Our mission

At St Lawrence C of E 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, together we will **break down any barriers** a child or family may have to accessing their education.

Every child matters, every day matters.

Legal duty

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.

Support available

If you need any support with your child's attendance, please speak to a member of the Attendance Team, the Attendance Champion or your child's class teacher. Thank you for working with us.

FAQs

What is PA?

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

What is the 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' EPNs are issued for unauthorised absences, this includes term time holidays.

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

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

School will call home to try and obtain a reason for absence. If no reason is provided, school may carry out a visit to your home- this is to check on the welfare of you and your child.

I'll just go on holiday and pay the fine?

EPNs have now been capped nationally at two fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a much greater fine.

School Attendance

Parent Guide

St Lawrence CE Primary School

"Let your light shine"

Matthew 5:16

ATTENDANCE TEAM

Head Teacher / DSL – Mrs Fiona Micklefield
DDSLs - Miss Lou Jones, Mrs Sue Lintott, Mrs Abbie Norgate

Attendance Champion—Mrs Beth Shaw

Admin Team - Mrs Sue Lintott (School Business Manager) & Mrs Jackie Gaul

Telephone: 01420 84400
Email: adminoffice@st-lawrence.hants.sch.uk
Website: www.st-lawrence.hants.sch.uk/

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!	**No hours missed!**	**No learning missed!**
5 minutes late each day	**15 hours missed**	**3 days learning missed**
10 minutes late every day	**32 hours missed**	**6.5 days learning missed**
20 minutes late each day	**65 hours missed**	**13 days learning missed**
30 minutes late each day	**95 hours missed**	**19 days learning missed**

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

Make each day count.

Attendance procedures

Punctuality

If your child arrives at school after registration closes (9.15am) your child will receive an unauthorised late mark- this affects your child's attendance. You must accompany your child to sign in at the office when arriving late.

Absence

If your child is going to be absent from school- you must contact the school office before 9.30am to provide a reason for absence. Otherwise the absence will be recorded as unauthorised.

Medical evidence

If your child is at risk of becoming persistently absent (at risk of falling below 90%) and they are always ill, you may be

required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

Fines / holidays

According to the new Hampshire County Council guidelines, holidays are under no circumstances to be authorised by school. If all other support has been exhausted, unauthorised absences due to holidays will result in a fine being issued from Hampshire County

Council if you have 10 sessions off (5 school days) within a 100 day period.

PA / risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.