



**Ss Peter & Paul
Catholic Primary School**
Part of The Romero Catholic Academy



Attendance

2023 - 2024



**The Romero
Catholic Academy**
Nurturing the Talent of Tomorrow
www.romeromac.com

Ss Peter & Paul Catholic Primary School
Arkle Drive, Off Woodway Lane, Walsgrave, Coventry, CV2 2EF

t: 02476 615 665 f: 02476 604 661
e: admin.sspp@romeromac.com

w: www.sspeterandpaulcoventry.co.uk

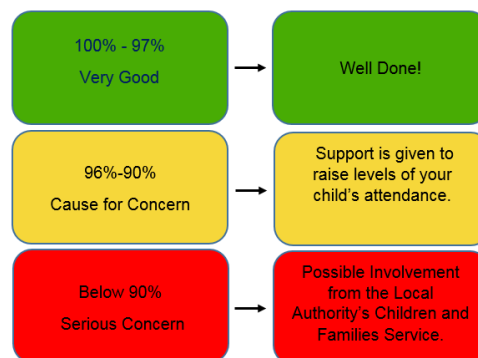
Head of School: Mrs M Garvey

Executive Principal: Mrs L Stanton



At Ss Peter & Paul Catholic Primary School we recognise that excellent attendance and punctuality by pupils is an important factor in raising their achievement and we expect them to strive for 100% attendance. We do however, understand that occasionally children will be absent from school for reasons such as illness, although we would not expect it to fall below 97.5%.

Under the terms of the 1996 Education Act it is your duty to ensure your child's regular and punctual attendance at school and we monitor your child's attendance and punctuality on a regular basis. Many of our children have attendance which is 97% or above and arrive to school on time and for this we appreciate the effort and support of parents.



If you would like to know what your child's level of attendance is then please ask at the school office for a copy of their registration certificate.

Our school gates open at 8:40am and your child must be in class for the register to be taken at 8:50am. If your child arrives to school after this time, then they will receive a late mark. When a child is late for school they miss a vital part of the school day. Children often demonstrate embarrassment when arriving late to class and then can find settling difficult when missing key instructions. It is also disruptive for other children's learning. If your child is late for school 5 minutes a day, this equates to missing 3 days of their education a year.

Taking medical appointments such as Dentist, GP and Opticians during school time will go against your child's level of attendance. Can I please request where possible to arrange such appointments outside of school hours and where this is unavoidable your child must attend school before and after the appointment time.

All requests for absence need to put in writing, and in the case of medical appointments please provide a copy of the appointment card/letter in advance to the school office.



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Of course, there will be times when your child must miss school due to illness. You must contact the school before 9:30am EACH day to advise that your child will be absent. It is school policy that our Family Support Worker will make a home visit on their third day of illness and I will be enforcing this from January 2017. Can I therefore please encourage that should your child complain of tummy ache, headache etc. first thing in the morning that you bring your child to school. Children often 'pick up' during the morning but if your child becomes too unwell to remain in school then please be confident that we will call you to ask you to collect them from school. Should your child be recovering from an illness and needs to continue with prescribed medication during the school day then this can be administered at school by a member of staff.

Following Government changes to the Pupil Registration Regulations which came into force from September 2013, the Governors of this school have issued a policy that states requests for holiday leave will not be authorised, and any requests for your child's absence must be made in writing. The school's attendance policy makes it clear that where leave is taken for a holiday in term time and therefore has not been authorised, a Penalty Notice may be issued. The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.