

## Attendance

Following the new Department for Education guidelines holidays will not be authorised during the school term.

Here at St. Cuthbert's we are always striving to improve and make sure that we give our children the very best possible life chances. Our school works with a company called 'AStar Attendance & Support Ltd' to ensure that our attendance levels are the very best they can be.

St. Cuthbert's use a 'Traffic Light Initiative', which is intended to raise pupil attendance levels.

Having a good education will help to give your child the best possible start in life and as you will already be aware; we expect regular and punctual attendance at this school. It is recognised that poor school attendance limits educational achievement and the future progress of young people.

The colours of a traffic light are being used to indicate the level of your child's school attendance:

<b>Very poor attendance</b>	<b>RED = below 91%</b>
<b>Attendance is a cause for concern</b>	<b>AMBER = between 92% and 96%</b>
<b>Good attendance</b>	<b>GREEN = 97% and above</b>

We will monitor the attendance of all pupils in school. After each monitoring period, you and your child will be notified of their traffic light colour for that period.

Our goal is for all pupils to meet the green target of 97% to 100% attendance. If your child fails to meet the target, you will receive a letter advising you of this and you may be invited to a meeting at the school to discuss the reasons for the poor attendance.

We ask for the co-operation of parents to improve the life chances of their children. You can help us by:

- Encouraging your child to attend school punctually.
- Telephoning on the day of an absence and sending a letter to explain the absence on your child's return to school.

- Informing us of any changes or circumstances at home which may affect your child. Any such information will, of course, be kept in the strictest confidence.
- Supporting your child and the school by attending parent's meetings and taking an interest in your child's schoolwork.
- Leave of Absence in Term Time. Head Teachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances.

If your child has good attendance (many have 100%) none of this will ever be of concern to you. We also understand that children do get ill, but the school must be notified of any illness absence and must be satisfied that it is genuine. If we have any concerns or attendance drops below an acceptable level, we have to ask for documentary evidence from a medical professional to confirm that the absence is genuine.

One of the most important things your child can do to achieve academic success is also one of the most basic- going to school every day. In fact, research has shown that your child's attendance record may be the biggest factor influencing their academic success. Please support us in this matter.

Attendance issues are dealt with by **AStar Attendance & Support Ltd** and correspondence relating to issues/concerns will bear their company logo. The company does provide a mobile telephone number and e-mail address for contact but is unable to provide a business address as the offices are based in a local Sunderland school and it is not feasible for parents to personally visit their business premises.

Contact Details:

Jill Robson- AStar Attendance & Support Ltd.

Tel: 07387371915

### **Absence**

If a child is absent, please inform the school on the first morning either by note or telephone to explain the absence. If you know your child is likely to be away from school for any length of time please let us know as soon as possible. If we are not informed then it is recorded as an unauthorised absence.