



Our Lady of Peace Catholic Primary and Nursery School
'With Christ in our hearts, together we grow'

Attendance Newsletter

Date: October 2019

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Welcome to the first Attendance newsletter. The newsletter will cover interesting facts and up to date news on Attendance. I do hope you enjoy reading it.

Dates to Remember

End of Term - Thursday 24th October 2019
Half Term - Monday 28th October to 1st November 2019
Start of Term - Monday 4th November 2019

ATTENDANCE COUNTS



EVERY DAY, ALL DAY

Every school day counts!

It may seem like 90% is an acceptable level of attendance, but this is equivalent to missing half a school day each week or 19 days of school during the school year - that's nearly 4 weeks of school !

Attendance level	School missed	Acceptance Level
100%	0 DAYS MISSED!	EXCELLENT!
97%	5 days = 1 Week	Good
90%	19 days = 3 weeks & 4 days	Poor
85%	28 days = 5 weeks & 3 days	Unacceptable

Punctuality Matters!

Lateness can severely affect achievement and can also make your child anxious as well as disrupting the class.

Registration begins at 08:55am and pupils are expected to be in their classroom at this time. Pupils arriving after this time will be marked as present but arriving late (L). The school register will close at 9:00 a.m each morning, when the School Office will check the late list against completed class registers. A phone call will be made to the parent of the child to confirm why the child has not registered for school.

After the register has closed all children must report to the school office to sign in so we can safeguard your child while they are in school.

Family holidays and term time leave

- Routine doctors, opticians and dentists appointments should not be made during the school day.
- Parent/carers should not take their child out of school without having requested a leave of absence in writing to the Head teacher, 2 weeks in advance.
- All requests for authorised absence will be responded to in writing and will only be authorised in the most exceptional circumstances.
- If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.