



ST ANNE'S CATHOLIC PRIMARY SCHOOL

Wellington Road
Nantwich
Cheshire
CW5 7DA
Tel. 01270 685353

Headteacher
Mrs H. Brown

2.10.18

Dear Parents and Carers,

As you know, excellent attendance is vital in order for children to do well at school. This is why at St Anne's we have a minimum target of 95% attendance.

We expect every child to achieve an attendance rate of at least 95%. That means they should be absent for less than 10 days over the entire year.

We know that most of our families try to ensure that their child achieves the best possible attendance. However, there are some children whose education is being impaired because of poor attendance. This means that the teacher has to concentrate on making up the learning they have missed which in consequence has an impact on the other children in the class.

In light of this and following a discussion with our governors, we are now taking the following actions which are in line with our Attendance Policy, which is published on our website,

1. Unauthorised absence due to holidays or a child going abroad for other reasons in term time:

We know that most of you are very responsible and take your holidays during school holidays.

If you need to take your child out of school during term time, for whatever reason, you must apply for leave to the school. You will need to explain why it is necessary for your child to miss school and evidence may be requested from you.

These reasons will be taken into account when deciding whether or not to authorise your request. A maximum of 10 days only is allowed and this is at the discretion of the school. If you take your child overseas or on holiday without authorisation, or if you take more days than agreed, the school will seek a penalty notice which will be issued by the local authority. The current penalty notice charge is £60 per adult, per child.

Unauthorised absence resulting from long term poor attendance:

1. If your child is absent from school because of illness – which we do understand happens – please contact us on the first day of absence to let us know. If your child has a lot of absence due to illness we may ask for medical evidence.
2. If your child's attendance falls below 90% you will be sent a letter asking you to make sure it improves immediately.

3. If it remains below 90% you will be called to meet with us to agree a plan to improve your child's attendance.
4. If you do not come to this meeting or your child's attendance still does not improve after this meeting we will refer you to the Education Welfare Officer, and they may decide to begin a legal process including a penalty notice charge and/or taking you to court.

Finally, we are here to help. If you are experiencing difficulties with your child's attendance, particularly if they are having health problems, please talk to us. We will be able to discuss the issue and find ways to support you.

Thank you again to all those of you who support your children by making sure they come to school every day.

Yours sincerely



Mrs. H. Brown
Head Teacher



Mr Jon Fisher
Chair of Governors
