

Our Mission

At St. Anne's we believe good attendance is vital for a child to reach their full potential.

We aim to promote good attendance by providing a safe and motivating environment for all children.

As a team, we will work to break down barriers a child or family may have in accessing their education.

Every child matters, every day matters.

Legal Duty

Parents/carers and school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education

I need support with my child's attendance

If you need support with your child's attendance please reach out to a member of the attendance team, or inform your child's class teacher.

FAQ's

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%.

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90% - we aim to offer early intervention support at this stage.

What is an EPN?

EPN stands for 'education penalty notice'. EPN's may be issued for 10 unauthorised sessions (equivalent to 5 school days) within a rolling 10 school week period.

You will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.

I'll just go on holiday and pay the fine?

If a second penalty fine is issued to the same parent for the same child within a 3 year rolling period, the fine will automatically rise, if a parent then commits a third offence in a 3 year rolling period, other enforcement options may be considered.

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

What happens if I keep my child off and don't contact school?

School will call home to try and obtain a reason for absence— if no reason is provided school may carry out a visit to home— this is to check on the welfare of you and your child.

School Attendance Parent Guide



St. Anne's C of E Primary School

ATTENDANCE TEAM

Head Teacher— Mr P Ivory
Assistant Head Teacher—Mr J Roughley
Learning Mentor—Miss L Moran

enquiries@admin.saintannes.wigan.sch.uk

01942 511348

ATTENDANCE PROCEDURES

Absence

If your child is going to be absent from school please contact the office on 01942 511348 or enquiries@admin.saintannes.wigan.sch.uk

Punctuality

If your child arrives to school after registration closes your child will receive a 'Late' mark– this affects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

Fines / Holidays

We are no longer able to authorise holidays in term time.

Unauthorised absence due to holidays will result in a fine being issued by Wigan Council.

Medical Evidence

If your child is going is absent from school and is 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 due to medical reasons are authorised.

Every day counts

100% attendance	0 days missed	No lessons missed
95% attendance	9 days missed	50 lessons missed
90% attendance	19 days missed	100 lessons missed
85% attendance	29 days missed	150 lessons missed
80% attendance	38 days missed	200 lessons missed
75% attendance	48 days missed	250 lessons missed

Every minute counts

Always on time!	No days missed!	No learning missed!
5 minutes late	3 days missed	20 lessons missed
10 minutes late	7 days missed	41 lessons missed
15 minutes late	10 days missed	55 lessons missed
20 minutes	14 days missed	82 lessons missed

PA/ Risk of PA

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

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 attendance referrals .

CELEBRATING ATTENDANCE

Celebrating our children's attendance achievements is key to keeping our children motivated and engaged.

We celebrate attendance in many ways such as

- Weekly class attendance awards
- Termly certificates
- Termly prizes

