



Attendance Policy

Parent/Carer Guide to our Attendance Policy

If your child's attendance drops below 96% then School will contact you about this.

Good Attendance means
 Being in school at least 95% of the time ~
 which means not having more than 10 days off each year.

There are 175 days when you are NOT in school!
 All this time for shopping, holidays and appointments

365 days in a calendar year

Attendance %	Days at school	Days absence	Parent/Carer Reaction
100%	190	0 days absence	"Well Done!"
95%	180	10 days absence	"Best chance of success"
90%	171	15 days absence	"I'm worried!"
85%	161	25 days absence	"Less chance of success"
80%	151	38 days absence	"Very Poor Attendance - Serious impact on education and reduces life chances"
75%	143	47 days absence	"I'm seriously concerned!"

Play, Learn and Grow... Together!



Our aim is to make sure that attendance at Holy Family Catholic Primary School is excellent.

At Holy Family we believe that a good education will help children for the rest of their lives. Their journey to success starts with us working together to make sure they get the best out of every single day!

Anytime off school can affect your child's progress. Time off should only be due to genuine illness. Reception and Year 1 children need to be here every day so that they can learn to read and count as quickly as possible!

Family Holidays

Parents/Carers **do not** have the right in law to take their children on holiday during term time and school cannot authorise absence for holidays. Parents can receive a penalty notice from the local authority for taking their child on holiday in term time. Penalties cost **£60 per child, per parent** if paid within 21 days and £120 if paid within 22 and 28 days

Authorised absence

An authorised absence is when the school authorises the absence of a child due to:

- Sickness
- Exceptional family circumstances
- Medical appointments

If your child is off school due to illness then please make sure you phone the school on the first morning of their absence by 9:30am on 0151 709 3672

If parents do not call the school to notify an absence then the school will:

1. Contact the parent by phone.
2. Call any other numbers that the parent has left.
3. If school cannot contact the parent we will make a home visit. This is to ensure the child is safe and well.

Unauthorised absence

An unauthorised absence is when the school have not allowed the absence.

Absences for the following are not acceptable:

- Minor Ailments ~ school can give medication with the parents permission.
- Birthdays or day trips.
- Oversleeping/tiredness
- Parents waiting in for workmen/deliveries
- Confusion about a return to school date.
- Shopping
- Looking after siblings
- Taking a full day for a single medical appointment