



St. Matthew's Catholic Primary School

Queen's Drive, Liverpool, L4 8UA Tel / Fax: 0151 226 1871

Head Teacher: Mrs C Sime

Love, Learn and shine together with Jesus

September 2023

Dear Parents/ Carers,

Please see the following information regarding Attendance and Punctuality.

Attendance

St Matthew's Catholic Primary School recognises the clear link between the attendance and achievement of pupils. Our aim is to encourage the highest possible levels of attendance and punctuality for pupils within St Matthew's Catholic Primary School to support learning and development.

The importance of attendance and punctuality is underpinned by an awareness of **safeguarding** issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for **all pupils to aim for 100% attendance** with the expectation all pupils achieve at least 97%. ***As a school we define regular attendance as 97% or above.***

St Matthew's Catholic Primary School believes teachers, parents, carers, pupils and all members of the school community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve.

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often:

- Find it difficult to catch up and do well
- Find it harder to make and maintain friendships
- Tend to be less happy whilst in school

90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year.

Ensure your child arrives for school on time.

- Contact school if your child is to be absent or late preferably via Studybugs or telephone if you are not signed up to the studybugs app. (see school office if you are not signed up to the studybugs app and require support. We are aiming for all parents/carers to be using the app to report attendance matters)



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- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours. For all medical appointments please provide school with a copy of the appointment card/letter
- Contact school preferably by **8.55** am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school.
- If a phone call is received as a result of your child's absence it is important that you respond to this call to ensure your child is **appropriately safeguarded**.
- Contact the School Office and request to speak to a member of staff privately if the reason for absence requires a more personal contact.
- **In case of emergency** we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three emergency contact details be provided)
- Requests for exceptional circumstances leave of absence must be **in writing to Mrs Evans (school attendance lead) in the first instance. She will discuss with Mrs Sime and review the attendance records of the individual in question.** After which, the Head teacher will make an informed decision to authorise the absence or not. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences, please be aware school will ask for evidence to support any such requests . Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.

If a pupil is absent we will:

- Telephone the parent/carer on the first day of absence if we have not heard from them by 8.55 am. This call will take the following form-

Good morning..... is not in school today and we do not know why.

It is your responsibility to contact us at the earliest point and report your child's absence.

If you do not make contact with school, then this may become a safeguarding concern.

Why isn'tin school today? When do you expect him/ her to return? If calpol is administered would he/she be able to come in later today?

- If no response is received and the absence is unauthorised a member of school staff will conduct a home visit as directed by head teacher. If there are safeguarding concerns contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet the Head Teacher and the Deputy Head Teacher.
- If absences persist the attendance team will discuss actions with the Education Welfare Officer.



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In the case of Persistent Absenteeism (PA), that is attendance below 90%, parents will receive a call or letter or visit from the school's Educational Welfare Officer.

Coding

Please see the coding system that is adopted by all schools for registration purposes

Key to Codes

- / Present (AM)
- \ Present (PM)
- B Educated off site
- C Other authorised circumstances
- D Dual Registration (attending other school)
- E Excluded [no alternative provision made]
- G Annual family holiday (NOT agreed)
- H Annual family holiday (agreed)
- I Illness [NOT medical or dental etc]
- J Interview
- L Late (before reg closed)
- M Medical / Dental
- N No reason yet provided for absence
- O Unauthorised absence [not covered by other code]
- P Approved sporting activity
- R Religious observance
- S Study leave
- T Traveller absence
- U Late (after registers closed)
- V Educational visit or trip
- W Work experience
- # Planned whole or partial school closure
- Y Unable to attend due to exceptional circumstances
- X Non-compulsory school age or COVID-19 related
- Z Pupil not on roll
- All should attend / No mark recorded
- 7 Illness due to Covid 19
- 8 Self-isolating due to Covid 19
- 9 Shielding due to Covid 19



