



# ST EDWARD'S COLLEGE

LIVERPOOL

FROM THE PRINCIPAL

2 September 2024

To: All College Parents/Carers  
Ref: 049/24

Dear Parent/Carer,

As we are about to commence the new academic year, I want to emphasise the critical importance of maintaining consistent attendance and punctuality. High attendance rates are strongly correlated with academic achievement and are a key determinant of long-term success and future opportunities.

### Attendance at St Edward's College (September 2023 to July 2024)

Whole school attendance (years 7 – 11) was 92.2 (1.1% improvement compared to 91.10% in 2023); however, we want to improve on this due to the impact it has on pupil outcomes.

Year	% Attendance (Sept - July 2023)	% Attendance (Sept – July 2024)
7	93.50	94.10
8	92.40	92.70
9	91.90	92.40
10	91.20	91.80
11	88.30 (Sept – May)	90.70 (Sept – May)

### No. of pupils with attendance between 97-100%

Year	Number of pupils
7	82
8	52
9	55
10	65
11	70 (Sept – May)

### No. of pupils with 100% attendance

Congratulations to all of the pupils with 100% attendance– they have met our school target and will receive an 100% attendance badge during their year assembly in September!

7	8	9	10	11
15	10	9	7	14

The experience at St Edward's College is that there is a very strong correlation between a pupil's attendance at school and academic performance and progress. The relationship between attendance and progress is striking. The Progress measure encapsulates a pupil's progress from Key Stage 2 (i.e. the end of primary school) to GCSE. A positive score indicates a faster rate of progress than expected; such that a score of +0.5 indicates that a pupil has achieved one half of a grade higher, on average, in every GCSE examination than their Key Stage 2 results predicted.

Our data shows that pupils whose attendance was 98% or better in Year 11 secured over half a grade higher in every subject than would be predicted given their prior attainment. Conversely, pupils whose attendance was below 90% underperformed by more than two thirds of a GCSE grade in every subject, than would be predicted given their prior attainment. Bluntly, a 10% differential in attendance correlates with well over one full GCSE grade in every subject.

Please do not arrange to have a holiday during term time. If a child is not in school they simply cannot learn and the impact of this can be significant on their future life chances and opportunities. The NHS have produced this handy guide to help you:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>

Our term dates (September 2024 – July 2025):

<https://st-eds-college.greenhousecms.co.uk/News/Term-Dates/>

We will continue to closely monitor attendance in school and, where we see attendance falling below 90% (**which is classed by the DfE as being persistently absent**) you will be contacted to discuss if we can provide any support. If you are having difficulties getting your child to school, please contact us so we can work together to improve.

From the table below, you can see the significant impact that being absent from school has on your child's education over a school year:

Attendance	Days missed	Lessons missed	School Weeks missed
100%	0 days	0	0 weeks
95%	10	50	2 weeks
90%	19	95	3 weeks 4 days
85%	28	140	5 weeks 3 days
80%	37	185	7 weeks 2 days

Just as a reminder, we must be provided with a reason for each occasion of absence. Without a reason, an absence is recorded as unauthorised. Please contact the school to report your child's absence.

- **Absence Line on 0151 254 7444 by 08.30 at the latest.** Please make sure you call **every day** your child is absent.
- Alternatively, you can e-mail [attendance@st-edwards.co.uk](mailto:attendance@st-edwards.co.uk) to report an absence. Note, e-mails regarding absence will only be accepted from the registered e-mail address on your child's records.

Medical and dental appointments should be made outside of school hours and, where this cannot be avoided, we will ask for evidence of the appointment. If your child arrives after registration they will be marked as absent for the whole morning or afternoon session.

If you have any concerns, worries or questions regarding your child's attendance then please speak to your child's Form Tutor or Head of Year.

Levels of absence in schools are closely monitored not only at a school level but also by the DfE and the local authority. We have an Education Welfare officer allocated to support our school with attendance. We also work closely with other agencies to ensure that families are given the support needed to attend school and we work tirelessly to support individual cases. However, it is a legal requirement under the 1988 Education Act to attend school and we have formal procedures to follow if poor attendance continues. Furthermore, we also have a duty of care that every child is safe and has been seen in school, and home visits will be conducted if there are any concerns and Children's Services/Agencies will be contacted if necessary.

I appreciate that there are times when parents and carers will need to request a leave of absence for their children. Any request for a leave of absence will only be authorised in exceptional circumstances and these must be outlined in writing so that I can consider each request on its own merits. The definition provided by the DfE is “rare, short and unavoidable”. Whilst we always aim to work with parents to ensure the wellbeing of our children and their families, **I will be unable to authorise absences outside of truly exceptional circumstances.** Please be advised that any absences outside of the above circumstances will be classed as unauthorised and could be subject to a fine from the local authority.

