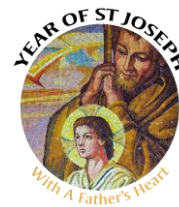




St Joseph's Catholic Primary School
Diocese of Clifton



Inspiring everyone to REACH through
Faith, Hope, Love

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Acting Headteacher: Mrs Clare Howells

28th November 2022

Dear parents/carers

School Attendance

At St Joseph's Catholic Primary School, we recognise that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible. The law entitles every child of compulsory school age to an efficient, full-time education suitable to its age, aptitude, and any special educational need they may have.

The DfE has produced new guidance and legislation that we need to follow and we are being asked to rigorously monitor school attendance. With this in mind, we attach our updated Attendance Policy for you to read in full.

The policy sets out the roles and responsibilities of staff members involved in monitoring school attendance. This also includes parent/carers responsibilities.

Working together, we are already doing the following to promote good attendance in school:

- 100% certificate and badge at the end of each academic year
- 100% certificate for each term
- Attendance trophy for the class with the highest attendance at the end of each week
- The class with the highest attendance each term will receive a reward from myself
- Rise and shine at the start of every day to encourage punctuality and it is a great start to the day!

As a parent/carer the DfE states that you have a legal duty to ensure that your child attends school regularly. This means that they expect your child to attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or if they have been given permission for an absence in advance from the school.

School attendance really makes a difference to your child's future. Attendance of less than 95% can have a negative impact on progress due to the learning hours lost.

Attending school every day gives your child the best chance of success 100%

Attending 4½ days a week = 4 weeks learning missed per year 90%

Attending 4 days a week = 8 weeks learning missed per year 80%

Attending 3½ days a week = 12 weeks learning missed per year 70%

80% attendance adds up to missing 2 full years of education over their school life



Just a reminder that any request for absence during term time should be made by completing an absence request form found on the school website under Parents/Attendance and Absence tabs and returning it to the school office. You need to give 7 days notice. Coming out of Covid, we have seen an increase in requests for holidays being taken during term time. Under the new directive, we will be following the correct policy and you may be fined if you take your child away during term time.

When you know that your child will not be coming to school for any reason, please contact the School Admin Team by **9am** and **every consecutive day thereafter**. This will avoid us contacting you unnecessarily. Attendance registers need to be completed every morning and all children accounted for.

I would like to thank you in advance for working in partnership with me to help your child to **REACH** in all that they do.

If you have any questions please do not hesitate to contact slt@st-josephs.gloucs.sch.uk.

Yours faithfully

Clare Howells
Acting Headteacher

G:Winword/Attendance Figures/Ltr re school attendance Nov 2022

