



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL



Dear Parents and Carers,

The schools of the Multi Academy Trust are committed to working together with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children.

It is important for parents to remember that the occasional or few days off due to illness, holidays or family events can mount up and lead to children's attendance levels falling. This can have a negative impact on their progress in school and affect their wellbeing.

With this in mind, you can support the school, and your child, to achieve attendance targets by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on 01775 722889
- Informing school of any problems that may impact on your child's attendance, punctuality and learning
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The school office will contact you if we feel they need to go home.
- Ensure that you do not book holidays in term time. **Please note:** In line with government regulations, we are advised not to authorise holidays taken in term time.
- If you feel your child is too ill to come to school, please try to provide medical evidence. This can be prescription medication, an appointment card or a prescription.



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Below is a table of how school absence could affect your pupil's ability to access the curriculum.

Above 97%	Above 97%. Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
95%	95%. Less than 10 days' absence in a year: Attendance needs to improve! Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	90%. 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
85%	85%. 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve their best.
80%	80%. Pupils with this attendance are missing the equivalent of <u>1 day</u> for every week of school. It will be almost impossible to access all of the curriculum.

We all look forward to working with you to ensure the best possible education for your children.

Your sincerely,

Mrs J Withers
Headteacher

Mrs Lorraine Wide
Attendance Officer

