



St Sebastian's Catholic Primary School & Nursery

Holly Road, Fairfield, Liverpool, L7 0LH

Head teacher Dennis Hardiman

Tel 0151 260 9697 Fax 0151 260 5679 Email sebastians-ao@st-sebastians.liverpool.sch.uk

www.stsebastiansliverpool.co.uk



Only my best will do; Be kind to one another

Dear Parents and Children,

The purpose of this newsletter is to go over some procedures and expectations regarding attendance. Please make sure that you bring your children to school on time. If you are often late for school then work out how many minutes earlier you need to set off so that you are not late. Even if you are only 5 minutes late each day this means 25 minutes lost each week and the equivalent of 3 DAYS lost each year!

Everyone received a personal printout detailing their child's attendance at Parents Evening so that you all know whether their attendance needed to improve. We will also be issuing Traffic Light letters at the end of this term which will show very clearly the current position regarding your child's attendance. Please feel free to contact Mrs Turner in the St Cuthbert's school office if you would like to discuss this or anything else relating to attendance.

To be fair to everyone we require medical evidence to cover every absence. This can be a copy of a prescription, a medicine bottle (prescribed by a doctor), stamped appointment card from the doctor, note confirming attendance at a walk in centre or a doctors' note. If your child is too ill to attend school you should be seeking medical advice.

It is the parents' responsibility to contact school if their child is going to be absent and we ask that you do this before 9.30am. As a courtesy we will try to contact you if we haven't heard from you by that time. If we can't contact you we have been advised that we must consider your child to be "missing" and as such this becomes a safeguarding issue.

Holidays in term time can **NEVER BE AUTHORISED**. Please refer to the term dates at the end of this letter when booking holidays and do not let family and friends book holidays in term time for you as you will be issued with a fine not them.

Several parents have contacted school to say their child's attendance should not be affected if they are genuinely ill. I would just like to clarify that your child can only be marked as present if they are physically in school when the register is taken. If you provide medical evidence of illness (including hospitalisation) the absence will be authorised but it will still show as an absence. If you do not provide proof of illness the absence will show as unauthorised and will be referred to the Education Welfare Officer for possible further action. **I have enclosed a copy of "Parents and Carers guide to the Attendance Policy" for your information.**

As parents you have very high expectations of our school (quite rightly so) but in order for us to provide your children with the level of education you have a right to expect then the children have to attend school regularly.





St Sebastian's Catholic Primary School & Nursery

Holly Road, Fairfield, Liverpool, L7 0LH

Head teacher Dennis Hardiman

Tel 0151 260 9697 Fax 0151 260 5679 Email sebastians-ao@st-sebastians.liverpool.sch.uk

www.stsebastiansliverpool.co.uk



Only my best will do; Be kind to one another

Term Dates

2015/2016

Autumn term 2015

Friday 18th December 2015 – term ends

Spring term 2016

Monday 4th January 2016 – term begins

Monday 15th February to Friday 19th February 2016 is half term

Wednesday 23rd March 2016 – term ends

Summer term 2016

Monday 11th April 2016 – term begins

Monday 2nd May 2016 - May Day

Monday 30th May to Friday 3rd June 2016 is half term

Thursday 21st July 2016 – term ends

There will be 2 further In service days allocated during this school year when children will not attend school





St Sebastian's Catholic Primary School & Nursery

Holly Road, Fairfield, Liverpool, L7 0LH

Head teacher Dennis Hardiman

Tel 0151 260 9697 Fax 0151 260 5679 Email sebastians-ao@st-sebastians.liverpool.sch.uk

www.stsebastiansliverpool.co.uk



Only my best will do; Be kind to one another

Parents and Carers guide to the Attendance Policy

Every child has the right to attend school every day. Frequent and unnecessary absences stop children reaching their true potential.

Please make sure that:-

- Your child attends school regularly and on time
- You contact school by 9.15am if your child is too sick to come to school. The contact numbers are 0151 228 4137 (St Cuthbert's) and 0151 260 9697 (St Sebastian's)
- You are able to provide proof of illness if your child is absent. This could be a Doctors note, medicine bottle with your child's name on it or copy of a prescription
- You keep school informed (in confidence) if there are difficult circumstances at home
- You should keep your contact details up to date in the school office
- You make dental/medical appointments outside school time if possible and show appointment cards otherwise appointment letters and cards must be shown to school
- You DO NOT TAKE HOLIDAYS IN TERM TIME. Parents who take children on holiday in term time will receive a fine from the Local Authority.
- You help school in our aim to improve attendance
- The Federation Attendance Officer, Mrs Turner, will monitor registers across both sites every day and may visit the homes of those children who are absent without explanation.

It is very important for your child to come to school on time every day.

- Please make sure your child is on the yard at 8.55am ready for school
- If they arrive after 9.00am you should bring them in via the school office where you will be asked to sign them in.
- Each time a child is late a late slip will be issued to be taken home.
- Three lates will result in a meeting with a member of the Senior Leadership Team
- Children may be referred to the Education Welfare Officer for poor punctuality

Please help us to help your child to be the best they can be

