can help us by:

- Ringing on the morning of the first day of absence with the reason and indicating when they are likely to return
- Arranging medical appointments out of school hours
- Keeping us up to date if your child has a pro-longed absence

- Unauthorised leave of absence in Term Time (Holidays)

Holidays in term time cannot be authorised by the school – please do not book a holiday during term time as this will result in an unauthorised absence appearing on your child's school record and a fine may be issued. Requests for leave of absence can only be authorised in exceptional circumstances which prevent this taking place in school holiday time. A '**Request for leave of absence**' form must be completed *in advance* – please enquire at the office.

PLEASE DO NOT INFORM SCHOOL THAT YOUR CHILD IS ILL IF YOU ARE AWAY ON HOLIDAY – YOUR CHILD HAS PROBABLY ALREADY TOLD THEIR TEACHER OR THEIR FRIENDS THAT THEY ARE GOING AWAY. THE OFFICE STAFF AND SENIOR LEADERS WILL THEREFORE ALREADY BE AWARE OF THIS AND THIS CAN CAUSE UNNECESSARY EMBARRASSMENT FOR FAMILIES UPON RETURN.

PLEASE WORK IN PARTNERSHIP WITH US AND PLEASE VALUE YOUR CHILD'S EDUCATION – EVERY LESSON COUNTS AND THEY ONLY GET ONE CHANCE!

School Matters!



Attend Today, Achieve Tomorrow

- Persistent Absence

Any child with attendance less than 90% regardless of the reason for absence is defined as a 'Persistent Absentee' according to the Government's latest guidance. If your child is a 'Persistent Absentee' they are less likely to achieve their potential and this can affect their future prospects.

- **Authorised Absence** – school can authorise the absence if your child is ill, there is a family bereavement, religious observance or any other exceptional circumstance

- **Unauthorised Absence** – times when children are not permitted by law to be absent from school such as:

Waiting on a delivery, a family day out, a birthday, a football match on TV, sleeping in late, unapproved holiday, child refusing to come to school or get out of bed

SEVERAL UNAUTHORISED ABSENCES WILL BE REFERRED TO THE LOCAL AUTHORITY WHO MAY ISSUE A FINE

- Your legal responsibility...

If your child does not attend school regularly (over 90%) the local authority can take action against you through a Fixed Penalty Notice (fine). The School monitors all children's absences and referrals to the Local Authority are made.

Routines

The easiest way to ensure that your child attends school every day is to establish **GOOD EVENING AND MORNING ROUTINES:**

- **If mornings are hectic in your household, prepare as much as possible the night before.**
- Try to ensure that bedtime is the same time every night
- **Ensure that your child switches off any electronic device a good hour or two before bedtime**
- Encourage your child to read in bed before going to sleep if they are old enough, or read them a bedtime story
- **If your child has a TV in their room, make sure they do not ‘fall asleep’ to it.**
- Let your child have School Meals – they are free for Infants and this will save time making packed lunches
- **Pack your child’s school bag the night before and have their school uniform out ready for the next day**
- Set your alarm and get up in good time
- **Make sure that your child has a good breakfast including a drink before school**



Worried about your child’s attendance?

If you have problems getting your child to school or are worried about your child’s attendance, please talk to us – we can offer a wide variety of support, so please do not suffer alone! Call the school office on 01636 689177 and ask to speak to Mrs Summers.

Annual Attendance	School Missed	Result
100%	No lessons missed.	Gold Standard – Superb! These pupils have the best chance of getting the top grades and jobs.
96-99.9%	96% = missing about 2 weeks of school.	Green Standard – these pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95.9%	92% = missing about 3 weeks of school.	Amber Standard – it will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92%	Missing more than 3 weeks of school.	Red Standard – these pupils are missing too much school. This is likely to affect their grades and therefore impact on their future opportunities after leaving school.