



Shaping futures. Shaping lives.

Start children off on the way that they should go, and even when they are old, they will not turn from it.

Proverbs 22: 6

Attendance Matters for our children



Learning starts!



End of the school day

Our school target is 96% or above

Celebrating Good attendance

Weekly class attendance awards.

100% Attendance Certificates

A happy child, thriving and achieving their potential!



Our friendly team are here to support you

Mrs Lowe (Headteacher)

Mrs Hodgetts (Attendance Officer)

Mrs Finlay & Miss White (Deputy Headteachers)

Pastoral team and SEND team

Mrs Taylor

Mrs Love

Miss White

Mrs Galloway

If you are experiencing any difficulty at all bringing your child to school, please contact us. We are here to help and support you.

Office: 01562 745558

office@stjohns.worcs.sch.uk

Reporting your child's absence

If your child is not going to be in school, please notify the school at the start of every day of your child's absence.

Family Holidays

You can demonstrate your commitment to your child's education by not taking holidays during term time. Any child who is absent from school will miss out on important learning.

In each academic year there are only a maximum of 190 statutory days which allows plenty of time for holidays to be arranged out of term time. Any leave taken during term time will be categorised as unauthorised.

Exceptional leave in term time:

You need to obtain permission from the Headteacher if you want to take your child out of school in term time.

Please speak to Mrs Hodgetts for further advice.

As with attendance, even missing small portions of the school day quickly builds up:

- 5 minutes late every day = 3 days lost over a year
- 10 minutes late every day = 6 days lost over a year
- 15 minutes late every day = 10 days lost over a year
- 20 minutes late every day = 13 days lost over a year



Breakfast Club

7:30 – 8:40am daily

Please contact the school office for availability.

Attendance during one school year	Equals this number of days absent in year	Which is approximately this many weeks	Which means this many lessons missed	Action
100%	0 days	0 weeks	0 lessons	If attendance is greater than 96% and punctuality is good each half term, this is celebrated.
96%-99%	No more than 8 days	Up to 1 ½ Weeks	No more than 37 lessons	
95%	9 days	2 weeks	50 lessons	Awareness letter sent home informing child has fallen below school target 96%.
90%	19 days	4 weeks	100 lessons	A letter will be sent home and attendance will be monitored for improvement. If there is not improvement, then parents/carers will be invited in for a meeting.
85%	29 days	6 weeks	150 lessons	Next steps dependent on improvement, situation and engagement. Parents invited to attend meeting with Attendance Officer and SLT. Step 1 – first notice given to parents. Step 2 – 15 day notice warning issued. Step 3 – Application for legal action made.
80%	38 days	8 weeks	200 lessons	