

Our Lady and Saint Michael's RC Primary School

Attendance matters!



At Our Lady and Saint Michael's we want all our pupils to make the most of their time in school and maximize the opportunities they are given to learn and have fun. We want all our pupils to reach their potential and regular attendance is essential for this to happen.

What is attendance?

Attendance is how often your child is at school. Each school day consists of 2 sessions (morning and afternoon) and your child's teacher will record your child's attendance on our digital registers. As a school we want to encourage our pupils to be in school everyday! 95% is the minimum we would expect for pupils to make sure they are

really engaging with their learning. Your child's attendance is monitored every week.

What does your school do about poor attendance?

Attendance at Our Lady and Saint Michael's Primary School is monitored very closely to make sure that all of our pupils are being given the opportunity to access their education. We work closely with Monmouthshire County Council Local Authority and our Education Welfare Officer (EWO) to make sure that where concerns arise, we tackle these quickly to help our pupil's and their families to get back on track with regularly attending school.

How does the school promote attendance?

Within their learning, children will take part in lots of exciting and enjoyable new learning activities. We want to make sure that children are able to take part in these by coming to school every day. As a school we promote good attendance through a range of strategies and rewards including; prizes for excellent attendance, class rewards for regular attendance and each week the awarding of the attendance trophy

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for the class with the best attendance. The school newsletter will also restart highlighting school attendance, for each class, every week.

Will medical appointments affect my child's attendance?

We understand that there will be times where your child will need to miss school to attend medical appointments. Hospital and specialist appointments are often very difficult to rearrange. Your child will receive a medical mark for missing school due to medical appointments, however this does not include non-emergency dental, doctor or optician appointments as they can be arranged outside of school hours. We will ask you to bring a letter or appointment card as evidence of your child's medical appointment.

ATTEND TODAY
ACHIEVE TOMORROW



My child is ill and can't attend. What should I do?

If your child is unable to attend school due to illness, we would ask that you let

us know as soon as you are able to by phoning the school, and leaving a message on our system. You don't need to speak to our school clerk as we can listen to our message daily and can update our system with the information you leave. We would ask that you provide as much information as possible around your child's illness so we can ensure your child's attendance records are as accurate as possible.

Can I be fined for my child not attending school?

As a parent/carer you are legally required to ensure that your child is in school. Parents/Carers who do not send pupils to school can face large fines and result in court orders being issued.

There are a number of processes we have in place to try and address poor attendance and our EWO works closely with us and families to try to prevent such instances. If your child's attendance drops below 90% we will monitor closely and contact you to support you in improving your child's attendance.

If you need support around your child's attendance, please just ask.