



HOLY NAME CATHOLIC PRIMARY SCHOOL

ATTENDANCE

Dear Parent/Carer,

The Government has a new agenda regarding Attendance and Punctuality.

We need your support in improving whole school attendance and punctuality. During the COVID pandemic it was necessary for pupils and families to isolate if they or a close contact tested positive. That is not now the case and it is essential that we build back up on our previous positive attendance rates.

The impact upon children's education through lost learning is huge. At a time when so much education has been disrupted it is vital that we make every school minute count. I urge you to ensure that your child is in school and on time **every day** to prevent anyone falling behind with their learning.

Persistent cases where poor attendance and punctuality do not improve are considered to be neglect and are now classed as a Safeguarding issue.

Government departments track school attendance figures. It is considered that attendance of 90% or below is **persistent absence** which will be closely monitored by school staff.

We currently have 40% of pupils in the Persistent Absentee category!!

We are also closely monitoring pupils who are **At Risk** of becoming **Persistent Absentees**:
We currently have 25% of our pupils at risk of becoming Persistent Absentees.

Failing to improve your child's attendance can lead to prosecution, which school want to help families avoid.

Holy Name Primary School has a whole school attendance target which is 97%.

There are things you can do to improve your child's attendance and avoid falling into the persistent absence category:

- **Do not take any holidays during term times; there is a zero tolerance policy regarding this and all term time holidays will result in a fine.**
- If your child is unwell and you are unsure whether to send them to school, contact the office to seek advice on 0151 525 3545 (Do not contact the class teacher).
- Keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence (office staff will provide this for you).
- Speak to school staff with any concerns.
- Talk to your child about the importance of them being in school and let them know how important **you** feel it is.

The table below provides an example of the impact of lost learning through pupil absence:

attendance % over a school year	Equal to number of days absent	Converted to approximate weeks of absence	Approximate number of lessons missed	School Concern Level
95%	9.5	2	47.5	Pupil can catch up and still succeed
90%	19	4	95	Poor attendance -we are concerned
80%	38	8	190	Very poor attendance – we are very concerned
70%	57	12	285	Serious concerns

So a child who has an absence % of 80% has missed 38 days of school and has missed 190



lessons.

Punctuality

Punctuality is also extremely important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Pupils do not like being late into school and we witness how upsetting it can be for them. We want to prevent this.

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late <i>per day</i> over a school year	Approximate equivalent number of DAYS lost learning
5	3 = over ½ a week
10	6.5 = over 1 week
15	10 = 2 weeks
20	13 = over 2 ½ weeks

We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before
- Ensure that your child goes to bed early enough so they are not too tired to get up in the morning
- Ensure your child has a good night's sleep by minimising their use of devices at bed time.
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine in getting to school on time
- Bring your child to breakfast club (7.45am – 8.30am)

In the Spring Term, we will be monitoring attendance very closely (missing 10 sessions will trigger a challenge and may result in a fine). We will require families to call and explain their child's absence on the telephone (no other means of notification will be acceptable).

If we are unable to make contact with a family member when a child is absent, someone from school will have to make a home visit to ensure the welfare of the child (This is a requirement under Safeguarding).

The School leadership team will meet weekly to monitor attendance, even patterns of absence will be noted, and families will be invited to school to explain the reasons for their child's absence to the SLT and the EWO and to discuss ways to improve attendance. Failure to improve your child's attendance will result in referral to the Education Welfare Officer and may result in fines or prosecution.

All of these measures are required to safeguard your children and they ensure your child's learning does not suffer, as missed school time impacts upon a child's attainment.

Thank you for your support. I hope we can make improvements to attendance and punctuality.

Mr N Morris

Head of School

Mrs A Radford

Executive Headteacher



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