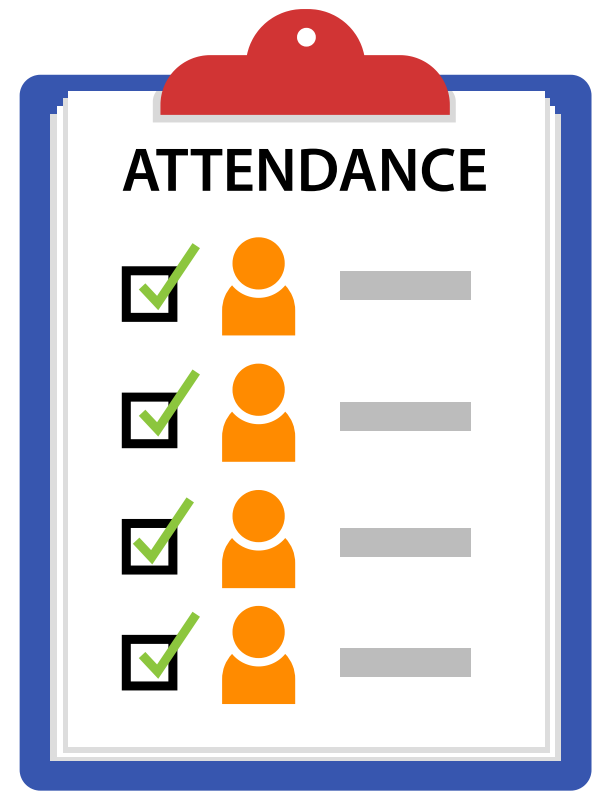


School Attendance - Parent/Carer Guide



Our Mission

At St James' we believe good attendance is vital for a child to achieve their full potential. We aim to promote good attendance by providing a safe and motivating environment for all children. As a team, we will together break down any barriers a child or family may have to accessing their education. Every child matters, every day matters.



Parent/Carer Home agreement

Parents/ carers AND school both have a legal duty for attendance. It is a legal requirement for each and every child to access regular education.

2 Support

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.



3 What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

What is risk of PA?
Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support before this stage.

4 What is an EPN?

EPN stands for 'Education penalty notices' EPN's are issued for unauthorised absences, this includes term time holidays.



5 I'll just go on holiday and pay the fine...

EPN's have now been capped nationally at TWO fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500!

E-mail: office@stjameslowerdarwen.blackburn.sch.uk
Website: <https://www.stjameslowerdarwen.co.uk/>

Please also refer to the full attendance policy that can be found on our school website



ATTENDANCE TEAM

Headteacher:
Miss Tindall

Designated Safeguarding Lead:
Mrs Jacques

Attendance Admin Lead:
Mrs Warwick

Telephone:
01254 698656

School Attendance - Parent/Carer Guide



6 What is an unauthorised attendance?

A child being kept off school unnecessarily or without good reason.

Term time holidays is not a justified reason to take your child out of school.

7 What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child.



Every Day Counts

100% attendance	0 days missed	No learning missed!
97% attendance	10 sessions (5 Days)	A weeks learning missed
94% attendance	24 sessions (12 days)	2 weeks and 2 days learning
90% attendance	38 sessions (19 days)	3 weeks and 4 days learning
85 % attendance	60 sessions (30 days)	6 weeks of learning missed
80% attendance	80 sessions (40 days)	8 weeks of learning missed

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8 Expectations

If your child is going to be absent from school- you must contact the school office before 9.00 am to provide a reason for absence.

9 Medical Evidence

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

10 Punctuality

If your child arrives to school after registration closes your child will receive an unauthorised late mark- this affects your child's attendance.

You must accompany your child to sign in at the office when arriving late.



MOMENTS MATTER, ATTENDANCE COUNTS.

Every Minutes Counts

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days, (6 sessions), learning missed
10 minutes late every day	32 hours missed	6.5 days, (13 sessions), learning missed
20 minutes late each day	65 hours missed	13 days, (26 sessions), learning missed
30 minutes late each day	95 hours missed	19 days, (38 sessions), learning missed

**90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!
Make each day count.**

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How do we celebrate good attendance?

Celebrating our children's attendance achievements is key to keeping our children motivated and engaged.

We celebrate attendance in so many ways such as:

Class of the week

Individual half termly praise postcards

Half termly class prizes

Individual attendance recognition awards



And most importantly celebrating our children's 'small wins' every single day!

.....

Attendance HERO

(Here Everyday Ready On time)

