

## Attendance Key Information.

The Government expects schools to :

- Promote good attendance and reduce absence including persistent absence.
- Act early to address absence.

Schools must report children/families where a child has missed 10 or more days schooling.

Attendance below 90% is persistent absence.

The National attendance target is 95%. This is what we should be aiming for.

Our school aspirational target for attendance is 97% or above.

### Frequently asked questions and useful information (DFE—School Attendance Guidance)

- Q. Can a parent take their child on holiday during term time?
- A. Headteachers should only authorise leave of absence in exceptional circumstances. Leave is unlikely to be granted for family holiday.
- Q. What is authorised absence?
- A. This means that the school has given approval for absence or accepted an explanation offered.
- Q. What is an unauthorised absence?
- A. The school has not given approval and does not accept an explanation given.



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL



**Saint Norbert's Catholic Primary School**

# Attendance



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL



## Parent Pocket Guide



**Saint Norbert's Catholic  
Voluntary Academy**



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Article 7: Every child has the right to a legal name and nationality, as well as the right to know and, as far as possible, to be cared for by their parents.

## Promoting Good Attendance

### **What are my responsibilities regarding my child's school attendance?**

As a parent/carer it is your legal responsibility to ensure that a child of compulsory school age attends school both regularly and punctually. The Local Authority has a duty to ensure that all parents/ carers fulfil this responsibility. It is these principles that inform our whole school policy which is reviewed annually and agreed by our school governors.

### **Why is it important for my child to attend school regularly?**

- Regular school attendance and good punctuality means your child can make the most of their education and this will improve their choices in adult life. It will also help them when they enter the world of work.
- School helps children and young people with their social skills, making and maintaining friendships, building confidence and self-esteem.
- If your child does not attend school regularly it could affect their attainment and progress and ultimately their ability to secure employment in later life.



### **How can I help my child to attend regularly and be enthused with school and learning?**

- Try to meet our aspirational school target of 97%.
- Always talk to your child about school.
- Take a positive interest in your child's work including homework.
- Keep in touch with school staff via learning journeys/homework dairies/ reading records or by speaking to them.
- Always contact the school on the first day of absence.
- Attend parent's evenings and other events so your child sees the value you place on education and learning.

### **What will happen if my child does not attend school regularly?**

We aim to review each child's attendance every term or when concerns arise.

If your child's attendance is below 90% which is persistent absence, you will receive a letter setting an attendance target for the next four weeks.

If this target is not met an Attendance Panel Meeting will take place and a further target will be set for the next four weeks.

Should this target not be reached you will be invited to another School Attendance Panel meeting which will give you four weeks to meet a new attendance target. Failure to attend this meeting may result in a Formal Legal Warning Letter and a fine, however we aim to engage with and support Families however we can to maximise attendance to achieve the best possible educational outcomes.

- Children missing education for 10 days or longer will also now be automatically sent a warning letter by the Local Authority.

