



St. Mary's C.E. Primary School  
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At St. Mary's we aim to develop the gifts and talents of all our pupils and encourage a lifelong love of learning. To achieve this, and for children to reach their full potential, excellent attendance and punctuality is crucial. The aim of this newsletter is to promote good attendance for the children in our school and as parents we need your help and support to ensure your child reaches their full potential.

### What does Good School Attendance look like?

Here at St Mary's and nationally, school absence and punctuality is given a high priority. The majority of our children have excellent attendance and we are extremely grateful to our families for the support and significance given to this. We closely track pupil attendance each week and offer support where needed to help make improvements. We work closely with Stockport Council and their Education Welfare Officers and follow their guidance. St Mary's values their relationship with our families and it is important that we work together to reduce school absence.

We categorise levels of attendance into red, amber and green.

**GREEN - 100%** Excellent attendance

**GREEN – 96 – 99.9%**. Good attendance

**AMBER – 90.1 – 95.99%** Below average and low attendance

**RED - below 90%**. Persistently absent

A copy of your child's attendance record is available, on request, from the school office. All families are updated each term with their child's attendance through a 'banded letter' which you will receive next half term.

### Expectations - Providing Reasons for Absence

It is every parent's legal responsibility to ensure that their child attends school.

If your child is absent for any reason, please contact school before 8.50am, giving the reason for absence, and on every further day of absence (except where a doctor's report has already been provided indicating an expected return date). School will contact parents before 10am if a call or email has not been received. Ensure your child returns to school as soon as possible. Provide any medical evidence, if requested, to support the absence. Proactively contact school for support if you are concerned about your child's attendance by speaking to the class teacher in the first instance.

**Medical Appointments** - We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations, are not always possible to arrange outside of school hours. However, if your appointment time allows your child to come to school for registration and then leave, this will have a positive impact on their attendance figure. Likewise, if they are able to be back in school for afternoon registration at 1pm, this will also have a positive impact.

## Holidays and Absence during term time

For any other leave of absence during school time, a leave of absence request form needs to be completed. The Department of Education regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

We ask that holidays are not taken during term time.

Changes arising from the Education (Penalty Notice) Regulations 2024:

- For the first fine issued for after the start of the 24-25 school year, the fine is £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a second fine is then issued to the same parent for the same child within three years of the first fine it will be for £160.
- Subsequent offences – no further fines can be issued if two have already been issued to the same parent for the same child within the previous three years (starting with the date of the first fine); instead the parent will be prosecuted by the Local Authority in the Magistrates' Court.

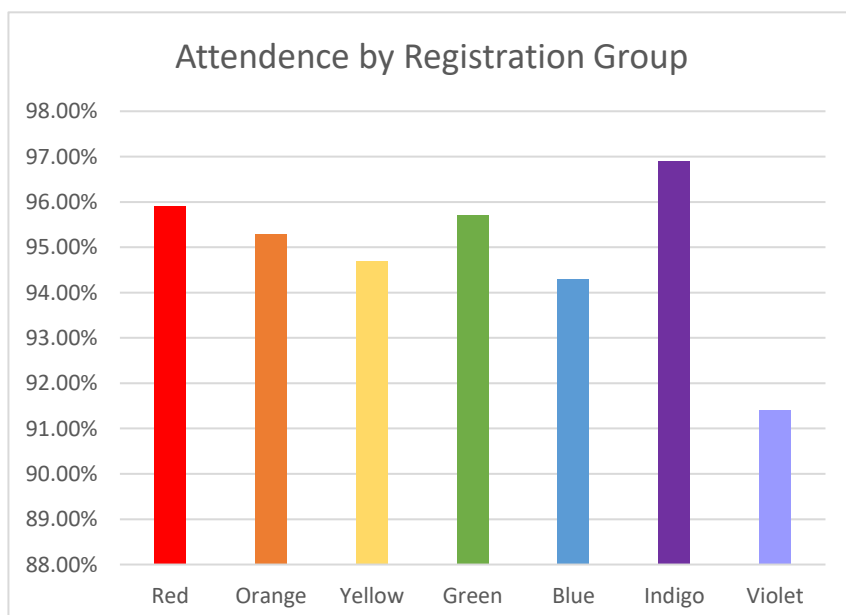
## Punctuality Matters!

Arriving on time for school is important as late arrivals are disruptive for the class and can be embarrassing for the child who is late. Children can also miss important information and learning during registration including the plan for the day.

- ✚ Gates open at 8.30am
- ✚ Classroom doors open at 8.40am
- ✚ School starts at 8.50am
- ✚ Late arrival is between 8.55am and 9.15am
- ✚ Arrival after 9.15am is recorded as unauthorised and is included in your child's attendance %

**We understand that school mornings can be hectic, but ... Did you know? Being 15 minutes late each day is the same as missing two weeks of school!**

**Attendance percentages per class from September at St Marys:**



<u>Attendance</u>	
Red	95.9%
Orange	95.3%
Yellow	94.7%
Green	95.7%
Blue	94.3%
Indigo	96.9%
Violet	91.4%
Whole school attendance	94.8%