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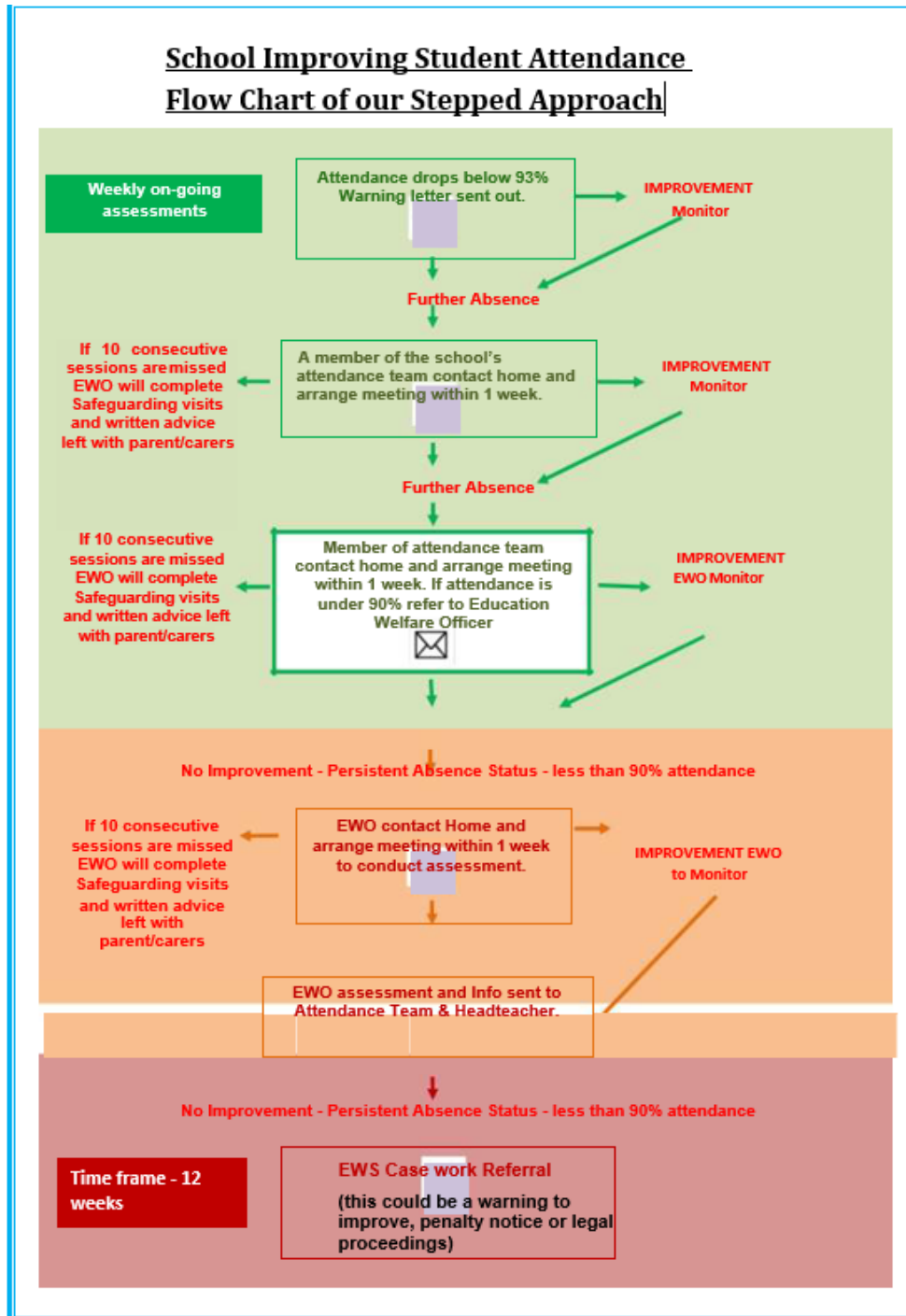
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Stepped Approach to supporting improvement in attendance



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Leave of Absence Requests

The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly **exceptional** circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Only in these exceptional circumstances will the leave will be marked as authorised. In all other circumstance this leave will be classed as unauthorised absence.


Please be aware that parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

Punctuality

Poor punctuality is not acceptable. If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons, it can be embarrassing for the pupil arriving late and can encourage future absence.

Gates are open from **8.40am to 8.55am**. Registers are taken at **8.45am** by the class teacher and pupils receive a late mark if they are not in their class by the close of registration at **8.55am**.

- If a pupil is late after the gates close then the parent/carer must come to the school office with their child to sign them in and they will be given the following card



Times of the day

Gate opens at 8.40am
Doors open 8.45am
Sessions start 8.45am
Register opens 8.45am
Gate closes 8.55am
Parents to sign children in from 8.55am
Register closes 8.55am
Late mark applied from 8.55am

Your child was given a late mark today



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- If a pupil arrives late to school on 3 occasions parents/carers will receive a letter to inform them of their child's punctuality.
- Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the School Office who will offer support to resolve the problem.

A copy of the Attendance Policy can be found on the school website.

Thank you for your continued support.

Yours sincerely

L. Evans

Mrs L. Evans

Deputy Head Teacher and School Attendance Lead



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