



St Paul's C of E Primary School

Half Termly Attendance Letter



Autumn Term 2 - Planned Leave in Term Time

Planned Leave

If there are exceptional circumstances and you wish to request for your child to be absent in term time, please complete the Planned leave request form, available at the school office as soon as possible and at least six weeks before the planned absence. We advise that when ever possible absence from school should be avoided. Please see our attendance policy on the school website for more information.

<https://primarysite-prod-sorted.s3.amazonaws.com/st-pauls-cofe-primary-school-hereford/UploadedDocument/a6cd89d4-d003-4d88-bc39-4cfeace8864d/attendance-policy-september-24.pdf>

A Challenging Time of Year...

We appreciate how this time of year can be a challenging for families with so many colds, infections and viruses effecting our daily routines. We are hopeful that the Christmas break will allow time for rest and recuperation ready for the new term ahead.

Thank you for your continued support in reporting your child's illnesses and absences; maintaining our relationships with parents and carers is of utmost importance to us.

Below, is a link to the NHS site that helps support parents and carers with the identification and treatment of many childhood illnesses and concerns.

www.nhs.uk/live-well/is-my-child-too-ill-for-school/



Every day counts



Attendance	Days Absent	Weeks Absent	Lessons Missed
100%	0 days	0 weeks	0 lessons
97%	5 days	1 week	30 lessons
95%	10 days	2 weeks	50 lessons
90%	20 days	4 weeks	100 lessons
85%	30 days	6 weeks	150 lessons
80%	40 days	8 weeks	200 lessons

5 days absence over the whole year

97% - 100%

Why is it so important?

- **Better** attainment
- **Improved** health and well-being
- **Enhanced** wider life opportunities

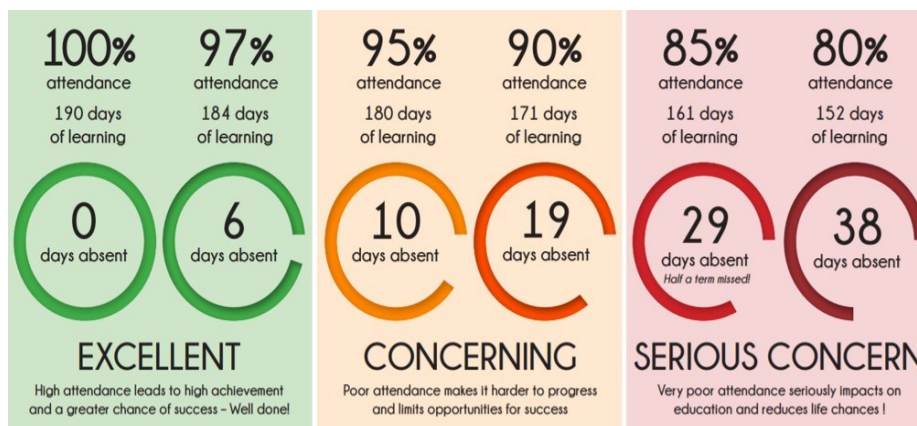
If your child is absent from school you must:

- Contact the office before 9am on the first day of absence (01432) 273784
- Give a clear reason for your child's absence along with name and class.



Steps of intervention when attendance drops below 95%

Working closely with our families is vital for us to understand the context and reasons for absences. The steps of intervention that have been outlined below are implemented when a child has repeat absences. If you are at all concerned about your child's attendance, please do make an appointment with Mrs Millington-Jones our attendance lead.



Step 1 Attendance drops below 95%:

Attendance lead will give the family a call to chat about the reasons for the 10 days absence. In this phone call, the Attendance lead will offer support and advice, reminding families of why attendance in school is so important.

Step 2 Attendance continues to drop between 93% and 90%:

When a child's attendance has dipped between 93% and 90% attendance (max of 19 days absent) parents and carers will be contacted and invited to a meeting with Attendance lead to discuss absences. Absence periods will be fully discussed with support plans offered to those families who are struggling to get children in school on a daily basis.

Step 3 Attendance continues to drop below 90%:

If attendance of a child continues to drop below 90%, our Education Welfare Officer and or Attendance lead will meet with families to offer further support in an individualised action plan. This action plan aims to give parents and carers smaller more manageable targets to help support children with their attendance in school.

Step 4 Possible Safeguarding Concern:

If attendance of the child doesn't improve following all support plans and interventions in place, we will discuss this potential safeguarding matter further with the Education Welfare Officer and the Local Authority for further advice.