



St Sebastian's Catholic Primary School & Nursery

Holly Road, Fairfield, Liverpool, L7 0LH

Head teacher Dennis Hardiman

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Only my best will do; Be kind to one another

18th October 2016

Dear Parents, Carers and Children,

For your information I enclose a copy of the quick guide to the federated schools published attendance policy and a copy of the term dates for this school year. Please refer to the term dates when looking to book holidays and do not take holidays in term time. Please share this information with your friends and relatives in case they are looking to include you in any holidays they book. **You** are responsible for ensuring your child attends school every day unless they are too ill to come.

May I take this opportunity to remind you that you should contact school by 9.30am any day your child is off school and all periods of illness should be covered by medical evidence. This can be in the form of a prescription, a medicine bottle prescribed by the doctor, a note from the walk-in centre or a stamped appointment card from the doctor's surgery. We are not asking you to ask for a doctor's note (unless your child is absent for an extended period) as this may cost you money and will take up the doctor's time. All of the local surgeries are willing to give appointment notes via the receptionist.

If your child's attendance and/or punctuality are giving cause for concern you will be invited in to school to meet with members of the governing body. If you receive a letter inviting you in for one of these sessions, please make sure you attend. We will continue to use Penalty Notices via the Education Welfare Officer to help maintain / improve attendance. Please take this seriously if you are informed that a Penalty Warning period is in place for your child – if they continue to be absent without medical evidence you will be issued with a fine and failure to pay the fine will mean you are summonsed to court. We do not want this – we want all of our children to attend regularly because they are entitled to a full education and they blossom when they are in school regularly.

The number of children arriving late into both schools has escalated and is not acceptable. Please make sure that you allow enough time for your journey to school and have your child on the yard by 8.55am every day.

If you would like to discuss anything to do with attendance and/or punctuality, please contact me via the school office 0151 228 4137 St Cuthbert's and 0151 260 9697 St Sebastian's. If I am not available, please leave your name and number and I will call you back.

Yours sincerely,

Mrs F Turner
Attendance officer

