

Executive Headteacher
Miss A Connearn

Head of School
Mrs A Flood



St. Hugh's Catholic Primary School
office@sthughsprimry.co.uk
www.sthughsprimry.co.uk
0151 733 2899

Learn Love Pray

Dear Parents and Carers,

Spotlight on School Attendance



Firstly, we would like to thank all parents and carers for their continued support in making sure their child attends school each day. At St Hugh's Catholic Primary School, we know that strong attendance is essential for pupils to achieve well and reach their full potential. To gain the greatest benefit from their education, children need to attend regularly and arrive on time every day the school is open, unless there is an unavoidable reason for absence.

Working Together to Improve School Attendance

Attendance September – February			
Year Group	Attendance	Lates	Persistent Absence
Rec	96%	4%	11%
Year 1	95%	4%	10%
Year 2	94%	4%	16%
Year 3	97%	3%	6%
Year 4	96%	4%	10%
Year 5	97%	3%	0%
Year 6	95%	2%	10%
Overall	96%	3%	10%

Persistent Absenteeism

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

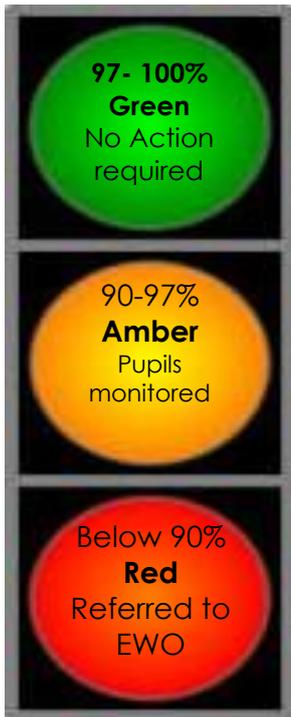
This is for **any absence** whether **authorised** or **unauthorised**. The DfE expects schools to intervene well before pupils reach a level of persistent absence.

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.

(1 session = ½ a day)

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 or upset
- Birthdays or similar events
- Looking after parents or family members
- Child saying they do not want to come to school

Punctuality

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



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



- **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 lessons.
- **9:00 am** – The **phonics session** starts in, Y1 and Y2. **Maths** in Y3, Y4, Y5 & Y6

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.



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