



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL



St Thérèse
of Lisieux

Catholic Multi Academy Trust

September 2021

Dear Families,

RE: SCHOOL ATTENDANCE

I am writing to all parents and carers to remind you of the importance of regular school attendance which is a priority for your child and our school. There is a very strong link between regular school attendance and achievement and if your child is frequently absent from school the chances of them achieving good qualifications at the end are much lower. We are of course also aware of the on-going potential impact that the COVID pandemic has had during times we have had to move to remote learning. We have been impressed with attendance since the wider re-opening of schools and hope this continues to be the case as we start a new school year.

Remember 90% attendance sounds good if it is in a test but 90% attendance throughout your child's school life means over one year's absence! Our school target is 97% and the minimum expectation nationally is 95%. We have had a fantastic record of most pupils achieving this last year with an overall attendance of %.

To continue to improve attendance we have to work together. If something is stopping your child coming to school, please come and talk to us about it. Our school and Children's Services Education Welfare Team, meet regularly to discuss ways of improving attendance and achievement and with your help we aim to make a real difference. Holiday during term time is **not permitted** and will be recorded as an unauthorised absence, which can result in a Fixed Penalty Notice or legal action.

We will look at the attendance of every pupil in our school termly:

- If your child's attendance is below 90%, you will receive a letter setting an attendance target for the next four weeks.
- If this target is not met an Educational Welfare Officer may become involved in the monitoring and a further target will be set for the next four weeks.
- Should this target not be reached you will be invited to a School Attendance Panel meeting which will give you four weeks to meet a new attendance target. Failure to attend this meeting could result in a Formal Legal Warning Letter.

This procedure may be shortened if your child's attendance is less than 80% and has not improved over the following four-week period.

It is also vital that you ring and inform us of any absences, in the last year we have had to on occasion conduct home visits when we have been unable to contact you to locate your child on a school day.

Appointments should be made **outside** of the school day for Dentist, Opticians etc. Only **Emergency** medical appointments, operations will be authorised with medical evidence. If you are unsure please do come and speak directly with me so I can help. St. Norbert's Catholic Voluntary Academy are determined to make attendance and achievement a high priority. We are sure you will help us with this.

Yours Faithfully,
Mrs. J. Withers
Attendance Officer



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