



## Holy Trinity CE (VA) Primary School

**'Aim high, let your light shine' Matthew 5:16**

### **ATTENDANCE INFORMATION 2024**

#### **Punctuality**

If your child arrives to school after registration closes your child will receive an unauthorised late mark - this affects your child's attendance.

#### **Absence**

If your child is going to be absent from school - you must contact the school office before 9.00 am to provide a reason for absence. You can either call 01992 622180 and leave a message or email [admin@holytrinity.herts.sch.uk](mailto:admin@holytrinity.herts.sch.uk)

#### **Medical evidence**

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences. This way, we can make sure absences are authorised.

#### **PA / risk of PA (Persistently Absent)**

We want to avoid children becoming 'persistently absent' (below 90% attendance).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings. Being persistently absent may make you liable for fines or school attendance referrals.

#### **Fines / holidays**

Pupils should not be taken out of school during term time unless it is unavoidable. Schools are required to consider requests for leave of absence in term time. A family holiday is not an acceptable reason for a child to miss school. If a student is absent for 5 days or more then the school is expected to refer the matter for the consideration of a Penalty Notice being issued by the Local Authority.

### Every minute counts

**'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!**

<b>100% attendance</b>	<b>0 days missed</b>	<b>No learning missed!</b>
<b>97% attendance</b>	<b>5 days missed</b>	<b>A weeks learning missed</b>
<b>94% attendance</b>	<b>12 days missed</b>	<b>2 weeks and 2 days learning missed</b>
<b>90% attendance</b>	<b>19 days missed</b>	<b>3 weeks and 4 days learning missed</b>
<b>85 % attendance</b>	<b>30 days missed</b>	<b>6 weeks of learning missed</b>
<b>80% attendance</b>	<b>40 days missed</b>	<b>8 weeks of learning missed</b>

<b>Always on time!</b>	<b>No hours missed!</b>	<b>No learning missed!</b>
<b>5 minutes late each day</b>	<b>15 hours missed</b>	<b>3 days learning missed</b>
<b>10 minutes late every day</b>	<b>32 hours missed</b>	<b>6.5 days learning missed</b>
<b>20 minutes late each day</b>	<b>65 hours missed</b>	<b>13 days learning missed</b>
<b>30 minutes late each day</b>	<b>95 hours missed</b>	<b>19 days learning missed</b>

*\*Please also refer to the full attendance policy that can be found on our school website*