



**St Sebastian's
Catholic Primary School**
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**St. Cuthbert's
Catholic Primary School**
Aviemore Road,
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21st November 2016

Dear Parents, Guardians and Children,

Mr Hardiman and the Senior Leadership Team have met with our *School Improvement Partner* (every school has one) to discuss targets for the federated schools for this current year. As St Sebastian's ended the last school year achieving almost 97% attendance and St Cuthbert's achieved almost 96% attendance we have been set new targets. The attendance target for St Sebastian's is now **98%** and the target for St Cuthbert's is **97%**. These are aspirational targets and as a federation we truly believe that they are achievable but to do this we need the full co-operation of ALL of our parents and children.

Please make sure you only keep your children off school when they are genuinely too ill to attend, do not take holidays in term time and try to make medical and dental appointments outside school time. If your child is sick you should phone the school office by 9.30am (St Sebastian's 0151 260 9697 / St Cuthbert's 0151 228 4137). You should also ensure that we have an up to date phone number so that we can contact you.

It is still early in the school year and so there is time for everyone to improve their attendance level (unless you already have 100%!!). We will be doing everything we can to help all of our children reach their full potential and to do this they need to attend school regularly. We monitor the attendance of all children but in particular those whose attendance has fallen below 93%. If your child's attendance falls below 90% they are classed as a *Persistent Absentee* and we are then expected to take further action, beginning with a referral to the Education Welfare Officer. If your child has had a genuine illness that has caused them to fall below 90% we can only justify not taking further action if we have medical evidence to cover all absences. If you would like to discuss any of the above or your own individual circumstances then please contact me via the school office.

Please help us to help your children.

Yours sincerely,

Mrs F Turner Attendance officer