### **Changes to local authority and national attendance regulations**

**From the 19<sup>th</sup> August 2024** all schools will be required to consider a fine when a **child has missed 10 or more sessions (5 days) for unauthorised reasons**, including unauthorised holidays taken in term time.

**From 1<sup>st</sup> September 2024**, the fine for school absence across the country will be **£160 per parent, per child**, this will reduce to **£80 if paid within 21 days**. If a parent receives a **second fine within any three-year period, this fine will not be reduced and be due at the higher rate of £160 per parent, per child.**

### **Punctuality**

Good punctuality at school is essential for pupils to achieve their full educational potential. It is also vital for pupils to form good habits for later life. Punctuality records form part of references passed onto employers or higher educational institutes.

All pupils are expected to arrive punctually for school in the morning (by 8.40am, ready for their first lesson) and to arrive punctually for each lesson. A register is taken at the start of each lesson. Pupils arriving late are recorded as thus on the register.

An automated system will also contact you if your child has not arrived to school and we have not been provided with any reason for why this is. This is for safeguarding purposes and to ensure that you are aware of the location of your child. In the very rare occasions we suspect a child may be truanting or we have other concerns for their whereabouts, pastoral or safeguarding staff will also contact you.

According to DfE guidelines, registers must be closed after a certain time in the morning. Therefore, if a pupil arrives after **9.10am**, they cannot receive a late mark, but have to be marked as absent for the whole morning session. If the lateness is due to a legitimate reason e.g. a medical appointment, the absence can be authorised. Otherwise, the session is marked as an unauthorised absence.

## **ATTENDANCE MATTERS**



**Every school day counts BUT every minute is equally important!**

We ask parents to support us in maintaining good punctuality by ensuring that your child:

- Gets up in plenty of time to be ready and prepared for school
- Has organised their bag and equipment the night before so that this does not delay departure in the morning.
- Has been spoken to at home regarding issues of lateness to ensure this does not become a habit

If you have any concerns, worries or questions regarding your child's attendance or punctuality then please speak to your child's Form Tutor or Head of Year.

**Please see below timings for the start of the new academic year:**

	<b>Tuesday 3rd September</b>	<b>Wednesday 4th September</b>
<b>Year 7</b>	08.40 – 12.00 (Induction)	08.40 – 15.10
<b>Year 8</b>	10.00 – 12.00	08.40 – 15.10
<b>Year 9</b>	10.00 – 12.00	08.40 – 15.10
<b>Year 10</b>	10.00 – 12.00	08.40 – 15.10
<b>Year 11</b>	10.00 – 12.00	08.40 – 15.10
<b>Year 12</b>	09:00 – 12.15 (new entries finish at 13.45)	08.40 – 15.10
<b>Year 13</b>	11.00 – 12.25	08.40 – 15.10

### Lockers – Year 8 to 11

If your child would like a locker – please follow the instructions below. We have used this system for the past year with the current year 8 and it's been very successful. Pupils cannot share lockers due to the disruption this causes between lessons and the start and end of the day.



**How To Rent A Locker:**

Visit [www.lockerspace.co.uk](http://www.lockerspace.co.uk) and press **Rent A Locker** to get started  
Or scan this QR code with your phone camera for easy access




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**Here are the step-by-step instructions for renting a locker:**

- Select "Rent A Locker"
- Enter your school's name into the search box and select the school's name
- Choose the zone and select the locker height (Top, Middle or Bottom)
- Enter the following information: Your Childs Name & Class Form Details, Your Name, Email Address & Mobile Number
- Press "Continue"
- Enter your billing information
- Read the Terms & Conditions carefully and Accept
- Choose your payment method: Credit or Debit Card or PayPal
- Complete the payment method process
- Wait for your email confirmation which will include: Unique Locker Code & Locker Number

Please keep the code private and do not share.

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**How To Access The Locker:** <https://www.lockerspace.co.uk/how-to-use-your-locker/>

- Go to the locker location and number detailed on your confirmation email/text
- Enter the 4-digit code detailed on your confirmation email/text and open the lock clockwise
- If you forget your code, it can be reissued by visiting the <https://www.lockerspace.co.uk/re-issue-code/> page

## **EduLink One**

EduLink One is a parent portal and communication app that keeps your child's school information in one place, meaning you are more informed and involved in their learning journey. EduLink One will be replacing both Class Charts and Firefly. From September, it will be the expectation that every pupil, student, parent and carer at St Edward's will use EduLink and the EduLink app.

## **Uniform**

All pupils in Years 7 - 11 will be expected to wear school uniform every day and bring their PE kit on the days they have a PE lesson. I am aware that this is something pupils have not done before. The PE department will support your child to ensure our high standard of PE lessons and the exceptional participation in extra-curricular sport continues.

I would like to express my gratitude for your support. Together, united by our common goal and our unwavering commitment, your child will thrive and flourish in all areas of school life.

Yours sincerely



Mr Lee Antony Fabia  
Principal