

ATTENDANCE MATTERS AT OUR LADY'S



A Parent's Guide
to Attendance

WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT

At Our Lady's Primary School, every child is encouraged to thrive, feel valued, and achieve their very best.



Regular attendance and punctuality are key to helping children build strong routines, develop a love of learning, and make the most of every opportunity school provides.

THE BENEFITS OF GOOD ATTENDANCE

When children attend school regularly, they can:

- Learn new knowledge and skills
- Enjoy their time at school and have fun
- Build friendships and feel part of our school family
- Experience new opportunities, trips, and activities
- Develop understanding of others and the world around them
- Achieve their best and reach their goals
- Grow in confidence and self-esteem
- Prepare for the future with strong foundations

MISS SCHOOL = MISS OUT

KEY POINT

Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.

WHAT THE LAW SAYS



We work in partnership with families to support every child's education.

In England, the law states that:

- Parents and carers have a legal duty to ensure their child receives a full-time education suitable to their age, ability and needs
- If your child is registered at a school, they must attend regularly and on time

As a parent or carer, you are responsible for ensuring this happens.

ATTENDANCE AND THE LAW

If a child does not attend school regularly:

- The Local Authority may contact you to offer support
- You may be issued with a penalty notice (fine)
- In some cases, further legal action may be taken

KEY POINT

Education is not optional – it is a legal requirement.

FAMILY HOLIDAYS

- We encourage families to take holidays outside term time.
- There are around 190 school days each year, leaving plenty of time for holidays.
- Term-time absence can affect your child's learning and progress.
- Holidays during term time are usually recorded as unauthorised absence.

IMPORTANT TO KNOW

- Headteachers only authorise leave in exceptional circumstances.
- Unauthorised holidays may result in a penalty notice.

By ensuring your child attends school every day, you are giving them the best chance to succeed.

HOW PARENTS CAN HELP



We believe that working together with families gives every child the best chance to succeed.

KEY POINT

Your support with attendance makes a real difference.

YOU CAN HELP BY:

- Establishing good morning and bedtime routines
- Ensuring your child attends school every day and on time
- Informing the school on the first day of absence

Supporting Attendance

- Arrange appointments outside school hours where possible
- Take holidays during school holidays, not term time
- Follow up absences with an explanation

Being Involved

- Talk to your child about school and their learning
- Attend parent meetings and school events
- Praise effort and celebrate achievements

We are here to support you and your child every step of the way.

EVERY SCHOOL DAY COUNTS



Every day your child is absent from school is a day of lost learning.

Even small amounts of absence quickly add up over time, and attendance percentages can be misleading.

WHAT DOES THIS REALLY MEAN?

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

KEY POINT

90% attendance might sound good, but it means your child is missing almost a month of school.

Why this matters

What may seem like “just a day off here and there” can mean your child misses weeks of learning across the year.

Every day really does count.