



# A Parent's Guide to Attendance

'...these three remain: faith, hope & love; and the greatest of these is love.' 1 Cor 13:13

Rooted in faith, family & friendship.  
Growing in hope & aspiration.  
Flourishing in love.

friendship ★ hope ★ compassion ★ forgiveness ★ trust ★ thankfulness



## PARENT GUIDE TO ATTENDANCE

### Attendance at St Anne's CE Primary School

At St Anne's CE Primary School, we believe that in order to facilitate quality teaching and learning, excellent attendance is essential. Good attendance and punctuality is crucial for good academic achievement, good social development and good mental health. Pupils cannot achieve their full potential if they do not regularly attend school. We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

Attendance is a priority in our school and is closely monitored. Please refer to St Anne's CE Primary School Attendance Policy for further information.

**All absences must be reported to the school office by 9am: 01476 564505.**

Requests for absence should be in writing to the Headteacher via: [enquiries@st-annes.lincs.sch.uk](mailto:enquiries@st-annes.lincs.sch.uk)

### How Parents Can Help

- Parents should model the value of education including the importance of regular education and good attendance.
- Ensure your child understands that you do not approve of missing school.
- Schedule doctor and dental appointments in hours either prior to school or after school. If an appointment in school hours cannot be avoided, ensure your child is in school for as much of the day as possible.
- Feel free to send your child to school if they are not feeling 100%. Just let the teacher know to keep a special eye on them via ClassDojo and speak to the office if medication is required. Children can be sent home if they become too unwell for school during the day.
- Establish good routines at home, including good sleep patterns to ensure your child is punctual and arrives at school ready to learn.
- Arrange family trips, activities and holidays during the school holidays so that children miss as little school as possible.
- Take an interest in your child's school work and be actively involved in school, Parents Evenings and events.
- Share work and reading from home with school, and engage with children's learning on Class Dojo.
- **Contact the school if attendance is becoming a problem - we can work together to improve things.**

### Why is it Important to Attend School Every Day?

- Research has proven that high levels of attendance improve academic performance.
- Pupils with the highest attainment at the end of Year 6 and in GCSEs have higher rates of attendance.
- At Year 6, pupils not meeting the expected standard in reading, writing and maths had overall absence rates of 4.7% compared to 3.5% among those meeting the expected standard.
- For GCSEs in English and Maths, those not achieving a grade over 4 had double the absence rate as those that achieved grade 9 to 4.
- Regular attendance encourages the development of social and emotional skills that are essential for life.
- Missing learning causes anxiety for absent children, and missing playtimes inhibits the development of friendships.

## Statistics

- One day of missed school is equal to as many as 3 days of catch up for a child to learn all the missed knowledge and skills.
- Persistent non-attenders (attendance score lower than 90%) on average score 15-20% lower on assessments than pupils who attend school more regularly.
- The earlier a pupil begins to have attendance problems the greater the impact on achievement!
- There are 190 school days in a year. This leaves 175 days for holidays and appointments.

## Cause and Effect

- Lessons start at 8:50am. Poor punctuality at school has a negative impact on learning.
- 5 minutes late each day = more than 3 days of school missed.
- 10 minutes late each day = almost 7 days of school missed.

|                                     |   |
|-------------------------------------|---|
| OUTSTANDING                         | Your child's attendance is <b>100%</b> .<br>As well as being an outstanding attender, your child will almost certainly achieve the best outcomes for their ability and in later life. They will have real opportunity in further education or the world of work.  |
| EXCELLENT                           | Your child's attendance is <b>98% - 99.9%</b><br>Your child's attendance is excellent and they are likely to achieve their targets. This will give them the skills they need for the next phase of their education.   |
| GOOD/EXPECTED                       | Your child's attendance is as expected at <b>95% - 97.9%</b><br>It has reached the school's target which is set to ensure that learning is well-supported.  |
| NEEDS TO IMPROVE                    | Your child's attendance is <b>93% - 94.9%</b> .<br><b>Over 8 days of school have been missed.</b><br>Your child's attendance is in need of improvement. It is below the school target of 96.5%. Your child is missing learning and is in danger of falling behind.  |
| POOR & CAUSING SERIOUS CONCERN      | Your child's attendance is <b>90% - 92.9%</b> .<br><b>Over 15 days (3 weeks) of school have been missed.</b><br>Your child's attendance is poor and causing concern. They are in danger of becoming persistently absent and are missing a significant amount of learning. You would have received a letter and asked to meet with us in school to support your child's attendance and missed learning. Your child is missing so much time from school that it will be difficult for them to keep in touch with lessons and learning.  |
| VERY POOR & CAUSING SERIOUS CONCERN | Your child's attendance is <b>89.9% or below</b><br><b>At least 17 days of school have been missed over the year.</b><br><b>Over 5 years this is the same as missing half a school year.</b><br>This is regarded as 'persistently absent', is considered poor attendance and is of great concern. Your child is missing so much time away from school that it will be exceptionally difficult for them to keep in touch with lessons and learning. If a pupil's attendance drops below 90%, a formal meeting will be arranged with the pupil's parent. Additionally, parents will receive a written letter each full term if their child's absence remains below 90%. |



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**Please refer to  
St Anne's CE Primary School Attendance Policy  
for further information.  
Don't hesitate to speak to your child's teacher  
or the headteacher should you wish to discuss any  
aspect of your child's attendance.**

