



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

Tuesday 18th September 2018

Dear Parents / Guardians,

We want our children in school and happy each and every day in order to enjoy their fun learning. When they miss days of school, they have to start playing catch-up which can be overwhelming for them. This is because the curriculum is so crammed, teachers do not have time to go back and revisit. Consistent attendance will ensure that your children are content, secure and confident in lessons which can only result in having a greater chance of reaching their potential.

Poor attendance

Poor attendance can become a serious safeguarding matter. As a school community, we have a responsibility to ensure that all children on roll are present or accounted for. Therefore, we ask that you report any absence and reasons for it. Failure to do so, can spark safeguarding concerns, which in turn leaves school with no choice but to report to the appropriate authorities.

Appointments

All medical / dental / optician appointments should be made outside of the school day if possible. If it is a hospital or emergency appointment, then we will need proof of that appointment e.g. letter, copy of prescription, packaging of medication issued (showing child's name and date of issue), etc. Unauthorised holidays or long term persistent absenteeism will incur a penalty notice fine issued via the EWO, on behalf of the Local Authority.

Punctuality

Punctuality is also extremely important. We expect our pupils to arrive to school on time every day, as being late to lessons *will* cause disruption to your child and to others. Every student *must* be on the school yard at 8.55am, ready for registration.

What to do if your child is going to be late or absent

If for any reason your child is going to be late or absent, you must contact the school office to explain the reason for their lateness or absence. If we do not hear from you, then a first response call will be made to you. Sometimes we may need to send a letter or visit the family home, to establish the reason for your child's non-attendance. Occasionally we will seek advice and engage the support of an educational welfare officer (EWO), to ensure your child attends school.

The Law & Attendance

By law, children of compulsory school age must receive suitable full time education. As a parent, you are legally responsible for making sure that your child attends school on a regular basis. Missing school causes severe disruption to a child's education, and can affect their performance. The government wants all pupils to have 100% attendance. The minimum expectation is 97%. This means a pupil can have no more than 5 days absence throughout the whole school year. Good attendance will help give your child the best possible start in life.

The Government's Role in Attendance

The Government requires schools to monitor and measure attendance by 'Persistent Absenteeism', which is defined as the number of times your child is absent during the year. A pupil who is persistently absent, is one who misses 10% or more of their schooling, in a whole academic year.

Please see below the chart which illustrates how number of days absent equates to a %.

IF YOUR CHILD IS NOT IN SCHOOL HE /SHE IS NOT LEARNING!

We thank you for your continued support and look forward to working in partnership with you. Please don't hesitate to contact me, if you wish to discuss any attendance or punctuality issues.

Mrs Rabbette.

Attendance Officer.

Attendance Descriptor	Attendance %	Actual Days Attendance	Whole Days Absence
Excellent	100%	190	0
	99%	188	2
	98%	186	4
Good	97%	184	6
	Satisfactory	96%	182.5
Requires improvement	95%	180.5	9.5
	94%	178.5	11.5
	93%	176.5	13.5
	92%	175	15
	91%	173	17
Cause for concern	90%	171	19
	Persistent absence (<90%)	85%	161.5
	80%	152	38
	75%	142.5	47.5

2018-2019: Term Dates

Autumn Term 2018

Starts: Monday 3rd September
Inset days: Monday 3rd & Tuesday 4th September
Children return to school: 8:55am on Wednesday 5th September
Ends: Friday 21st December
Half Term: Monday 22nd to Friday 26th October

Spring Term 2019

Starts: Monday 7th January
Ends: Thursday 11th April
Half Term: Monday 18th to Friday 22nd February

Summer Term 2019

Starts: Tuesday 23rd April
Ends: Wednesday 17th July
May Day: Monday 6th May
Half Term: Monday 27th May to Friday 31st May

*There will be 5 In-service days allocated during this school year, when children will not attend school.