



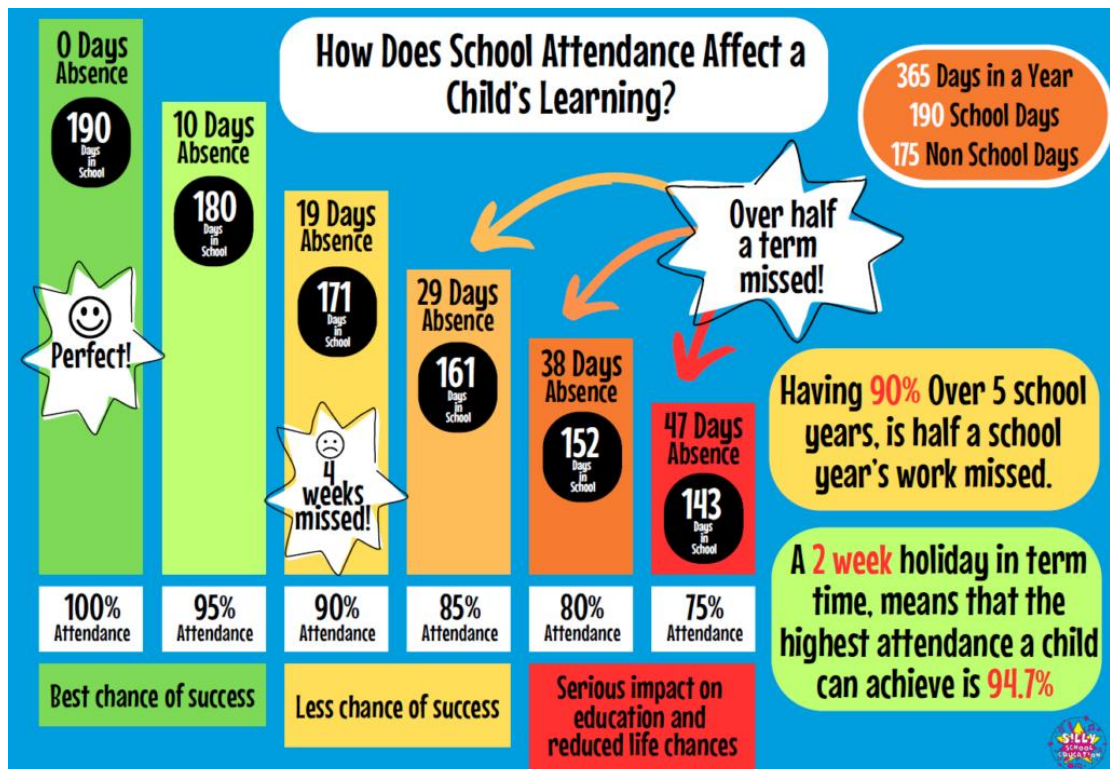
EVERYday counts

attendance matters

Attendance and punctuality are life skills and at St Mary's School we strive to support our pupils to maintain high levels of attendance. Good attendance at school is important for your child's education and establishes a positive working ethos early in life.

The Positives – research shows:

- Children who have 95% attendance or above do better at school and better in later life
- Children who have 95% attendance or above are more confident, happier and find school more enjoyable
- Children who have 95% attendance or above find transition to secondary school easier



Punctuality and school timings

- Our school gate opens at 8.30am.
- KS1 doors open at 8.45am and KS2 doors open at 8.40am and pupils should be in school at this time and ready to learn.
- The playground gate closes at 9am. Any children arriving after this time must enter school via the office and be entered into the Late book and marked on the register as late.

Late marks on the register will affect your child's attendance percentage.



Attendance monitoring

The DFE state that 96% is classed as good attendance. If a child falls below 94% their attendance is then monitored by our Attendance Officer.

What happens if your child's attendance falls below 94%?

- **Step 1** – A letter (Letter 1) will be sent to the parent or carer via Weduc. Your child will then be monitored for the new three weeks.
- **Step 2** – * If your child's attendance is above 94% you will receive an Improved letter Via Weduc and no further monitoring unless your child's attendance falls below 94% again. * If your child's attendance improves but is still between 91-94% you will receive a letter via Weduc extending the monitoring period if after that 3 week period it is still below 94% you will receive Letter 2. * If your child's attendance is below 90% after the 3 week monitoring period, you will receive Letter 2 via Weduc and a meeting with Mrs

Lawlor will be arranged to see how we can improve attendance and another 3 week monitoring will be implanted.

- **Step 3** – After Letter 2 and monitoring, if your child's attendance is still not improved a referral will be made to the Educational Welfare Officer, who will then contact you to arrange a meeting to discuss improving your child's attendance.