

There are 175 non-school days in a school year and therefore gives parents plenty of opportunities to book family holidays or days out during the designated school holidays or inset days.

If you still chose to request absence for your child for a family holiday this will be recorded as unauthorised on your child's attendance record.

#### **AUTHORISED ABSENCES-**

The following absences will be authorised as long as the school is informed in advance and evidence is provided if applicable.

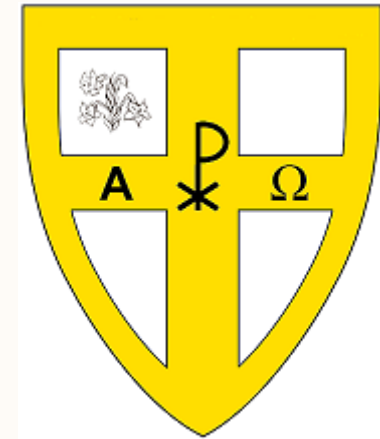
- Religious Observance
- Wedding of close family member (copy of invitation required)
- Funeral of immediate relative
- Music/Dance Exams

Mrs Cowler may request a meeting with you to discuss your absence request further.

Please note- Teachers do not provide school work for pupils to catch up when they are absent from school.

Time lost through missed lessons can never be recovered and lost learning will never be made up. Frequent absences from school also mean that children find it more difficult to feel part of the whole school community and friendships may be affected which in turn can affect a child's general well being.

*If you have any concerns about your child's attendance please do not hesitate to contact Miss Martin in the school office or speak to Mrs Cowler.*



## ***St Wilfrid's Catholic Primary School***

### ***Attendance Information Leaflet for Parents/Carers***

***[www.st-wilfrids-burgesshill.w-sussex.sch.uk](http://www.st-wilfrids-burgesshill.w-sussex.sch.uk)***

***[office@stwilfridsbh.org.uk](mailto:office@stwilfridsbh.org.uk)***

***01444 235254***

We monitor pupil's attendance on a regular basis.

**Excellent– 96% +**

**Average– 94-95%**

**Poor– 90-94%**

**Unacceptable– 90% and below**

Our school's average attendance is 96%. When a pupil's attendance falls below 90%, this is classed as persistent absence and highlights a cause for concern. Please note this figure is determined by the Department For Education. A child only has to miss half a day every week to be classed as a persistent absentee.

Our Attendance Officer, Miss Martin, monitors reviews the whole school's attendance every half-term. If your child's attendance has fallen below 90% this will trigger a letter home. If your child's attendance does not improve you will receive a second letter home asking you to arrange a meeting with Mrs Cowler. This is to discuss the reasons for absence and how the school and parents can work together to improve the attendance.

*Our attendance policy can be viewed on our school website.  
Alternatively you may ask at the school office for a copy.*

### **PUNCTUALITY**

Registration is at 8.50am. If your child arrives after this time they will have to come into school via the school office so they can be signed in. This will be recorded as a late mark. If your child arrives after 9.30am without a reasonable excuse this will be recorded as an unauthorised late and will impact your child's attendance percentage.

Learning starts as soon as registration is over and therefore if your child is regularly late to school they will miss out on the start of lessons. This can mean your child misses out on instructions and learning objectives for the day ahead.

### **SICKNESS**

If your child is going to be absent please phone the office number and leave a message on the absence line (option 1) before 9.30am. You must state the reason for absence and if your child is unwell you must state the nature of the illness. (*simply stating unwell is not enough*) You must report your child's absence EACH day they are absent from school. Please do not assume the school will know your child is still unwell.

Please note we operate a 48 hour exclusion when a child has experienced sickness or diarrhoea. Your child must be absent from school for 48 hours since the last bout of sickness or diarrhoea.

If you fail to report your child as absent by 9.30am the school office will attempt to make contact with you. They will continue to contact you or anyone on your child's contact list until a reason is given for the absence.

### **MEDICAL APPOINTMENTS**

Routine medical and dental appointments should be made outside of school hours or during school holidays. If your child does need to attend an appointment during school hours you will need to provide a copy of the appointment letter. Without this, the absence may be unauthorised. In order to minimise unnecessary absence from school, where possible if the appointment is during the school day please try to send your child into school before and return them after the appointment. This way your child has been registered and it is not recorded as an absence.

### **REQUESTING LEAVE FROM SCHOOL:**

If you wish to request absence from school you must complete a withdrawal from learning form. This can be downloaded from our school website or you may pick up a copy from the school office.

### **HOLIDAYS-**

Holidays during term time cannot be authorised unless in exceptional circumstances. It is at Mrs Cowler's discretion if the reason given is exceptional. Holidays being cheaper during term time is not an exceptional reason. We try to tag our inset days onto school holidays so parents can get a slightly cheaper deal for their holiday.