



LOVE GOD
LOVE YOUR NEIGHBOUR

St
Charles

CATHOLIC PRIMARY SCHOOL

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Executive Head: Ann Slavin
Head: Tony Lynch
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5th October 2021

Dear Parent/Carer,

I am writing to inform you that the school attendance target is 96.5% or above for all pupils.

We regularly monitor pupils' attendance and punctuality as part of our school policy and duty of care.

In the event of your child being absent, **you must let the office know**. It is school policy that you phone the office by **9.15am** each day your child is absent, as the school has a legal responsibility and a duty of care to know where your child is between 9am and 3.15pm.

A text will be sent to parents if an absence is not reported. If we do not receive a reason for an absence, it will automatically be recorded as unauthorised.

If your child's overall attendance is less than 90%, you may receive a letter informing you of this and if attendance does not improve, you will be requested to attend a meeting at school and may be referred to Early Help*.

To authorise long term absences for illness, we require medical evidence such as a sickness or doctor's note.

You will be aware that the more time your child has off school, the more this will impact on his/her progress and attainment.

Medical appointments (including dental) should be booked outside school hours when possible. The office should be informed in advance when your child has a medical appointment and proof will be requested (text or letter).

Please remember, the school **does not authorise** holidays during term time.

If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Ann Slavin

Executive Head

*The Early Help Service provides help to families. The key objective of the service is to offer practical advice, support and direct case work to prevent issues escalating and requiring statutory intervention.

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