



**St Sebastian's
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**St. Cuthbert's
Catholic Primary School**
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Executive Head Teacher: Dennis Hardiman M.B.E.

28th September 2017

Dear Parents and Children,

I am writing to say "Well Done" to the vast majority of families in our Federation. We are aiming for 100% attendance this year and most of you are achieving this. Please keep this up whenever possible and we will continue to celebrate your achievements. By the end of this school year all children should aim to achieve a minimum of 98% in St Sebastian's to be considered regular attenders

If your child is too ill to attend school please keep the absence to a minimum and we will administer any necessary medication that has been prescribed by a doctor once your child returns to school if appropriate.

All medical appointments should be made for outside school time whenever possible. GP surgeries and Alder Hey Hospital have signed up to the *Liverpool School Attendance Project* and have agreed to make appointments so that children do not miss school. Please make sure you ask about this when you make appointments for your child.

I am disappointed at the number of children being taken out of school for holidays in term time. Several children missed the start of term – a most important time for children to re-establish relationships and to feel prepared for the coming year. We have now been informed that several children are being taken out mid term for holidays. This means that they will miss out on vital information in all subjects. We will do all we can to help them catch up but this will impact on the work of the class as a whole. I must remind you that holidays in term time will not be authorised, the absences will be reported to the Education Welfare Officer and further action will be taken.

Your children are entitled to a full education and they need to be in school for us to deliver this. If you are experiencing any difficulties that are affecting your child's attendance please contact me in confidence to discuss this.

Yours sincerely,

Freda Turner
Attendance officer