

### How Parents can help

- ◆ Make sure your child comes into school regularly and arrives on time.
- ◆ Avoid taking holidays during term time.
- ◆ Arrange non-urgent medical and dental appointments outside school hours.
- ◆ Make sure your child understands the importance of school attendance and you do not approve of him or her missing school.
- ◆ Help your child to keep routines, going to bed and getting up at set times.
- ◆ Show an interest in what your child has done at school each day
- ◆ If you think your child is trying to avoid school, can you find out why? Ask them, or their teacher.

### Punctuality

- ◆ Pupils should be in class for 8:50. Registers are taken at 8:50
- ◆ Pupils arriving after 8:50am are marked as Late 'L'
- ◆ Pupils arriving after registration has closed at 9:30am are marked 'U'. This is defined as an absent mark. Please be aware that lateness after registration has closed can result in a Penalty Notice.

### Leave During Term Time

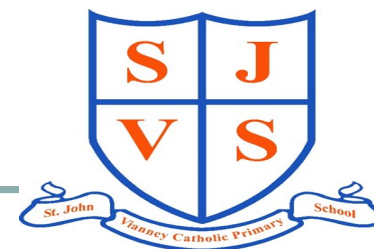
The Head teacher can only authorise 'leave of absence' during term time in

### **Exceptional Circumstances**

If you need to apply for leave You Must complete a leave of absence form and return to the school office.

Please be aware St John Vianney has adopted the use of Penalty Notices in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2013, regarding the issuing of Penalty Notices for Unauthorised absence from school.

Therefore please be advised that if you decide to take the leave of absence without authorisation from school you may be issued with a fixed penalty notice.



## St John Vianney Catholic Primary

### Please Contact Us

If your child is absent from school:

- ◆ Contact the school office before 9:30am.
- ◆ Please give reason for absence.
- ◆ Please call the office every day your child is absent to provide an update.
- ◆ If you have any concerns regarding your child's attendance please contact Mrs Clisby via the school office.

## Traffic Light System

We have implemented a new Traffic light Attendance system to continue to improve school attendance. Each term pupils' attendance will be monitored and put into one of 3 colours. St John Vianney school aims for all children to achieve 96% attendance and above.

Pupils with attendance between 96% and 100% will receive:

- ◆ A certificate termly
- ◆ Children will be entered into a draw to win a prize each term.

If your child's attendance is less than 96% , the following interventions may occur:

- ◆ Letter home
- ◆ Invite to school attendance meeting to complete a support plan. and/or a Parent Contract/Penalty Notice.

If your child's attendance falls below 90% or less, action is required to improve. The following may happen:

- ◆ Invite to school for attendance meeting to complete a support plan and/or a Parent Contract/Penalty Notice.. Referral to Education Welfare Service and other appropriate services.

### Red

Pupils whose attendance falls below 90%

### Amber

Pupils whose attendance is less than 96%

### Green

Pupils whose attendance falls between 96-100%

### How do schools work out attendance?

Schools count each day as 2 sessions (AM & PM). Your child has to attend 10 full sessions each week to achieve 100% attendance.

### What is unauthorised absence?

Unauthorised absence is used when no reason has been given for the absence or the reason provided is not acceptable. Only Head Teachers can authorise absences.

### Who can I talk to if I am concerned about my Child's attendance?

It is important to seek help as early as possible You can talk to the class teacher, Mrs Clisby Pastoral Lead or Mrs Friar Head Teacher. You can also speak to St Helens Education Welfare Service.

### Why have I received a Traffic Light Letter?

Your child has been identified as being in the Amber or Red Zone. This means your child's attendance is below school target of 96%. Children who are in the Green Zone will receive a certificate.

### But my child has a health condition...

We are here to support ALL families including those with medical conditions. We work closely with medical staff including our school nurse to devise Health Care Plans to ensure pupils have the right support.

### What is a parent contract?

A parent contract is a voluntary written agreement between home, school and Education Welfare Service. Parent contracts are intended to give you support.