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Learn Love Pray

Dear Parents and Carers,

Spotlight on School Attendance



Firstly, we would like to thank all parents and carers for their support in ensuring their child attends school every day. At St Hugh's Catholic Primary School, we believe that good attendance is central to a pupil attaining well and making the best possible progress. For our children to gain the greatest benefit from their education, they must attend regularly and be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable.

'Working Together to Improve School Attendance' was updated by the DfE in August 2024. Below is a summary of guidance issued by Liverpool City Council.

**** Government Guidelines around School Attendance and Fixed Penalty Notices ****

In England, a Penalty Notice applies after 10 sessions (5 days) of unauthorised absence within any rolling 10-school-week period, regardless of term or school year. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence

First Offence

A first Penalty Notice for a term-time holiday or irregular attendance costs **£160 per parent, per child** (28-day payment). It is reduced to £80 if paid within 21 days.



Second Offence (within 3 years of the First Offence)

A second Penalty Notice within three years for the same parent and pupil incurs a **£160 fine per parent, per child**, payable within 28 days. Non-payment may result in prosecution.

Third Offence and any further Offences (within 3 years of the First Offence)

For a third term-time holiday or irregular attendance, no Penalty Notice is issued; the case may go straight **to prosecution**. If guilty, magistrates can fine up to £1,000.

Persistent Absenteeism

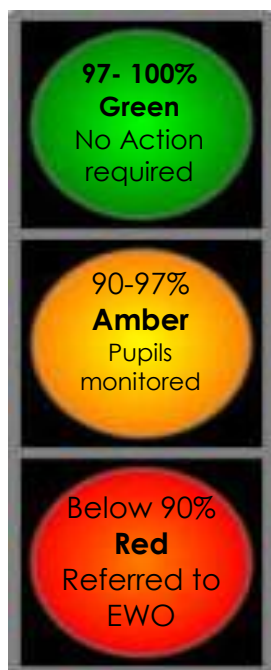
Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls **below 90%**.

This is for **any absence** whether **authorised** or **unauthorised**. The DfE expects schools to intervene well before pupils reach a level of persistent absence.

A persistently absent pupil is one who misses **10%** or more of their schooling for **ANY REASON**, from the beginning of the school year to the end of any given half term period.

This table sets out current thresholds for Persistent Absence and can be referred to as a means of determining the number of sessions missed to meet this criteria.

Terms	Number of sessions* missed to be defined as persistently absent	Number of days missed to be defined as persistently absent
September to October	7 or more sessions	3.5 days
September to Christmas	14 or more sessions	7 days
September to February	20 or more sessions	10 days
September to Easter	25 or more sessions	12.5 days
September to May	31 or more sessions	15.5 days
September to the Summer	38 or more sessions	19 days



What does 'good attendance' mean?

Do you know what your child's attendance is?

- If a child has **90%** attendance, it is equal to missing **½ day** every week. Would your boss like you to be off work this much?
- **90%** attendance over **5** years in primary school is equal to your child missing **½** an academic year!

Absence from school will be authorised for the following reasons only:

- Days of religious observance (1 day)
- Exceptional circumstances (determined by the school)

Absence from school will not be authorised for:

- Holidays
- Shopping trips
- Trips to the airport
- Translating for parents at meetings
- Being tired
- Birthdays or similar events
- Looking after parents or family members

Punctuality

Your child must be on time. Below is an outline of the morning procedure for the children.



- **8:45 am** – The school gates open. This allows children time to enter remove their coats, and prepare for the school day
- **8:55 am** – The attendance register is taken, and the children prepare for their phonics groups.
- **9:00 am** – The **phonics session** starts in Reception class, Y1 and Y2. **Maths** in Y3 Y4 Y5 & Y6



If your child arrives late:

- it disrupts the lesson for your child, the teacher and all the other children in the class
- your child will not know what to do in the lesson
- your child misses important learning and could fall behind the other children
- your child may be upset

If you need support ensuring your child arrives on time, please speak with Miss Bower. Persistent lateness may result in a referral to the Education Welfare Officer at Liverpool City Council.



Families who leave us in the summer term

Families planning to leave our school in the summer term should inform the school office as soon as possible, so that the absence procedures are followed correctly. This will allow us the opportunity, to offer children on our waiting list, a place in our school.



Please call into the school office if you would like any further information about school attendance.