

St Peter and St Paul's Church of England Primary School

Attendance Expectations

We believe that good attendance and punctuality are key to helping children succeed and we know you want the very best for your child, just like we do. All schools must adhere to expectations set out by the Department for Education (DfE) and our registers are monitored externally with school having to show how we have addressed the attendance and punctuality of any children who go below expected levels.

By working together, we can give your child the best chance to reach their full potential, both in school and beyond. Regular attendance helps your child:

- Keep up with lessons and achieve their target grades
- Build and maintain friendships
- Take part in fun social and sporting activities
- Learn important life skills
- Develop good habits like punctuality, which are essential for future success

We are committed to making sure your child feels safe, supported, and part of our school family. Being in school regularly plays a big part in that.

School Day Information Our school day starts at 08.50am when the register is taken and ends at 3.20pm; with the school day equating to two sessions of attendance. Doors open from 8.45am to enable children to get to class in time for registration and anyone arriving after 08.50 is recorded as being late for school.

Why Attendance Matters It might seem like 90% attendance is okay but in terms of attendance this means your child misses nearly 4 weeks of school over the year. That's a lot of lost learning! Here's what attendance looks like over time:

	Impact over 1 school year
100% Attendance	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost

Our goal is for every child to aim for 100% attendance, and you can read the full attendance policy on our website.



When your child is unwell.

We understand that children sometimes get sick or have exceptional reasons for being absent. The NHS has a helpful guide to help you decide if your child is too ill for school:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-is-my-child-too-ill-for-school/)

Holidays in term time

- There is no automatic entitlement to any leave in term time therefore parents must seek school's permission before taking their child out of school.
- Schools are unable to authorise the absence unless there are exceptional reasons for taking the leave in term time and these circumstances are very rare. We are no longer able to authorise time off for weddings and the only exception to this is for a parent getting married when some of the absence may be able to be authorised (wedding certificate will need to be provided).
- School will require parents to fill in a leave request form prior to booking any holiday and/or attend a meeting in school.
- There may be occasions when, even in exceptional circumstances, school may not agree leave, for example during SATs week or important transitional periods.
- Evidence shows that even small amounts of absence from school can affect your child's progress and attainment. The education of your child could be disrupted due to any leave, causing them to fall behind and struggling to catch up.
- For every week of school a child misses, they lose 25 hours of education which can never be regained. Approximately every 6 weeks your child gets a holiday from school; therefore, you should use this time to take your child on holiday. If you choose to take your child on holiday in term time without permission, you may be issued with a penalty notice.

If you are ever worried about your child's attendance, please speak to their class teacher or the Attendance Lead. We are here to help and can work with you to overcome any challenges.

How you can help

Here are some simple ways you can support your child's attendance and punctuality:

- Set a regular bedtime to help them get enough sleep
- Create a calm evening and morning routine
- Make sure they attend school every day unless there's a valid reason
- Get them to school on time by 08.50am registration
- Book medical appointments outside school hours when possible
- Let us know if your child is too unwell to attend by 09.00am
- Take holidays during school breaks—not term time
- Talk positively about school and show interest in their day
- Attend parents' evenings and school events
- Praise their efforts and achievements
- Work with us to support any behavioural or emotional challenges
- Reach out early if you have any concerns—we are here to help