



St Thomas' Attendance

Attendance & punctuality = success

Regular attendance is not just a legal requirement, but it is vital for children to maximise their learning, and achieve their full capabilities at St Thomas' CE Primary School.

There are a number of important steps parents can take to ensure their child maintains a high level of attendance:

- Ensure your child attends every day, **on time**, equipped and ready to learn.
- School starts at 8.55am, your child should be in class by this time.
- If your child is ill, please make sure that you contact the school- to ask for advice if necessary. Please make sure you phone school for *every day* that your child is absent.
- If no contact is received regarding the absence, it is recorded as unauthorised.
- Please ensure that medical appointments are made outside school time where possible. If this is not possible, your child needs to register at the school before they are taken to the medical appointment. We will need to see medical evidence upon return.
- Holidays should not be taken during school time. Holidays will not be authorised during term time, and may result in a fixed penalty notice.
- If you need to withdraw your child from school for exceptional reasons please fill in a request form which can be found in the office.
- Speak to your child's class teacher or office staff if you are experiencing difficulty in getting your child into school and we will do all that we can to help.

There are 190 days in a school year. **Every day counts!**



<p>Green Group</p> <p>Best chance of success. Gets your child off to a flying start!</p>	<p>No concern</p> <p>The child attends between 98% - 100% of the time.</p>	
<p>Amber Group</p> <p>Less chance of success. Makes it harder for your child to make progress.</p>	<p>Risk of Underachievement</p> <p>The child attends between 90% - 95% of the time.</p>	<p>If attendance falls below 95% you will receive a letter from the school making you aware of your child's attendance and the importance of being</p>
<p>Red Group</p> <p>Impossible for your child to be successful at School.</p> <p>Court action will be taken.</p>	<p>Extreme Concern</p> <p>The child attends less than 90.0% of the time.</p>	<ol style="list-style-type: none"> 1. You will receive a letter from Mr Jones asking to meet with him to discuss your child's attendance and to set a trial period of improvement. 2. Trial period is 3 weeks 3. Early help referral to support with attendance 4. If nothing improves then as the parent you will be referred to the Local Authority for a Penalty Notice.

Under no circumstances should children be removed from school for a holiday during term time.

If this does happen you will be referred to the local authority and issued with a fixed penalty notice of £60.