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14th March 2022

Dear Parent/Carer,

Due to Covid, and the disruption to the children's education, the government are putting a particular focus on school attendance. They want to ensure that children are attending school regularly and chasing up on high incidents of absence and unauthorised absence. The Government target for children to be in school is 96%.

During parent's evening your child's attendance will be shared with you. If it is not reaching the target of 96% then it will be closely monitored next term by our new school attendance officer. We understand that if your child has been ill absence is understandable and all cases will be looked at on an individual basis and absences due to Covid will be taken into account. Our parent support advisor Helen Spencer can provide support if you need it.

If no improvement is seen, then an appointment will be made for you to come into school to discuss your child's attendance.

Please see the boxes below which explain what we expect as a school and how we aim to improve attendance.

Stage 1- Celebrating Good Attendance

96%-100% attendance ensures children make good progress and don't miss any large parts of their learning.

Children receive a half-termly certificate to celebrate.

Parents inform the school of any occasions of absence without having to be asked.

Children arrive at school on time **before** 9.00am

Stage 2- Monitoring Attendance

First day phone call is sent to parents if no reason is given for absence.

Half termly reviews are done for all children with attendance less than 96%.

A letter will be sent out to let you know if attendance has dropped.

Attendance should improve over the next half term.

Late arrival times are also monitored.



Attendance information:

First Day Absence – Parents/carers are expected to leave a message with the office or with the class teacher by Dojo before 9.00am to let the school know the reason for absence and expected return date. On the occasions where a message hasn't been left a phone call will be made home to establish a reason for absence.

Second Day Absence - In the instance where on the second day of absence no contact has been made by the parents/carers a home visit will be made to try to establish the whereabouts and reason for absence.

Continuing Absence - If there has still been no contact from the parents/carers the Local Attendance Officer will be notified.

Ten Days of Absence - Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Staff for the local area. The school will include details of the action that they have taken.

Leave of absence in term time - Leave of absence during term time is discouraged. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents/carers must apply in advance for permission for their child to have leave of absence. Forms for this request can be found at the front office.

School Procedures - Any child who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised. The coding for any absences will be in accordance with the guidance provided by the Department of Education. Children who have an attendance percentage of 90% or below are classed as persistently absent from school.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children.

Thank you for your support to improve our school attendance, please contact me via the email address above if you have any queries.

Best wishes

Mrs Pink