



Friday 13th January 2023

Attendance at St. Elizabeth's

Dear Parents and Carers,

Regular attendance at school is essential if children are to get the best possible start in life. It enables them to access, and engage in, appropriate educational opportunities that provide them with the knowledge and skills to achieve their full potential.

As a school we want all our children to achieve, and we are constantly looking at ways of improving our systems for that to happen. One of the systems we have been reviewing is attendance.

For a school to be considered to have good attendance, we must have attendance of at least 97%.

Our current school attendance is **93.1%**

We are very concerned about this and have made it a key target for our school to improve in this area. We can only achieve this by working together. We are implementing attendance steps which will be in line with Local Authority and Government Guidance. The steps will involve a series of three letters which will be sent if your child's attendance becomes a cause of concern. These letters will go to all families.

Letter One (Green Band)	Sent to parents whose children have attendance between 98% - 100%
Letter Two (Yellow Band)	Sent to parents whose children have attendance below 98% - 95%
Letter Three (Amber Band)	Sent to parents whose children have attendance below 95% - 90%
Letter Four (Red Band)	Sent to parents whose children have attendance below 90%

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading. For some parents, 90% attendance may seem like an acceptable level. However, the reality is that 90% attendance means that your child will miss half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.

Let Your Light Shine...

St Elizabeth's Catholic Primary School. Calve Croft Road, Peel Hall, Wythenshawe, Manchester, M22 5EU.

Telephone: 0161 437 3890 Email: admin@st-elizabeths.manchester.sch.uk

Website: www.st-elizabeths.manchester.sch.uk

Miss E. Simmons, Headteacher.



The table below shows the amount of lost learning a child may have by missing school:

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days of absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed.	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.	Unacceptable
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Unacceptable

We have a range of new incentives in school so every child has the chance of receiving an award at some point during the school year.

- Each term children who have 100% attendance for the half term will receive a 100% attendance certificate/bronze attendance badge. If the same child has 100% attendance for the next term, they will receive a silver badge and if they have 100% attendance in the final term they will receive a gold badge and will be invited on the 100% Attendees Reward school trip at the end of the year.
- Each class who has over 98% attendance will win £5 for their class fund to be spent at the end of the year on a treat of their choice.
- In our Gold Award weekly assembly we will also have an attendance Wheel of Fortune. Every child who has had 98% attendance from the week before (Thursday-Thursday) will have their name entered into the Wheel of Fortune. If their name is selected, they will win £5 to add to their class fund to use at the end of the year.

Punctuality

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed across a year. There are several children arriving past 9am on a daily basis. Please can I remind you the register closes at 9am; please ensure you arrive at school in plenty of time before then. Amendments have been made to the attendance policy and penalty notices will be given for persistent offenders. If you would like more information on this please refer to the attendance policy which you can find on our school website.

Minutes Late Per Day	How Many School Days/Weeks Missed In 1 Year
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year



School Meals and Late Arrivals

Any child arriving at school after 9.30am will no longer be offered the full menu choice from the kitchen for that day. They will be offered either pasta or wedges. Our kitchen staff are struggling to meet the orders of children when they arrive late resulting in food waste.

Holiday Requests

Holidays during term time will not be authorised. Any holiday taken during term time will be recorded as an unauthorised absence. Children absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days, leaving 175 days not in school for holidays to be arranged outside term time.

When school receives holiday requests, you will receive a letter informing you that school cannot authorise the leave of absence and that a penalty notice fine will be issued upon return if the leave of absence is more than **5 days**. If you would like further information in regards to this please refer to our attendance policy on our school website.

Illness

If your child is genuinely unwell and unable to attend school, please telephone the school office and leave a message before 9.00am on each day of illness. We must have a reason for each day a child is absent from school and if we do not we will contact you, either by telephone or by home visit. We may also request medical evidence of illness. Please see the attendance policy for more details.

Please find attached to this letter the term dates for the next academic year (2023-24), so you have plenty of time to plan your holidays around these dates. Here is a link to the policy page on our website where you will find the new Attendance Policy: <https://www.st-elizabeths.manchester.sch.uk/school-information/policies>

If you have any questions regarding attendance please do not hesitate to make an appointment to see me.

Yours sincerely

Miss Simmons
Acting Headteacher

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St. Elizabeth's Catholic Primary School



School Closed For Bank Holiday	St Elizabeth's Catholic Primary School Term Dates 23/24
School Closed For School Holidays	
School Closed For Inset Day	

	Mon	Tue	Wed	Thur	Fri	
September	28	29	30	31	1	AUTUMN TERM
	4	5	6	7	8	School opens 4th September
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
October	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	School closes 20th October
	23	24	25	26	27	HALF TERM
November	30	31	1	2	3	School opens 30th October
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	1	
December	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	School closes 19th December
	25	26	27	28	29	CHRISTMAS HOLIDAYS
January	1	2	3	4	5	SPRING TERM - School opens 3rd January
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
February	29	30	31	1	2	
	5	6	7	8	9	
	12	13	14	15	16	School closes 16th February
	19	20	21	22	23	HALF TERM
March	26	27	28	29	1	School opens 26th February
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	School closes 28th March
April	1	2	3	4	5	EASTER HOLIDAYS
	8	9	10	11	12	SUMMER TERM - School opens 8th April
	15	16	17	18	19	
	22	23	24	25	26	
May	29	30	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	School closes 24th May
	27	28	29	30	31	HALF TERM
June	3	4	5	6	7	
	10	11	12	13	14	School opens 10th June
	17	18	19	20	21	
	24	25	26	27	28	
July	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	School closes 18th July
	22	23	24	25	26	SUMMER HOLIDAYS

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