

Attend school to



Information for Parents



If Pupils are to get the greatest benefit from their education in school it is important that they have good attendance and arrive punctually. As pupils grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers.

We will do all that we can to encourage good attendance and punctuality. Where pupils are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

Our overall school attendance target is currently 96%

The School Day

Reception to Year 6 - Timetable

School Gate opens at 8:40am

Registration – 8:50-9:00am

Morning Session – 9:00-10:30am

Break – 10:30-10:45am

Guided Reading/SPaG/Phonics – 10:45-11:10am

Morning Session – 11:10-12:10pm

Lunch – 12:10-1:10pm

Afternoon Session – 1:10-3:20pm

Home Time* – 3:20pm

***School finishes at 3.20pm.** All children are collected from their classroom door and only allowed to leave when an adult has arrived for them. Older junior children can leave on their own when arrangements have been made with the school.



AFTER SCHOOL ZONE!

MONDAY - THURSDAY

3:20 - 4:30pm - £4.50

3:20 - 6:00pm - £7.50

We also offer breakfast club Monday to Friday 7:45am to 8:45am.

£4.50 per child from 7:45am to 8:30am including Breakfast

£2.00 per child from 8:30am no Breakfast

How You Can Help

- Encourage a healthy sleep routine with your child going to bed in time to get enough sleep. A good night's sleep will make it easier to be at school on time, and enjoy and take part in lessons.
- Prepare for school the night before, getting uniform, school bags and packed lunches ready.
- Make sure your child eats breakfast. This helps concentration.
- Try to make medical or dental appointments afterschool or during the holidays. **When this is not possible evidence of an appointment must be provided to avoid an unauthorised absence. Appointments will affect your child's attendance.**
- Do not take trips/holidays during school term time. **A leave of absence form must be completed in advance to request time off during school term time. The legislation only allows the Headteacher to authorise exceptional circumstances.**
- Your child may catch various common illnesses. They wake in the morning feeling that they can't attend school and want to stay at home. Taking the day off school sometimes isn't necessary. Please encourage them to attend as they are likely to feel better as the day goes on. We are happy to administer medication such as Calpol in school. If your child needs support in school let us know by calling the School Office. If appropriate we can make suitable adaptations to their school day to support them.
- Talk to your child about school and how they feel. If your child seems unwilling to attend contact and inform school as soon as possible. **Please do not let your child stay off school this could set a precedent for the future.**

DID YOU KNOW?

- As a parent/carer you are legally responsible for making sure your child attends school regularly and gets a full time education between the ages of 5 and 16 unless you are home educating. Recorded unauthorised absences show that parents/carers are in breach of this law.
- Local Authorities have the power to serve parents with a Fixed Penalty Notice if a child has more than 5 days unauthorised absences in one term. You can be fined between £60 and £2500 for your child not attending school.
- Reducing absence in school is a key priority, both nationally and locally. Missing school limits a child's access to learning and long term, adversely affects their attainment levels. Under existing legislation, Parents/Carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (when school can not or has not given permission).

Where a pupil is developing a pattern of 'occasional' absences, the parent will be contacted to discuss the pattern of absences.

The school will follow up absences that are suspicious or causing concern.

If a child is absent and no phone call has been made by parents and the school office is unable to contact them then the headteacher may deem it necessary to make a home visit. Where necessary, the school will work closely with the appropriate authorities to take action against those unlawfully keeping pupils from school.

St James' Catholic Primary School do use legal interventions (including Fixed Penalty Notices) to tackle poor attendance and we do carry out home visits when we have concerns.

Every Day Matters

Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR					
175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
190 DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR	10 days absence 180 DAYS OF EDUCATION	19 days absence 171 DAYS OF EDUCATION	29 days absence A term missed 161 DAYS OF EDUCATION	38 days absence 152 DAYS OF EDUCATION	47 days absence 143 DAYS OF EDUCATION
100%	95%	90%	85%	80%	75%
Good Best chance of success. Gets your child off to a flying start		Worrying Less chance of success. Makes it harder to make progress		Serious Concern Not fair on your child. Court action!	

HOLIDAYS IN SCHOOL TIME MAY BE LESS EXPENSIVE BUT YOUR CHILD'S EDUCATION IS PRICELESS

ABSENCE = LOST OPPORTUNITY



Did You Know... ?

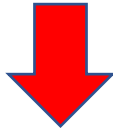
If Your Child's Attendance During the School Year... Your Child Would Have Lost Approximately... or They Would Have Missed Approximately...

was 95%	9 Days from School	50 Lessons
was 90%	19 Days from School	100 Lessons
was 85%	29 Days from School	150 Lessons
was 80%	38 Days from School	200 Lessons
was 75%	48 Days from School	250 Lessons

Getting Your Child to School Really Matters

WHAT TO DO IF YOUR CHILD IS ABSENT

If your child is unwell please ring the school office by 9:00am on
01695 728989



Choose option 1 – Please leave the name of your child and your relationship to the child and the reason for absence.

If you would like to speak to the school office please press option 3.

Some unacceptable reasons for absence:

- Shopping
- Birthday treats or trips/days out
- Non-urgent medical/dental appointments
- Bad weather
- Not sleeping well
- Family holidays

These absences will be marked as unauthorised.

You must contact the school every day of your child's absence unless advised otherwise by the school.

Being on Time

School gate opens at 8:40am and close at 8:50am.

All pupils need to be in class for registration at 8:50am.

The first lesson of the school day starts at 9:00am.

Poor punctuality is not acceptable.

Late arriving pupils disrupt lessons and miss out on vital learning and preparation for the first lesson. Some pupils do get embarrassed entering the classroom late.

Being 10 minutes late for class every day is the equivalent to missing 6 full days of school over the year.

Pupils will receive a late mark on the register after 9:00am.

At 9:30am the registers are closed. In accordance to regulations, attendance after registration has closed will be registered in school, but will be an unauthorised mark.

Contacts

Mrs Cowell – 01695 728989 – Option 3

l.cowell@st-james-pri.lancs.sch.uk

Mrs Talbot – 01695 728989 – Option 3

bursar@st-james-pri.lancs.sch.uk

Message Class Teachers/Staff through DOJO.



ST. JAMES' CATHOLIC PRIMARY SCHOOL

We belong to the loving family of St. James'

Head Teacher: Mrs. A. J. Blacoe

Ashurst Road, Ashurst, Skelmersdale, WN8 6TN

T: 01695 728989

Email: bursar@st-james-pri.lancs.sch.uk

head@st-james-pri.lancs.sch.uk

Website: www.st-james-pri.lancs.sch.uk
