

Plymouth Cast Academy Trust
St Joseph's Catholic Primary School

Head Teacher: Mr Neil McDermott BEng (Hons) Med



'Together we will do
our best for Jesus'

11th October 2024

Dear Parents and Carers

RE: Attendance Matters

At the beginning of each academic year, we remind our families about the importance of regular school attendance. The Department for Education (DfE) requires schools to do all they can to support every child and family to attend school regularly.

Telling the school if your child is absent

Parents/carers must contact school by **9am** on the first day of their child's absence and then **each day** afterwards. We must check that your child is safe. You can inform school that your child is absent by phoning the school, sending a text or email and leave a message with a reason for your child's absence. If we have had no contact:

- School office staff will contact parents on the first day that a pupil is absent without explanation. If there is no response school will keep trying to contact ALL emergency contacts we hold on our system. This can obviously be very time consuming for busy office staff. Please help us by remembering to contact us in the morning of an absence.
- If, after 3 days, school has not received a reason for a child's absence the school may conduct a welfare check by visiting the home.
- Following a 5 day period of absence, despite a reason given, school may request medical evidence such as a prescription or GP appointment confirmation.

Requests for absence during Term time

Headteachers are only allowed to grant leave of absence from school in exceptional circumstances (defined as rare, significant, unavoidable and short). Requests should be made using the Request for Leave of Absence form (available from the school website or office) and must be submitted before any absence is taken, ideally 3 weeks before. If the absence is not agreed, then it should not be taken. For unauthorised absences such as these, the school will consider requesting that the relevant Local Authority issues a fixed penalty notice (FPN) in line with the latest DfE guidance.

Medical appointments

Medical appointments are recorded as authorised absences, however parents should inform the school office either in person or via email in advance and evidence of the appointment such as a letter or text should be shown. We understand it is difficult at times to get dentist and/or doctors' appointments, but where possible keeping these appointments close to the start or end of the school day is advisable.

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Lateness

Punctuality is also important as it can disrupt learning of not only your child but also others in class. The school day starts at 8:40am (gates open from 8:30am). If your child arrives after 8:40am they will be marked in the register with 'L'. If your child arrives after 9:00am they will be marked with 'U', this mark is an unauthorised absence and can therefore affect their overall attendance.

Monitoring Attendance

Children's attendance is regularly monitored throughout the school year. Parents may be contacted if a child's attendance drops below 96%. School works closely with the Local Authority and advice is taken where there are concerns about a child's attendance. Parents maybe invited into school to discuss concerns, if you are experiencing any difficulties with getting your child to attend school and would like support, please contact your child's teacher in the first instance.

We look forward to working in partnership with our families to ensure the very best for each child at our school.

Yours sincerely

Mr McDermott
Headteacher

100%	0 days Missed
95%	9 days of Absence. 1 week and 4 days of learning missed
90%	19 days of Absence. 3 weeks and 4 days of learning missed
85%	28 days of Absence. 5 weeks and 3 days of learning missed
80%	38 days of Absence. 7 weeks and 3 days of learning missed
75%	46 days of Absence. 9 weeks and 1 day of learning missed