

Our Mission

At St. Thomas More Catholic Primary School, we believe good attendance is vital for a child to achieve their **full potential**.

We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together **break down any barriers** a child or family may have to accessing their education.

Every child matters.

Parental Partnership

Parents/Carers AND school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

If you feel that you would benefit from support with your child's attendance, please reach out to a member of the Attendance Team, or inform your child's teacher.

Frequently Asked Questions

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%.

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%. We aim to offer early intervention support at this stage.

What is an EPN?

EPN stands for 'Education penalty notices.'

EPN's are issued for unauthorised absences, this includes term time holidays.

Can I just go on holiday and pay the fine?

EPN's have now been capped nationally at TWO fines within any 3 year period. After this, other actions like a parenting order of prosecution can be considered—this could mean a fine of up to £2500.

What happens if I keep my child off and don't tell school?

School will call you and try and obtain a reason for absence. If no reason is provided, school may carry out a home visit and could report your child as missing in education.

Can I just say my child is ill?

Children will often tell the truth and if school do find out, then a referral for an EPN will still be made.

Attendance

A Guide for Parents



'Try to be like Jesus in all that we think, do and say.'

**St. Thomas More Catholic Primary
School**

Attendance Team—

Headteacher: Mrs Howes

Inclusion Lead: Miss Giddings

Inclusion Support Officer: Mrs Stanyon

Office Manager: Mrs Herbert

Telephone: 01536 512112

Email: Office@stm.ket.olicatschools.org

Website: www.stthomasmorekettering.co.uk

Please also refer to the full attendance policy that can be found on our school website.



Every Day Counts!

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85% attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Every Minute Counts!

Always on time	0 days missed	No learning missed!
5 minutes late every day	5 days missed	A weeks learning missed
10 minutes late every day	12 days missed	2 weeks and 2 days learning missed
20 minutes late every day	19 days missed	3 weeks and 4 days learning missed
30 minutes late every day	30 days missed	6 weeks of learning missed

90% attendance or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge.

Attendance Procedures

Absence

If your child is unable to attend school, you must contact the school office by phone, email or MCAS by 9am to provide a reason for the absence.

Medical Appointment

If a medical appointment is required during school hours, where possible, appointment information should be shared with the school.

Punctuality

If your child arrives to school after 8:45am, you should accompany your child to the school office to sign them in.

Holidays

Though we understand the difficulties that some families may have to take holidays during school holiday time, we are unable to authorise holidays during term time.

Supporting Attendance

We celebrate weekly attendance in Celebration assembly and promote a culture of enjoying learning. We are able to support families where there is a barrier to attendance.

Monitoring

Attendance is tracked in real time by the school. Detailed monitoring takes place weekly by the Attendance Team. Attendance is regularly shared with families and where attendance is dropping, families will be contacted.

Penalty Notices

A penalty notice is considered when the national threshold is met— 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Each day is worth 2 sessions. Each parent who is liable can be issued with a notice. Payment is sent directly to the local authority.

Exceptional Circumstances

There will be times where your child is absent due to reasons other than illness. A term time absence form should be completed and returned to the school office.