

# Our Lady and St. Edward's Catholic Primary School



Attendance and Punctuality 2024 - 2025

**Be Here, Achieve More!**

**Attend School, Arrive On Time, Every Day!**

We are dedicated to ensuring every pupil attends school, arriving on time, every day. Regular attendance is crucial for academic success, social development, and overall well-being.

School days are filled with moments of curiosity, wonder and connection.

Through regular attendance pupils can achieve:

- **Stronger Academic Foundations** – Regular learning helps build essential literacy and numeracy skills.
- **Better Understanding of Concepts** – Continuous learning prevents gaps in knowledge and improves comprehension.
- **Improved Social and Emotional Skills** – Interacting daily with peers and teachers fosters teamwork, communication, and confidence.
- **Higher Achievement Levels** – Consistency in learning leads to better performance in tests and classroom activities.
- **Greater Engagement in Learning** – Pupils who attend regularly feel more connected to school and enjoy learning.
- **Enhanced Confidence and Self-Esteem** – Regular participation in class boosts a child's belief in their abilities.
- **Personal Growth** – Exposure to diverse ideas, challenges, and experiences fosters development.

## IF YOUR CHILD IS ILL ON A SCHOOL MORNING:

If your child has been ill during the night etc. you must contact school by phoning 0151-652-3366 where you can leave a voicemail, or by emailing the school office via: [schooloffice@ourlady-saintedwards.wirral.sch.uk](mailto:schooloffice@ourlady-saintedwards.wirral.sch.uk)

Please contact the school before 9:00 a.m. otherwise the school office will contact you as part of our Safeguarding Procedures.

Be an Attendance HERO  
Here Every day Ready On time

## IF YOU KNOW YOUR CHILD NEEDS TO BE ABSENT:

If you know your child needs to be

absent for a particular day, or part of a day in advance for things such as a medical or dental appointment, please email the school office and provide evidence of the appointment.

**\*\*\*Where possible, all medical**

**appointments should be made outside of school hours\*\*\***

HELP SUPPORT YOUR CHILD TO  
MAKE EVERY SCHOOL DAY COUNT  
#EVERYDAYCOUNTS

WIRRAL



**ATTENDANCE LEAD:** The Senior Leader with responsibility for attendance within school is Mrs Salisbury.

**OTHER ATTENDANCE CONTACTS WITHIN SCHOOL:** Other members of staff who you may contact in relation to your child's attendance are: Mrs Smith, Mrs McLaughlin, Mrs Harris or Mrs Brown.

**IF YOU WANT TO TAKE YOUR CHILD OUT OF SCHOOL ON HOLIDAY:**

Headteachers can only authorise absence in exceptional circumstances and can only do so **in advance** of any time out of school. If you believe there are exceptional circumstances around why you need to take your child out of school, you must email your request to the school office for the attention of the Headteacher. You will be informed if the absence has been authorised or not by email.

**WHAT MIGHT HAPPEN TO YOU IF YOUR CHILD HAS POOR ATTENDANCE OR IF YOU TAKE YOUR CHILD ON HOLIDAY IN TERM TIME:** Penalty notices must be considered by all schools if your child has had 10 sessions (5 school days) of unauthorised absence within a rolling 10-week period. The 10 sessions of absence do not have to be consecutive and can span different terms or school years. Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parents, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court.

**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



**What the law says:**

As a parent, ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason is an offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution

**What the government says:**

New government guidelines state that attendance figures of 90% or less is classed as 'persistent absence'. The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year. At Our Lady and St. Edward's Catholic Primary School, we will inform you each half term of your child's attendance rates. We will also notify you in writing if we feel that attendance should be improved to prevent further action being taken. This may involve working with Wirral Borough Council Education Welfare Service. offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.

**Please note:** We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first.

**Headteachers cannot retrospectively authorise absence from school under any circumstances.**

**What do I do if I am having difficulty getting my child to school:**

We are best placed to support you with any issues that you are experiencing. It is very important that you speak with us as soon as possible to resolve any identified issues. We are very well equipped and experienced in supporting pupils that are struggling to maintain good attendance, and can provide advice, support and strategies to assist you.

**How to contact us:**

Email: [schooloffice@ourlady-saintedwards.wirral.sch.uk](mailto:schooloffice@ourlady-saintedwards.wirral.sch.uk) or call 0151 652 3366