



Ms Sue Lovecy, Head of School

Dear parent/carers,

### **Attendance letter March 2022**

#### **Attendance**

As you are aware, good attendance throughout school is incredibly important and we are launching a new focus on this after the Easter holidays. Good attendance is above 95%. Children should come to school every day and a minor ailment such as; toothache, a headache, stomach ache, colds and sore throat should not stop them from attending. Staff will monitor pupils and if there is a need, they will contact you. Attendance below 90% the government calls persistent absence and this will be dealt with by our education welfare officer in conjunction with our inclusion team.

**Poor attendance is the biggest factor in children not reaching their potential in school.** Catching up work missed through absence can be very hard.

Please note that from September 2022 no holidays of any kind will be authorised and that parents/carers will be fined for taking term time holidays. I can authorise exceptional absence of 1 to 2 days for a funeral or a wedding or other exceptional circumstances. We publish our term dates almost 2 years in advance so please check our website for term dates before booking a holiday.

#### **Some further information from our Education Welfare Officer**

- Your legal responsibility- If your child does not attend school regularly and they become a persistent absentee as set out by the Government, the Local Authority may take action against you. This can be through a fixed penalty notice (fine) or a summons to appear at Magistrates court supported by the "Anti-Social Behaviour Act 2003" which provides legislation for local authorities to issue fixed penalty notices to parents/carers of children who have unauthorised absences from school.
- Unauthorised Leave in Term Time (holidays)- Children are not entitled to holidays in term time except in exceptional circumstances and only when authorised by the head teacher. Family holidays should be taken during school holiday periods, of which there are 175 non-school days a year. Fines of £120 per parent/carers will be issued where unauthorised leave is taken during term time.
- Children can attend school with minor ailments; toothache, headache, stomach ache, colds and sore throat etc. Over the counter medicines can be given before school and medicines can be brought into school if a parental agreement is completed and signed.

- Key facts about attendance

Attendance during one school year	Equates to days absent	Weeks lost learning	Number of hours missed
94%	10 days	2 weeks	50 hrs
90%	19 days	4 weeks	100 hrs
85%	29 days	6 weeks	150 hrs
80%	38 days	8 weeks	200 hrs



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## Lateness

It is vitally important that your son/daughter arrives at school in good time each morning. Crucial activities take place first thing in the morning as well as settling in and preparing for the day. If your son or daughter arrives after the register has closed, they will be marked as late. If this happens often or persistently your child's form tutor or class teacher will arrange a meeting with you to help to improve the situation. If this is an issue for you and you would like to speak to a member of staff about it, please contact [reception@stmartins3-16.org](mailto:reception@stmartins3-16.org).

Late each morning	Minutes absent per week	Missed learning each week	Lessons missed each year	Weeks lost learning
12 minutes	60 minutes	1 lesson	39 lessons	1.5 weeks
24 minutes	120 minutes	2 lessons	78 lessons	3 weeks
30 minutes	150 minutes	2.5 lessons	97.5 lessons	4 weeks

Late each lesson	Minutes absent per week	Lessons missed each week	Lessons missed each year	Weeks lost learning
2 minutes	50 minutes	1 lesson	39 lessons	1.5 weeks
5 minutes	125 minutes	2 lessons	78 lessons	3 weeks
10 minutes	250 minutes	4 lessons	156 lessons	6 weeks
15 minutes	375 minutes	6 lessons	234 lessons	9 weeks

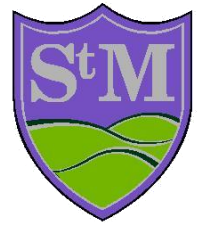
## COVID

### MASKS

Staff and students may continue to wear a mask if they prefer too.

### COVID SYMPTOMS/POSITIVE TEST

Updated guidance:



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- adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature
- children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend
- adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days

Students will be marked as 'I' which is 'absent through illness' if their absence is reported to school every day. Any unauthorised absence is reported to the Educational Welfare Officer

#### **Good attendance**

Good and exceptional attendance will be rewarded next term. We will be bringing back the attendance cake for the class / tutor groups that has the best attendance. 100% attendance each half term will be rewarded with prizes/certificates.

If you are worried about your child's attendance and need support, please contact your son/daughters class teacher or tutor in the first instance and together as a team we can help get attendance back on track.

Kind regards

Sue Lovecy - Head of School