

St Gabriel's

Roman Catholic High School



Learn
Love
Believe

September 2017

Dear Parent/Carers

School Attendance

We all know that everyday attendance at school is vital for pupils to get the most out of their education and with this in mind we will be giving attendance and punctuality close attention during the coming year.

We fully recognise that pupils will only benefit fully from their education if they attend school regularly and on time. Through an effective partnership between pupils, their parents/carers and the school, we can continue to improve attendance even further. We recognise that brief absence is unavoidable from time to time but pupils having occasional days of absence ultimately impacts on a child's learning and progress.

I would be grateful if you would adhere to the following, bearing in mind the majority of our parents already do so:

- Keep your child off school only if it is really necessary
- Telephone school on the first day of absence and each day if more than one day's absence is taken
- Avoid medical appointments in school time, but if absolutely necessary, please bring your child into school before and after the appointment
- Send diagnosis letters from hospital, doctors, CAMHS etc into school for our records
- School will hold certain medicines if necessary provided parents send in written instructions. It is parent's responsibility to ensure medication is in date and there is sufficient medicine in school

Attendance below 92%

If your child's attendance falls below 92%, our School Attendance Officer (SAO) will invite you into school for a pre referral meeting to discuss what strategies could be put in place to help improve attendance. Our SAO regularly monitors pupil's attendance to identify any patterns in their absences.

Late for school:

Whilst we are aware that the majority of our pupils arrive in school on time, we have a small number of pupils who are persistently late. A few important points on punctuality:

- School starts at 8.45am and pupils should be on site for 8.40am. Registers close at 9.30am, therefore any pupil arriving after that time will have an unauthorised absence for the whole morning session, which will cause their attendance to fall.
- 10 minutes late a day means that almost a whole hour of lessons is missed each week for your child, which over the year adds up to nearly 2 whole weeks of schooling.
- Pupil will miss his/her teacher's input for lesson 1.

Yours sincerely

S A Smith
Headteacher

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