

# ANNECY CATHOLIC PRIMARY SCHOOL

*"Inspiring hearts and minds to grow"*

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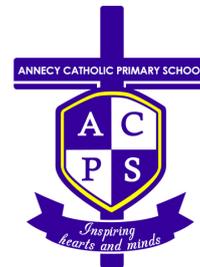
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Executive Headteacher: Rob Carter

Headteacher: Jane Thompson

Diocese of Arundel and Brighton



30 April 2018

Dear Parents

## Attendance

### Every School Day Counts

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out.

We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

100% is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance is below 95% and they're spending more days out of school than in it! Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic.

At present, our whole school attendance figure is 94.83% which is below the national average and below our target of 96.1%. We would like your help in improving attendance and we will do all we can to support you if you have any difficulties. Good attendance is vital to ensure that your child reaches their full potential.

We have a number of new initiatives starting this term to encourage and celebrate 100% attendance and will always bear in mind existing medical conditions. We thank G3 Architecture for sponsoring our attendance awards:



- Weekly attendance assembly to celebrate 100% attenders since Easter.
- Termly attendance assembly to celebrate 100% attenders since Easter at which small prizes will be awarded.
- All pupils who have achieved 100% since Easter will receive a weekly raffle ticket which will then go into a draw at the end of the summer term for a larger prize.
- Pupils achieving 100% for the school year will be taken out for a trip.

Any absences should be telephoned through to the office by 9am. Any unexplained absences will be followed up by a telephone call from the office by 10am daily.

At Annecy Catholic Primary school:

If your child's attendance falls below 96%, or they are persistently late, you will receive a letter to inform you and to request that their attendance rate is improved.

- ❖ If your child's attendance falls below 95% you will be invited to a meeting with Mrs Hardwicke. At these meetings an initial 100% 2 week target will be set, followed by 4 weeks at 100% - during this period no further absences will be authorised without medical evidence. These targets will be set in your absence if you fail to attend a meeting.
- ❖ If further absences occur, targets are not met and attendance remains below 95% with at least 10 unauthorised sessions in last 6 weeks, a referral will be made to ESBAS team at the Local Education Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve a child's attendance have failed, officers may use legal interventions on parents or seek an Education Supervision Order on the child. Instead of being prosecuted, you can be given a penalty notice. The maximum penalty on a conviction is a fine of £2500 and/or 3 months imprisonment. The court also gives you a Parenting Order.

With your support we are striving to finish the end of the school year with a whole school attendance figure of close to our target of 96.1%.

Yours sincerely

*P Gallagher*

Paul Gallagher

**Interim Deputy Headteacher**