

Attendance Procedures at St. Peter's



To promote excellent attendance and achievement at St. Peter's we expect:

- All appointments to be made outside of school time and not to impact on siblings.
- Holidays to be taken outside of term time.
- Children to be in school unless there is a genuine reason for absence; we are happy for you to call in school to administer pain relief medication (paracetamol/ibuprofen).

Why attendance is important

If your child attends school...	How many equivalent days of missed learning?	Risk
97% - 100%	97% = 5 days	Excellent attendance
95% - 96.9%	96% = 7 days	Good attendance
93% - 94.9%	93% = 13 days	Risk of underachievement
90.1% - 92.9%	92% = 15 days	Significant risk of underachievement
0 – 90%	90% = 19 days	Severe risk of underachievement and risk of penalty notice

Our Policy:

Below 93% = concerns letter



No improvement after 1 term = Meeting may be requested depending on circumstances



Still no improvement/ attendance below 90% = Meeting requested and medical evidence for all absences to be authorised



10 unauthorised absences = Local Authority Penalty Notice - this includes unauthorised holidays